

2020-2021 LLCC Annual Security Report

**Information for Springfield, Beardstown, Litchfield, Hillsboro, Jacksonville, Taylorville,
Capital City Training Center and the Levi, Ray and Shoup, Inc. Aviation Center at LLCC**

We urge members of the LLCC community to use this report as a guide for safe practices on and off-campus. Lincoln Land Community College (LLCCPD) sends an e-mail to every enrolled student and current employee on an annual basis to notify that the report is available to be viewed. The e-mail includes a brief summary of the contents of this report and the web address for the LLCCPD website where the Annual Security Report can be found.

The report is available online at llcc.edu/police/jeanne-clery-act.. A copy of the report can also be obtained from the LLCC Police Department at Sangamon Hall South, 5250 Shepherd Road, Springfield, IL 62703.

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Message from the Lincoln Land Community College Police Department

Lincoln Land Community College (LLCC) is committed to providing a safe and secure environment for our students, faculty, staff and visitors. To that end, we are pleased to present the Annual Security Report.

This report is prepared by the Lincoln Land Community College Police Department (LLCCPD) which is responsible for ensuring the safety and security of the LLCC community from all hazards, including crime. The LLCCPD is the primary department responsible for providing security and law enforcement services for the college.

This report will provide you with information on safety and security at each of the LLCC locations: Springfield campus, Beardstown, Litchfield, Hillsboro, Jacksonville, Taylorville, Capital City Training Center and the Levi, Ray and Shoup, Inc. Aviation Center at LLCC. Inside you will find information on LLCCPD; policies and procedures for reporting crime; safety and security prevention and protection programs; victim assistance services; and other material to assist you in maintaining your safety and security. This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA).

We encourage you to read this information and consider how it can help you and the LLCC community to prevent and protect yourself against crime. For more information or questions regarding this document please visit llcc.edu/police/.

History of Lincoln Land Community College

LLCC History

The family of students, faculty and staff known as Lincoln Land Community College (LLCC) began as an idea from visionaries who opened the doors on September 23, 1968. The founding members of the LLCC Board of Trustees, administrators and faculty, along with local citizens, built a legacy upon which we continue to grow today. Those visionaries, who were primarily farmers, took advantage of the Public Community College Act of 1965 to provide high-quality, accessible and cost-effective educational opportunities in the central Illinois area. The founding president, two administrators and seven trustees recruited a team of fewer than 30 faculty and staff members to a temporary facility on the southern edge of Springfield. About 850 students registered for the college's first class offerings. Those first students were offered a choice of 13 electronic data processing courses at a time when EDP was on the cutting edge of career choices. Those students also were offered 115 courses under the umbrella of arts and sciences and an additional group of 103 subjects labeled vocational and technical courses.

By the time Lincoln Land Community College moved to its current main campus site at 5250 Shepherd Road in 1974, the college had truly earned the reputation of being the "community's college" for District 526. The district comprises all or part of 15 counties in central and central southern Illinois and covers 4,115 square miles. Classes are offered during days, evenings and weekends on the Springfield campus; at outreach locations in Beardstown, Hillsboro, Jacksonville, Litchfield and Taylorville; Levi, Ray and Shoup, Inc. Aviation Center at LLCC; Capital City Training Center; St. John's Hospital in Springfield; and online.

The Lincoln Land Community College Police Department

Mission

The mission of the police department is to provide law enforcement services that assist community members in maintaining a self- and well-ordered campus environment in which the educational mission of the college can be realized. The Lincoln Land Community College Police Department (LLCCPD) protects and serves the college by providing professional law enforcement services and actively promoting community involvement through progressive community policing strategies and a commitment to education. Under 110 ILCS 305/7, the LLCCPD has

full law enforcement authority, including the authority to affect arrests in any county wherein the college and any of its branches or properties are located. Its jurisdiction includes all property owned or controlled by the college, as well as streets adjacent to and running through the college campus. The department employs both sworn police officers (with arrest authority) and non-sworn community service officers and public safety assistants who patrol campus and respond to emergencies. Additional staff members work other support positions in the department. LLCC police officers complete state mandated training requirements established for law enforcement officers and have the same legal authority as any other police officer in Illinois. Law enforcement personnel who are authorized to possess weapons may do so within scope of their authority. No other persons are permitted to possess weapons on college property. LLCCPD officers maintain a 24/7 patrol of campus, 365 days a year. The police department investigates all reports of criminal activity that occur on college property. It also maintains a daily crime log which contains all alleged criminal incidents, including non-Clery Act crimes, and is available to the public during regular business hours, Monday through Friday, 8 a.m. to 5 p.m.

Working Relationships

LLCCPD staff frequently works with city, county, state and federal law enforcement authorities and all appropriate agencies of the criminal justice system. Agencies cooperate whenever possible on investigations and crime prevention programs to provide the best possible police services to our campus and local communities. The LLCCPD also has a written memorandum of understanding with the University of Illinois Springfield Police Department, and close working relationships with the Sangamon County Sheriff's Department, Springfield Police Department, Illinois State Police and other local law enforcement agencies. LLCC does not operate any on- or off-campus housing; however, many students live in the neighborhoods surrounding LLCC locations. Responsibility for providing police services in these neighborhoods rests primarily with local police agencies (depending on location). Any incidence of crime involving LLCC students engaged in activities at off-campus locations with student organizations officially recognized by LLCC should be reported to the LLCCPD by that organization's staff advisor or coordinator.

Reporting Procedures

Any crime, emergency or suspicious situation should be reported immediately to the LLCCPD. Individuals are encouraged to report crimes to the LLCCPD for various security and safety reasons, including the purpose of making timely warning reports and the annual statistical disclosure to the community. A number of emergency call stations are positioned around the campus for use in contacting the police department. The LLCCPD emergency telephone number, answered 24 hours a day, is 217-786-2222. All college employees are encouraged to report to the LLCCPD any crime reported to the employee that occurred at the college. College employees who have been designated as campus security authorities by their function within the college are required to report to the LLCCPD any crime reported to the employee that occurred at the college with the exception of pastoral or professional counselors when acting in the role of a pastoral or professional counselor. This policy is necessary so the college can comply with federal regulations regarding disclosure of campus crimes. Although we encourage the reporting of campus criminal activity directly to the LLCCPD, in some circumstances individuals choose to report to other campus officials. Confidential reports that provide sufficient detailed information for classification of the offense by law enforcement officials using FBI Uniform Crime Report (UCR) guidelines will be included in crime statistics. A memorandum is sent by the LLCCPD to college counselors encouraging them to refer crime victims to police and/or to inform the victim of any procedures to report crimes on a confidential basis for inclusion in the annual disclosure of crime statistics. Crime reports may be made confidentially, and such reports will provide more complete data on crimes committed on campus. Reporting forms are available from the LLCCPD to use in reporting crimes for inclusion in the annual disclosure of crime statistics. Confidential crime reports made to pastoral or professional counselors, when acting in the role of a pastoral or professional counselor, may be shared with police officials with no personal identifying information disclosed for the purposes of including the information in statistics and in timely warning notices to the community.

Campus Security Authorities

A Campus Security Authority (CSA) as an individual at an institution who because of their job function for the institution is someone who has significant responsibility for student and campus activities.

Individuals whose job functions relate to the following categories are considered CSAs:

Campus police/security department. All department personnel, including contract security and local law enforcement who have a written agreement or contract with the institution to provide security services.

Individuals who have responsibility for campus security but who do not constitute a campus police/security department. Such as an individual who monitors access into a campus facility, acts as event security, or escorts students around campus.

Individuals or organizations, other than the police/security department, who are specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

Individuals, who are not responsible for campus security, who generally meet the criteria of being a CSA include, but are not limited to:

- Athletic coaches, directors and athletic trainers. Those employed by the institution, student coaches, e-coaches, and volunteer coaches.
- Student club advisors.
- Academic and club travel/trip advisors.
- Title IX coordinator.
- AVP of Student Success.
- AVP Human Resources.
- VP of Student Services.
- Student Engagement Coordinator.
- Director of Student Success and counselors, including peer counselors, if directed to via policy. Professional and pastoral counselors excluded, when acting as a professional or pastoral counselor.
- Outreach Center directors and site coordinators.

General Procedure for Reporting a Crime or Emergency

LLCCPD encourages members of the campus community to report crimes they are aware of to the campus police department, or to other appropriate police agencies, accurately and promptly. We understand that there are instances where a victim of a crime may be unable to, or unsure if they want to, report a crime, however we encourage them to do so and assure them that they will be treated with dignity and respect throughout the process. By working together, the college community and the police can reduce crime on campus. Members of the college community may report criminal activities or other emergencies in several different ways. While we encourage all campus community members to promptly report all crimes and other emergencies directly to LLCCPD, we recognize that some may prefer to report to other individuals or college offices. A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure is included in the [“resources” section](#). In response to a call of a reported crime or emergency, the LLCCPD will take the required action, either dispatching an officer or asking the victim to report to the police department to file an incident report. All LLCCPD incident reports are reviewed, and when appropriate assigned to an officer for follow-up investigation and/or forwarded to the State Attorney's Office for prosecution. All LLCCPD incident reports involving students are forwarded to the assistant vice president, student success, for review for potential disciplinary action, where appropriate. Additional information obtained via any investigation will also be forwarded to the assistant vice president, student success. If assistance is required from

the local police departments, the LLCCPD will contact the appropriate department. If a sexual assault or rape should occur, staff on the scene, including the LLCCPD, will offer the victim a wide variety of services.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may want to consider making a confidential report. An LLCCPD officer can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the college, and when they involve allegations of sexual harassment (including sexual violence, dating violence, domestic violence and stalking) are made available to the college's Title IX coordinator. You can call the LLCCPD and ask that information remain confidential. A confidential report can be filed online by going to llcc.edu/student-services/sexual-violence-resources/.

You may also file a report with one of our confidential advisors:

Claire Heffron-McKinney
Student Success Coach, Student Success
Menard Hall
Claire.Heffron-Mckinney@llcc.edu

Melissa Franzen
Student Success Coach, Student Success
Menard Hall
Melissa.Franzen@llcc.edu

Confidential advisors may be reached at 217-786- 2590.

Discussions between a confidential advisor and a survivor pertaining to incidents of sexual violence will remain confidential unless the survivor provides written consent, or the report falls within certain exceptions. In the event that a report cannot be kept confidential, students will be informed. Students may be seen on an emergency walk-in basis or by appointment.

Emergency Call Boxes

Emergency call boxes are located on the Springfield campus to enable individuals to contact police officers during emergencies. If you need assistance, see something that is suspicious or see someone else who needs assistance, you should activate the emergency call box and speak directly with the LLCCPD. Non-emergency use is prohibited.

To access the Police Department from an emergency call box, press the red button on the front of the box and speak into the integrated receiver. Once activated, a large blue strobe light flashes from the top of the phone tower and the LLCCPD is notified immediately. During regular business hours the line will ring through to the emergency line of the Police Department, and the operator will dispatch one or more officers to the specified location. During hours when the college is closed, the emergency call boxes ring straight through to the LLCCPD department cell phone, the officer on duty will respond to the specified location. For more information about emergency call boxes, please visit llcc.edu/police/.

To Report A Crime

In the event anyone has information regarding crimes or emergencies on campus they should immediately notify the LLCCPD by dialing:

Springfield

Emergency: 217-786-2222 or 911

Non-Emergency: 217-786-2278

On-Campus Phone

Emergency Extension: 6-2222

Non-Emergency Extension: 6-2278

Beardstown, Jacksonville, Litchfield, Hillsboro, Taylorville and Capital City Training Center

Members of the Beardstown, Jacksonville, Litchfield, Hillsboro and Taylorville outreach locations and the Capital City Training Center and their visitors should report all public safety incidents (crimes, medical/ fire emergencies, safety hazards, suspicious behavior, etc.) to the on-duty public safety/community service officer or an administrator at the location where the incident occurs. If the incident is a criminal act in progress or an emergency, call 911 immediately and local law enforcement will respond. Then, call the LLCCPD at 217-786-2278 to report the incident.

LLCC-Beardstown Security Desk

217- 323-4103

LLCC-Jacksonville Security Desk

217-243-6699

On-site Extension: 2-6699

LLCC-Litchfield Security Desk

217-786-3401

On-site Extension: 6-3401

LLCC- Hillsboro

Contact LLCC-Litchfield

LLCC-Taylorville Security Desk

217-786-2754

On-site Extension: 6-2754

Capital City Training Center Security Desk

217-786-4957

On-site Extension: 6-4957

Levi, Ray and Shoup, Inc. Aviation Center at LLCC

Members of the Levi, Ray and Shoup, Inc. Aviation Center at LLCC community and their visitors should report all public safety incidents (crimes, medical/fire emergencies, safety hazards, suspicious behavior, etc.) to the LLCCPD. If the incident is a criminal act in progress or an emergency, call 911 immediately and local law enforcement will respond. Then, call the LLCCPD at 217-786- 2278 to report the incident.

Timely Warnings

Students, faculty, staff and visitors are encouraged to report all crimes and public safety-related incidents to the LLCCPD in a timely manner to aid in providing accurate and timely warning notices to the campus community when appropriate and to ensure inclusion in the annual crime statistics. A timely warning notice will be distributed when it is determined that there is an ongoing or serious threat to members of the LLCC community. Timely warnings will typically be issued for Clery Act reportable crimes indicated below. Timely warnings are considered on a case-by-case basis. A timely warning notice will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential and that will aid in the prevention of similar occurrences. The LLCCPD reviews information that is reported either directly to the police department or indirectly reported by members of the community, campus security authorities and other local law enforcement to determine if a reported crime poses a serious on-going threat to members of the college community. LLCC is not required to issue a timely warning with respect to crimes reported to a pastoral or professional counselor, when acting in the role of a pastoral or professional counselor.

If a serious incident occurs which may, in the opinion of the campus police department, pose an ongoing threat to members of the LLCC community, a timely warning will be issued to the campus community. The chief of police and/or the chief's designee have the authority to develop and distribute timely warning notices (called Campus Safety Alerts) for the college to notify members of the community about serious crimes against people that occur on campus property and public property that are within or immediately adjacent to campus and on non-campus property as defined by the Clery Act. Campus safety alert content is determined based on the type of incident, the context with which it is occurring, the ongoing or serious nature of the threat to members of the campus community, and the need to advise campus community members to take reasonable precautions to protect themselves. Campus safety alerts will be written in a manner that withholds the names of victims as confidential and that will aid in the prevention of similar occurrences. LLCC will endeavor to make such alert sufficiently specific so as to enable recipients to take an appropriate response to the threat.

The alerts are written and distributed by the chief of police or his/her designee, and can be distributed by the following means:

- Campus-wide email
- LLCC ALERT (emergency text messaging system)
- Posted on the LLCC website
- Hard copies posted on LLCC Student Life bulletin boards around campus

Campus safety alerts are usually distributed for the following Uniform Crime Reporting program (UCR)/ National Incident Based Reporting System (NIBRS) classifications: arson, murder/non-negligent manslaughter and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing threat to the campus community. Campus safety alerts may also be issued for other crime classifications, as deemed necessary.

Campus Security and Access

Springfield Campus

During the regular school year, the Springfield campus (Springfield, IL) is open to the public from 6 a.m. to 10:30 p.m., Monday Friday and 6:30 a.m. to 4 p.m. on Saturday. The campus is closed on Sunday. During normal business hours, access is denied only to those who abuse the privilege of using campus facilities. After normal business hours, the campus is closed to the general public. Students are not allowed on campus after normal business hours without prior faculty or staff authorization and supervision. LLCCPD officers patrol the academic and administrative buildings on a regular basis

Beardstown, Jacksonville, Litchfield, Hillsboro, and Taylorville Outreach Locations

During the regular school year, the Beardstown (Beardstown, IL), Jacksonville (Jacksonville, IL), Litchfield (Litchfield, IL), and Taylorville (Taylorville, IL) outreach are open to the public from 7 a.m. to 10 p.m. Monday through Thursday and 7 a.m. to 5 p.m. Friday. The Hillsboro (Hillsboro, IL) location is open to Hillsboro students and staff during scheduled class times only. During normal business hours, access is denied only to those who abuse the privilege of using campus facilities. After normal business hours, the outreach locations are closed to the general public. Students are not allowed on site after normal business hours. LLCCPD public safety assistants patrol the buildings on a regular basis.

Capital City Training Center

During the regular school year, the Capital City Training Center, located in downtown Springfield, IL is open to the public from 7 a.m. to 10 p.m., Monday through Thursday; and 7 a.m. to 5 p.m. on Friday. During normal business hours, access is denied only to those who abuse the privilege of using the site's facilities. After normal business hours, the center is closed to the general public. Students are not allowed on site after normal business hours. LLCCPD officers patrol the building on a regular basis.

Security Maintenance

Facilities and landscaping are maintained with a concern for safety and security and in a manner that minimizes hazardous conditions. LLCCPD staff regularly patrols LLCC locations and reports malfunctioning lights and other unsafe physical conditions to Facilities Services for repair. Other members of the college community should promptly report equipment problems to LLCCPD, 217-786-2278, or to Facilities Services, 217-786-2304.

Levi, Ray and Shoup, Inc. Aviation Center at LLCC

During the regular school year, the Levi, ray and Shoup, Inc. Aviation Center at LLCC, located in Springfield, IL at the Abraham Lincoln Capital Airport, is open to aviation students and staff 7 a.m. to 5 p.m. Monday through Thursday. The Springfield Airport Authority Police patrols and provides general site security. The Springfield Airport Authority Facilities and Maintenance provides grounds maintenance with a concern for safety and security and in a manner that minimizes hazardous conditions.

Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

It should be noted that crime statistics are compiled in accordance with Clery Act reporting guidelines, which may result in variations between crime statistics listed here and campus incident information reported in accordance with other legislative mandates. The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. The LLCCPD submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by ED is available to the public through the ED website. In addition, a daily crime log is available for review during regular business hours, Monday through Friday, 8 a.m. to 5 p.m., in the LLCCPD. It should be noted that the crime log includes all crimes reported to the LLCCPD for the required geographic locations, not just Clery Act crimes. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the college community obtained from the following sources: LLCC campus security authorities, campus community members, LLCCPD, University of Illinois Springfield Police Department, Springfield Police Department, Taylorville Police Department, Litchfield Police Department, Hillsboro Police Department, Jacksonville Police Department, Beardstown Police Department, Capitol Airport Authority, Sangamon County Sheriff's Office, Christian County Sheriff's Office, Montgomery County Sheriff's Office, Morgan County Sheriff's Office, Cass County Sheriff's

Office and the Illinois State Police. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all non-police officials who include campus security authorities. A designated campus authority includes, but is not limited to: a campus police/ security department; an individual who is responsible for monitoring the entrance into institutional property; any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and an official of an institution who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline and campus judicial proceedings. Statistical information is requested and provided to the LLCCPD by staff members of LLCC Student Success, even though they are not required by law to provide statistics for the compliance document. The college's Title IX investigators also provide statistics to the LLCCPD about cases they have dealt with where the victim chose not to report the incident to the LLCCPD or other local law enforcement agencies. In addition, the LLCCPD sends a request each year to LLCC Student Success that encourages student success coaches to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Daily Crime Log

The daily crime log is meant to give you information and record all criminal incidents, and alleged criminal incidents that are reported to the Lincoln Land Community College Police Department (LLCCPD) and occurred within the Clery geographical boundaries of the LLCC Springfield, Beardstown, Hillsboro, Jacksonville, Litchfield, Taylorville, Capital City Training Center and the Levi, Ray and Shoup, Inc. Aviation Center at LLCC campuses during the previous 60 days.

The daily crime log is available for review during regular business hours, Monday through Friday, 8 a.m. to 5 p.m. at the Lincoln Land Community College Police Department, Sangamon Hall South, Room 1148, LLCC-Springfield, 5250 Shepherd Road, Springfield, IL 62794

Clery Act Crimes and Offenses

Crime Definitions

Aggravated Assault:

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned.

Drug Abuse Violations:

The violation of state and local laws or ordinances prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Intimidation:

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Liquor Law Violations:

The violation of state and local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft:

The theft or attempted theft of a motor vehicle.

Murder and Non-Negligent Manslaughter:

The willful (nonnegligent) killing of one human by another. Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery:

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force, violence and/or causing the victim fear.

Sex Offenses:

Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

Rape:

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling:

The touching of the private body parts of another person for the purpose of sexual gratification either: (1) forcibly and/or against that person's will or (2) not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Incest:

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape:

Sexual intercourse with a person who is under the statutory age of consent.

Simple Assault:

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Weapons Law Violations:

The violation of state and local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Domestic Violence:

A felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the reporting party; (2) a person with whom the reporting party shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the reporting party as a spouse or intimate partner; (4) a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence:

An act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For this purpose, the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Stalking:

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Clery Act Geography

Geography Definitions

For purposes of reporting statistics, the college must distinguish criminal offenses according to where 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 Building or Property:

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.

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. LLCC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus/location boundaries.

Hate Crimes

LLCC strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the LLCC community. The hate crime statistics are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported each year. The only exceptions to this are the addition of simple assault, intimidation and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias-related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicated that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, gender identity, religion, ethnicity, natural origin or disability, the assault is then also classified as a hate/bias crime.

LLCC-Springfield – Zero (0) hate crimes for the years 2017, 2018 and 2019.

LLCC-Beardstown – Zero (0) hate crimes for the years 2017, 2018 and 2019.

LLCC-Hillsboro – Zero (0) hate crimes for the years 2017, 2018 and 2019.

LLCC-Jacksonville – Zero (0) hate crimes for the years 2017, 2018 and 2019.

LLCC-Litchfield – Zero (0) hate crimes for the years 2017, 2018 and 2019.

LLCC-Taylorville – Zero (0) hate crimes for the years 2017, 2018 and 2019.

LLCC-Capital City Training Center – Zero (0) hate crimes for the years 2017, 2018 and 2019.

Levi, Ray and Shoup Inc. Aviation Center at LLCC – Zero (0) hate crimes for the years 2017, 2018 and 2019.

Unfounded Crimes

If a Clery Act crime is reported as occurring in any of the College's Clery Act geographic categories and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.

LLCC-Springfield – Zero (0) unfounded crimes for the years 2017, 2018 and 2019.

LLCC-Beardstown – Zero (0) unfounded crimes for the years 2017, 2018 and 2019.

LLCC-Hillsboro – Zero (0) unfounded crimes for the years 2017, 2018 and 2019.

LLCC-Jacksonville – Zero (0) unfounded crimes for the years 2017, 2018 and 2019.

LLCC-Litchfield – Zero (0) unfounded crimes for the years 2017, 2018 and 2019.

LLCC-Taylorville – Zero (0) unfounded crimes for the years 2017, 2018 and 2019.

LLCC-Capital City Training Center – Zero (0) unfounded crimes for the years 2017, 2018 and 2019.

Levi, Ray and Shoup Inc. Aviation Center at LLCC – Zero (0) unfounded crimes for the years 2017, 2018 and 2019.

Campus Crime Statistics for LLCC – Springfield 5250 Shepherd Rd., Springfield, IL

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Calendar Year (CY) 2017-2019

Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	1	0	0
Arson	0	0	0
Domestic Violence	1	0	0
Dating Violence	3	2	0
Stalking	1	0	0
Liquor Law Violation Arrests	0	1	0
Liquor Law Violation Referrals for Disciplinary Action	9(NC)	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	1	1	0
Weapons Law Violation Arrest	1 and 1(PP)	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0

Non-Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Hate Crimes (IUCR)	0	0	0
Larceny/Theft	11	6	1
Disorderly Conduct	7	1	2
Intimidation	0	0	0
Suicide (Attempt)	0	0	0
Vandalism	0	0	0
Domestic Dispute (Order of Protections on file for CY)	5	2	6
Traffic Arrests	1(PP)	0	0
Traffic Accidents	24 and 4(PP)	23 and 1(PP)	25 and 2(PP)
Deceptive Practices	0	0	1
Battery	0	0	0
Bomb Threat	0	0	0
Warrant Arrest	1	0	0
Property Damage	2	7	1
Obstructing an Officer	1	0	0
Criminal Trespass	2	0	0
Traffic Warning Tickets	90	61	66
IL Traffic Citations	50	42	27
LLCC Parking Tickets	31	16	33
LLCC Smoking Violations	1	0	0

Campus Crime Statistics for LLCC – Taylorville 800 S. Spresser, Taylorville, IL

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Calendar Year (CY) 2017-2019

Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0

Non-Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Hate Crimes (IUCR)	0	0	0
Larceny/Theft	1	0	0
Disorderly Conduct	0	0	0
Intimidation	0	0	0
Suicide (Attempt)	0	0	0
Vandalism	0	0	0
Domestic Dispute (Order of Protections on file for CY)	0	0	0
Traffic Arrests	0	0	0
Traffic Accidents	1	1	1
Deceptive Practices	0	0	0
Battery	0	0	0
Bomb Threat	0	0	0
Warrant Arrest	0	0	0
Property Damage	1	0	0
Obstructing an Officer	0	0	0
Criminal Trespass	0	0	0
Traffic Warning Tickets	0	0	0
IL Traffic Citations	0	0	0
LLCC Parking Tickets	0	0	0
LLCC Smoking Violations	0	0	0

Campus Crime Statistics for LLCC – Litchfield 1 Lincoln Land Dr., Litchfield, IL

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Calendar Year (CY) 2017-2019

Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0

Non-Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Hate Crimes (IUCR)	0	0	0
Larceny/Theft	0	0	0
Disorderly Conduct	1	0	0
Intimidation	0	0	0
Suicide (Attempt)	0	0	0
Vandalism	0	0	0
Domestic Dispute (Order of Protections on file for CY)	0	1	0
Traffic Arrests	0	0	0
Traffic Accidents	0	0	0
Deceptive Practices	0	0	0
Battery	0	0	0
Bomb Threat	0	0	0
Warrant Arrest	0	0	0
Property Damage	0	0	0
Obstructing an Officer	0	0	0
Criminal Trespass	0	0	0
Traffic Warning Tickets	0	0	0
IL Traffic Citations	0	0	0
LLCC Parking Tickets	0	0	0
LLCC Smoking Violations	0	0	0

Campus Crime Statistics for LLCC – Hillsboro 102 N. Main, Hillsboro, IL

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Calendar Year (CY) 2017-2019

Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0

Non-Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Hate Crimes (IUCR)	0	0	0
Larceny/Theft	0	0	0
Disorderly Conduct	0	0	0
Intimidation	0	0	0
Suicide (Attempt)	0	0	0
Vandalism	0	0	0
Domestic Dispute (Order of Protections on file for CY)	0	0	0
Traffic Arrests	0	0	0
Traffic Accidents	0	0	0
Deceptive Practices	0	0	0
Battery	0	0	0
Bomb Threat	0	0	0
Warrant Arrest	0	0	0
Property Damage	0	0	0
Obstructing an Officer	0	0	0
Criminal Trespass	0	0	0
Traffic Warning Tickets	0	0	0
IL Traffic Citations	0	0	0
LLCC Parking Tickets	0	0	0
LLCC Smoking Violations	0	0	0

Campus Crime Statistics for LLCC – Jacksonville 32 N. Central Park Pl., Jacksonville, IL

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Calendar Year (CY) 2017-2019

Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	1
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0

Non-Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Hate Crimes (IUCR)	0	0	0
Larceny/Theft	0	0	0
Disorderly Conduct	0	0	0
Intimidation	0	0	0
Suicide (Attempt)	0	0	0
Vandalism	0	0	0
Domestic Dispute (Order of Protections on file for CY)	0	0	1
Traffic Arrests	0	0	0
Traffic Accidents	0	0	0
Deceptive Practices	0	0	0
Battery	0	0	0
Bomb Threat	0	0	0
Warrant Arrest	0	0	0
Property Damage	0	0	0
Obstructing an Officer	0	0	0
Criminal Trespass	0	0	0
Traffic Warning Tickets	0	0	0
IL Traffic Citations	0	0	0
LLCC Parking Tickets	0	0	0
LLCC Smoking Violations	0	0	0

Campus Crime Statistics for LLCC – Beardstown 109 White Pine Ln., Beardstown, IL

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Calendar Year (CY) 2017-2019

Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0

Non-Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Hate Crimes (IUCR)	0	0	0
Larceny/Theft	0	0	0
Disorderly Conduct	0	0	0
Intimidation	0	0	0
Suicide (Attempt)	0	0	0
Vandalism	0	0	0
Domestic Dispute (Order of Protections on file for CY)	0	0	0
Traffic Arrests	0	0	0
Traffic Accidents	0	0	0
Deceptive Practices	0	0	0
Battery	0	0	0
Bomb Threat	0	0	0
Warrant Arrest	0	0	0
Property Damage	0	0	0
Obstructing an Officer	0	0	0
Criminal Trespass	0	0	0
Traffic Warning Tickets	0	0	0
IL Traffic Citations	0	0	0
LLCC Parking Tickets	0	0	0
LLCC Smoking Violations	0	0	0

Campus Crime Statistics for LLCC – Capital City Training Center 130 W. Mason, Springfield, IL

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Calendar Year (CY) 2017-2019

Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0

Non-Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Hate Crimes (IUCR)	0	0	0
Larceny/Theft	0	0	0
Disorderly Conduct	0	0	0
Intimidation	0	0	0
Suicide (Attempt)	0	0	0
Vandalism	0	0	0
Domestic Dispute (Order of Protections on file for CY)	0	0	0
Traffic Arrests	0	0	0
Traffic Accidents	0	0	0
Deceptive Practices	0	0	0
Battery	0	0	0
Bomb Threat	0	0	0
Warrant Arrest	0	0	0
Property Damage	0	0	0
Obstructing an Officer	0	1	0
Criminal Trespass	0	0	0
Traffic Warning Tickets	0	0	0
IL Traffic Citations	0	0	0
LLCC Parking Tickets	4	3	8
LLCC Smoking Violations	0	0	0

**Campus Crime Statistics for LLCC – Levi, Ray and Shoup, Inc. Aviation Center at
LLCC, Abraham Lincoln Capital Airport, 815 S. Airport Dr., Springfield, IL**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Calendar Year (CY) 2017-2019

Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0

Non-Mandatory Report – Criminal Offenses

All Offenses On-Campus unless notified at Non-Campus (NC) or Public Property (PP)

Offenses	2017	2018	2019
Hate Crimes (IUCR)	0	0	0
Larceny/Theft	1	0	0
Disorderly Conduct	0	0	0
Intimidation	0	0	0
Suicide (Attempt)	0	0	0
Vandalism	0	0	0
Domestic Dispute (Order of Protections on file for CY)	0	0	0
Traffic Arrests	0	0	0
Traffic Accidents	0	0	0
Deceptive Practices	0	0	0
Battery	0	0	0
Bomb Threat	0	0	0
Warrant Arrest	0	0	0
Property Damage	0	0	0
Obstructing an Officer	0	0	0
Criminal Trespass	0	0	0
Traffic Warning Tickets	0	0	0
IL Traffic Citations	0	0	0
LLCC Parking Tickets	0	0	0
LLCC Smoking Violations	0	0	0

Crime Prevention

The LLCCPD provides important services to the LLCC community, but nothing we do can replace your actions in maintaining security and safety on campus. LLCC offers many programs designed to inform students and employees about campus security procedures and practices. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. Take time to learn about crime prevention and safety – for yourself and your fellow community members. Information and awareness are your best weapons against crime and accidents. Upon request by students, staff, faculty or other employees, LLCC police staff will provide educational programs addressing related safety matters including self-defense, crime prevention, safe driving, alcohol laws or other safety topics. The frequency of programs facilitated in person varies from year to year and is based on requests for programs by the LLCC campus community.

Safety Awareness

Escort Service

The LLCC Springfield campus and Outreach Centers provide walking security escorts around campus for students, faculty, staff and visitors who request it.

LLCC Springfield Campus:

Stop by the Police Department in Sangamon Hall South or call 217-786-2278.

Capital City Training Center:

Stop by the Security desk located on the first floor or call 217-786-4957.

LLCC Beardstown, Jacksonville, Litchfield, Taylorville:

Stop by the Security desk located in the Enrollment Services area of each specific outreach location.

Sexual Assault Prevention and Response

As part of LLCC's commitment to providing a safe learning environment for students, LLCC offers safety and awareness trainings and resources focused on preventing and responding to sexual violence. To help students feel empowered to respond to physical threats to their safety, the LLCCPD offers the Rape Aggression Defense (RAD) course. RAD classes are held on campus periodically throughout the semesters and focus on teaching students self-defense moves. More information about RAD classes can be obtained by calling the LLCCPD at 217-786-2278. LLCC Student Success provides information, resources and options through their confidential advisors. Confidential advisors can provide students with connections to community organizations that provide crisis intervention, support and information to those affected by sexual violence. Please contact LLCC Student Success at 217-786-2224 for more information. Resources, awareness information and more are also available at llcc.edu/student-services/sexual-violence-resources/. Within the community there are several organizations that offer crisis intervention as well as informational resources.

Tips for Your Safety

Members of the college community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to the LLCCPD immediately.
- Program the LLCCPD phone number, 217-786-2278, into your cell phone:

- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Try to avoid walking alone at night, travel with friends or request an escort from the LLCCPD.
- Be aware of your surroundings. Instead of texting or looking down at the ground, watch the cars and people around you.
- Never leave valuables unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock your car doors and close windows when leaving your car.
- Do not leave valuables in your car, especially not in plain view.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Sexual Harassment, Other Harassment and Discrimination Policies

LLCC is committed to maintaining a learning and working environment that is free from sexual harassment and all other forms of harassment and discrimination against a person because of their actual or perceived race, color, national origin, ancestry, religion, sex, gender, age, physical or mental disability, marital status, pregnancy, order of protection status, military status, unfavorable discharge from military service, political affiliation, sexual orientation or any other such status protected by the provisions of the Illinois Human Rights Act or other applicable laws. In accordance with Illinois law, LLCC shall reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. LLCC shall not discriminate against any current or prospective student or employee or any other individual based on the aforementioned statuses and prohibits any form of harassment or discrimination in the learning and working environment, at any LLCC sponsored events, and in all admissions and employment activities. For the purposes of this policy, the "learning and working environment" is not limited to a physical location to which an employee is assigned to perform his or her duties or a student is accessing instruction and/or resources. Management and supervisory personnel at all levels are responsible for taking reasonable and necessary actions to prevent sexual harassment or any other form of harassment or discrimination.

Harassment and discrimination are prohibited under Titles VI and VII of the Civil Rights Act of 1964, as amended in 1991, Title IX of the Educational Amendment of 1972, the Illinois Workplace Transparency Act, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Illinois Human Rights Act. Any individual who believe they have experienced harassment, discrimination, or unreasonable denial of an educational or employment benefit based on an actual or perceived protected status may seek redress through this policy as outlined in the procedures. Inquiries and/or grievances may also be directed to the Assistant Secretary of the Department of Education, the Illinois Department of Human Rights or the Equal Employment Opportunity Commission. Discrimination by a student or employee shall be cause for disciplinary action including, but not limited to, expulsion of the student or termination of the employee. The preponderance of evidence shall be used in determining whether a violation of this policy has occurred. Retaliation for making a good-faith complaint of harassment or discrimination or for participating in an investigation is also prohibited by law.

LLCC has designated officers to ensure compliance with these provisions. LLCC will provide up-to-date contact information for these individuals in the procedures of this policy, on the College website, within handbooks and catalogs, and physically posted outside of the Human Resources Office and Student Life Office. All applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with LLCC will be notified of this policy as well as the title, address, email address, and telephone number of the employees designated as compliance officers.

Sexual Violence, Dating Violence, Domestic Violence and Stalking Policies

LLCC prohibits all threats and acts of violence on its campuses and other property and in connection with its programs and activities. This prohibition extends to sexual assault; domestic violence; dating violence and stalking by any student, staff member, faculty member or other person. The college encourages all members of the college community to report any such conduct and will investigate and address complaints in a prompt, fair and impartial manner. LLCC shall maintain a learning environment that is free from sexual violence, dating violence, domestic violence and stalking (hereinafter collectively referred to as “sexual violence”). Sexual violence jeopardizes the physical and emotional welfare of the college’s students, diminishes individual dignity and interferes with educational, social and employment opportunities. Sexual violence is, therefore, expressly prohibited. The accompanying procedure for this policy sets forth the manner in which the college shall proceed once it is made aware of student sexual violence in accordance with the college’s institutional values and its legal obligations under Title IX, the Illinois Preventing Sexual Violence in Higher Education Act and other relevant laws. Standards of appropriate sexual conduct shall apply equally to all students regardless of their sex, gender, sexual orientation or gender identity. In furtherance of the college’s commitment to foster an educational environment in which all members of the college community are safe and secure, the college expects that all interpersonal relationships and interactions shall be grounded upon mutual respect, open communication and clear consent. Upon learning of conduct that may not meet these standards, college students and staff are expected to take an active role in enforcing this policy. The college has jurisdiction to investigate any alleged violations of this policy that occur in the context of the college programs or activities or that otherwise affect the college’s working or learning environment, regardless of whether that conduct occurs on or off campus. In circumstances where alleged sexual violence occurs outside of the context of college programs or activities or off campus, and where one or more of the parties are not members of the college community, the college’s ability to investigate and/or impose appropriate disciplinary sanctions may be limited. In such circumstances, the college reserves the right to take such steps as it shall deem appropriate to investigate allegations of misconduct and provide appropriate resources to any student who is an alleged victim of sexual violence. Such resources shall include referral to appropriate medical facilities, community-based crisis centers and law enforcement authorities.

LLCC Sexual Violence, Dating Violence, Domestic Violence and Stalking Policy Definitions

Consent:

The college encourages students to communicate openly, honestly and clearly in respect to their actions, wishes and intentions regarding sexual behavior and to do so before engaging in intimate conduct. It is a requirement of the individual initiating sexual contact to ensure that consent is present before acting and is present during sexual activity. For the purposes of this policy, consent is a freely given agreement to sexual activity and may be withdrawn at any time. The following do not constitute consent:

- A. A person’s lack of verbal or physical resistance or submission resulting from the use or threat of force.
- B. A person’s manner of dress.
- C. A person’s consent to past sexual activity does not constitute consent to future sexual activity.
- D. A person’s consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including, without limitation, the following:

- A. A person is incapacitated due to the use of alcohol or drugs.
- B. The person is asleep or unconscious.
- C. The person is a minor or is incapacitated due to a mental disability.

If a person demonstrates signs of incapacitation, then that person shall be deemed to lack the capacity to give consent regardless of what is said or done by that person. Indicators of lack of capacity to give consent due to consumption of drugs or alcohol may include:

- A. Lack of control over physical movements (e.g., inability to walk or stand without stumbling or assistance).
- B. Lack of awareness of circumstances or surroundings.
- C. Inability to effectively communicate (e.g., slurred speech, demonstration of difficulty in choosing words).
- D. In a circumstance where a person may appear to be giving consent but does not have the capacity to do so, apparent consent is not effective. In such circumstances, it should be assumed that the person does not have

the capacity to knowingly give consent to sexual activity. A state of intoxication or impairment by drugs or alcohol does not excuse any individual from responsibility to obtain consent.

Prohibited Conduct:

The college prohibits the actions set forth below. An attempt to commit any such act or to assist or willfully encourage any such act is deemed to be a violation of this policy.

- A. Any sexual act initiated by one person without consent of the other.
- B. Sexual Exploitation: Sexual exploitation is taking sexual advantage of another person for the benefit of one's self or a third party when consent is not present. This includes, but is not limited to, the following actions (including actions undertaken via electronic means or methods):
 1. Recording any person engaged in sexual or intimate activity without that person's consent.
 2. Distributing sexual information, images or recordings about another person without that person's consent.
 3. Recruiting, harboring or transporting another person for the purpose of sexual exploitation.
 4. Inducing incapacitation in another person with the intent to engage in sexual misconduct.
- C. Dating/Domestic Violence: Dating/domestic violence is intimidation, harassment, physical abuse, sexual abuse or interference with personal liberty of any person by someone who is in a relationship with that person. In addition to offensive physical or sexual contact, dating/domestic violence may include psychological or emotional abuse. For the purposes of this policy, dating violence may occur between persons who have or have had a dating relationship or persons who have or have had a social relationship of a romantic or intimate nature. Domestic violence may occur between persons who are current or former spouses or domestic partners, intimate partners or dating partners who share or formerly shared a common dwelling, or persons who have a child in common.
- D. Stalking: Stalking is a course of conduct that generally involves following a person on two or more occasions in circumstances that would cause such person to reasonably fear for his or her safety and may include:
 1. Entering or remaining on or near a person's property, vehicle or place of employment.
 2. Being or remaining in close proximity to a person.
 3. Monitoring or conducting surveillance of a person.
 4. Giving unwelcome gifts or objects to a person.
 5. Engaging in other repetitive contact that is reasonably deemed to be unwelcome.

All forms of sexual violence/ misconduct identified in this policy are also prohibited under the college's sexual harassment policy (Number 1.7). For purposes of this policy, the determination of whether any offensive conduct is of a sexual or violent nature shall be reasonably determined by the college's Title IX coordinator, taking into account the context in which the offensive conduct occurred and the relationship between any person accused of violating this policy and the victim of the alleged misconduct.

Violence Against Women Act Definitions

Violence:

The use of physical force with intent, effect or reasonable likelihood of causing pain, harm, injury or damage to any person or property. The term "violence" includes, without limitation, "domestic violence," "dating violence" and "sexual assault."

Threats:

Words or actions intended or reasonably likely to cause pain, harm, injury or damage to any person or property. The term "threats" includes, without limitation, "stalking."

Domestic Violence:

A felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the reporting party; (2) a person with whom the reporting party shares a child in common; (3) a person who is in cohabitation with, or has cohabitated with, the reporting party as a spouse or intimate partner; (4) a person similarly

situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence:

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For this purpose, the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition: (1) dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; and (2) dating violence does not include acts covered under the definition of domestic violence. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress. For the purpose of this definition: (1) "course of conduct" means two or more acts including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property; (2) "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling; and (3) "reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Sexual Assault:

Any physical act against any person, including any sexual abuse, assault, battery, invasion or penetration (including but not limited to sexual intercourse), against that person's will, without that person's consent or when that person is incapable of giving consent due to his or her age, family relation to the other person, intellectual or other disability, or use of alcohol or drugs. Whether conduct is sexual assault does not depend on the biological gender of the victim or the assailant. Consent: requires words or actions indicating a freely given agreement to have sexual intercourse or engage in other sexual activities. The lack of verbal or physical resistance does not by itself constitute consent.

State of Illinois Definitions

The following are excerpts from Illinois Compiled Statutes.

Criminal Sexual Assault 720 ILCS 5/11-1.20:

A person commits criminal sexual assault if that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a position of trust, authority or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

Sexual Penetration 720 ILCS 5/11- 0.1:

"Sexual penetration" means any contact, however slight, between the sex organ or anus of one person and an object or the sex organ, mouth or anus of another person, or any intrusion, however slight, of any part of the body of one person or of any animal or object into the sex organ or anus of another person, including, but not limited to, cunnilingus, fellatio or anal penetration. Evidence of emission of semen is not required to prove sexual penetration.

Consent 720 ILCS 5/11-1.70:

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

Aggravated Criminal Sexual Assault 720 ILCS 5/11-1.30:

(a) A person commits aggravated criminal sexual assault if that person commits criminal sexual assault and any of the following aggravating circumstances exist during the commission of the offense or, for purposes of item (7), occur as part of the same course of conduct as the commission of the offense: (1) the person displays, threatens to use or uses a dangerous weapon, other than a firearm or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon; (2) the person causes bodily harm to the victim, except as provided in item (10); (3) the person acts in a manner that threatens or endangers the life of the victim or any other person; (4) the person commits the criminal sexual assault during the course of committing or attempting to commit any other felony; (5) the victim is 60 years of age or older; (6) the victim is a physically handicapped person; (7) the person delivers (by injection, inhalation, ingestion, transfer of possession or any other means) any controlled substance to the victim without the victim's consent or by threat or deception for other than medical reasons; (8) the person is armed with a firearm; (9) the person personally discharges a firearm during the commission of the offense; or (10) the person personally discharges the firearm during the commission of the offense, and that discharge proximately causes great bodily harm, permanent disability, permanent disfigurement or death to another person. (b) A person commits aggravated criminal sexual assault if that person is under 17 years of age and: (1) commits an act of sexual penetration with a victim who is under nine years of age; or (2) commits an act of sexual penetration with a victim who is at least nine years of age but under 13 years of age and the person uses force or threat of force to commit the act. (c) A person commits aggravated criminal sexual assault if that person commits an act of sexual penetration with a victim who is a severely or profoundly intellectually disabled person.

Domestic Violence 750 ILCS 60/103:

“Domestic violence” means physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis. “Physical abuse” includes sexual abuse and means any of the following: (a) knowing or reckless use of physical force, confinement or restraint; (b) knowing, repeated and unnecessary sleep deprivation; or (c) knowing or reckless conduct which creates an immediate risk of physical harm. “Harassment” means knowing conduct which is not necessary to accomplish a purpose that is reasonable under the circumstances, would cause a reasonable person emotional distress and does cause emotional distress to the petitioner. Unless the presumption is rebutted by a preponderance of the evidence, the following types of conduct shall be presumed to cause emotional distress: (a) creating a disturbance at petitioner's place of employment or school; (b) repeatedly telephoning petitioner's place of employment, home or residence; (c) repeatedly following petitioner about in a public place or places; (d) repeatedly keeping petitioner under surveillance by remaining present outside his or her home, school, place of employment, vehicle or other place occupied by petitioner or by peering in the petitioner's windows; (e) improperly concealing a minor child from petitioner, repeatedly threatening to improperly remove a minor child of petitioner from the jurisdiction or from the physical care of petitioner, repeatedly threatening to conceal a minor child from petitioner or making a single such threat following an actual or attempted improper removal or concealment, unless respondent was fleeing an incident or pattern of domestic violence; or (f) threatening physical force, confinement or restraint on one or more occasions. “Intimidation of a dependent” means subjecting a person who is dependent because of age, health or disability to participation in or the witnessing of: physical force against another or physical confinement or restraint of another which constitutes physical abuse as defined in this act, regardless of whether the abused person is a family or household member. “Interference with personal liberty” means committing or threatening physical abuse, harassment, intimidation or willful deprivation so as to compel another to engage in conduct from which she or he has a right to abstain or to refrain from conduct in which she or he has a right to engage. “Willful deprivation” means willfully denying a person who because of age, health or disability requires medication, medical care, shelter, accessible shelter or services, food, therapeutic device or other physical assistance, and there-by exposing that person to the risk of physical, mental or emotional harm, except with regard to medical care or treatment when the dependent person has expressed an intent to forgo such medical care or treatment. This paragraph does not create any new affirmative duty to provide support to dependent persons.

Stalking 740 ILCS 21/10:

(a) A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to: (1) fear for his or her safety or the safety of a third person; or (2) suffer other emotional distress. (a-3) A person commits stalking when he or she, knowingly and without lawful justification, on at least two separate occasions follows another person or places the person under surveillance or any combination thereof and: (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint, and the threat is directed towards that person or a family member of that person; or (2) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person. (a-5) A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion: (1) follows that same person or places that same person under surveillance; and (2) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person. For purposes of this Section: (1) "Course of conduct" means two or more acts, including but not limited to, acts in which a defendant directly, indirectly or through third parties, by any action, method, device or means follows monitors, observes, surveils, threatens or communicates to or about a person, engages in other nonconsensual contact or interferes with or damages a person's property or pet. A course of conduct may include contact via electronic communications. (2) "Electronic communication" means any transfer of signs, signals, writings, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo-optical system. "Electronic communication" includes transmissions by a computer through the internet to another computer. (3) "Emotional distress" means significant mental suffering, anxiety or alarm. (4) "Family member" means a parent, grandparent, brother, sister or child, whether by whole blood, half-blood or adoption and includes a step-grandparent, stepparent, stepbrother, stepsister or stepchild. "Family member" also means any other person who regularly resides in the household, or who, within the prior six months, regularly resided in the household. (5) "Follows another person" means (i) to move in relative proximity to a person as that person moves from place to place or (ii) to remain in relative proximity to a person who is stationary or whose movements are confined to a small area. "Follows another person" does not include a following within the residence of the defendant. (6) "non-consensual contact" means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to, being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased or occupied by the victim; or placing an object on or delivering an object to, property owned, leased or occupied by the victim. (7) "Places a person under surveillance" means: (i) remaining present outside the person's school, place of employment, vehicle, other place occupied by the person or residence other than the residence of the defendant; or (ii) placing an electronic tracking device on the person or the person's property. (8) "Reasonable person" means a person in the victim's situation. (9) "Transmits a threat" means a verbal or written threat or a threat implied by a pattern of conduct or a combination of verbal or written statements or conduct.

Dating Violence:

Dating violence is not defined in the Illinois criminal code.

Reporting Violence and Threats

To report an act of violence that is in progress or threatened on LLCC Springfield campus, call LLCCPD at 217-786-2222. If the act of violence is in progress or imminent on LLCC's Beardstown, Hillsboro, Litchfield, Jacksonville, Taylorville, Capital City Training Center locations or at Levi, Ray and Shoup, Inc. Aviation Center at LLCC or any other non-campus location, dial 911 to reach local law enforcement.

To report an act of violence that has ended or a threat that is not imminent, call LLCCPD at 217-786-2278. Incidents involving violence and/ or threats that may be criminal in nature, and members of the college community who

believe they have experienced either may, if they wish, file reports with local law enforcement authorities. Assistance to file reports is available from LLCCPD.

Victims of violence and/or threats may also decline to notify law enforcement authorities if they so choose. Regardless of whether a report is filed with local law enforcement, it is important for individuals to preserve all evidence that could be relevant to any criminal charges that may be brought or that may be needed to obtain an order of protection.

Procedures for Reporting a Complaint

The college has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence and stalking, including informing individuals about their rights to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between the complainant and the respondent, such as academic and employment accommodations, if reasonably available. The name and contact information of LLCC's Title IX coordinator is posted outside LLCC Human Resources, as well as other off-campus locations as outlined in college policy and on the college's website. To report an incident to LLCC's Title IX coordinator, go to llcc.edu/student-services/sexual-violence-resources/.

Any complaint of sexual violence, dating violence, domestic violence and stalking shall be processed by the college even if the complainant files an anonymous complaint or also files a complaint with an outside agency.

After an incident of sexual assault, dating violence and/or domestic violence, the victim should consider seeking medical attention as soon as possible; evidence may be collected even if you choose not to make a report to law enforcement. 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, dating violence and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, pictures, logs or other copies of documents, if they have any, that would be useful to college investigators or police. Although the college strongly encourages all members of its community to report violations of this sort to law enforcement, it is the victim's choice whether to make such a report and victims have the right to decline involvement with the police.

Assistance for Victims

Members of the college community who have been subjected to acts of violence, including sexual assault, domestic violence and dating violence, are encouraged to obtain medical attention to make sure any issues are addressed relating to possible injury or disease.

Students may obtain confidential counseling regarding incidents involving sexual assault, domestic violence dating violence and/or stalking from the LLCC Student Success Office. You do not need to disclose your name if you contact one of our confidential advisors:

Claire Heffron-McKinney
Student Success Coach, Student Success,
Menard Hall
Claire.Heffron-Mckinney@llcc.edu

Melissa Franzen
Student Success Coach, Student Success
Menard Hall
Melissa.Franzen@llcc.edu

Confidential advisors may be reached at 217-786- 2590.

Discussions between a confidential advisor and a survivor pertaining to incidents of sexual violence will remain confidential unless the survivor provides written consent, or the report falls within certain exceptions. Students may be seen on an emergency walk-in basis or by appointment.

Community members may obtain further information about resources available to address incidents involving violence and threats from the college's Title IX coordinator by calling 217- 786-4682.

The college will provide victims with written notice about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services, as well as options and available assistance for changing academic, living, transportation and employment situations, if requested, if reasonably available and regardless of whether reports are made to LLCCPD or local law enforcement. Individuals may apply for an order of protection from local courts. Information about orders of protection and other steps that can be taken in such cases is available from LLCCPD. Community members may also obtain assistance and information relating to incidents involving domestic violence, dating violence, sexual assault and/or stalking from the organizations not affiliated with the college that are identified in the section of this report entitled, "[Response to Sexual Violence](#)."

The college may take interim action while incidents involving allegations of violence and/or threats are investigated and resolved, as appropriate. Interim action may be taken regardless of whether an individual chooses to report an incident to campus police or local law enforcement, and may include interim suspension, "no contact orders," and/ or changing academic or employment arrangements for one or more parties.

If you have been the victim of domestic violence, dating violence, sexual assault or stalking, you can report the incident to the Title IX coordinator and campus police. The college will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence or stalking and will apply appropriate disciplinary procedures to those who violate this policy.

Illinois law provides a victim of domestic violence, dating violence, sexual assault or stalking certain rights.

Victim's rights provided under Illinois law:

1. The right to be treated with fairness and respect for their dignity and privacy throughout the criminal justice process.
2. The right to notification of court proceedings.
3. The right to communicate with the prosecution.
4. The right to make a statement to the court at sentencing.
5. The right to information about the conviction, sentence, imprisonment and release of the accused.
6. The right to timely disposition of the case following the arrest of the accused.
7. The right to be reasonably protected from the accused throughout the criminal justice process.
8. The right to be present at the trial and all other court proceedings on the same basis as the accused, unless the victim is to testify, and the court determines that the victim's testimony would be materially affected if the victim hears other testimony at the trial.
9. The right to be present at all court proceedings, subject to the rules of evidence, an advocate or other support person of the victim's choice.
10. The right to restitution.

College Disciplinary Action

The college has established procedures to promptly and fairly address concerns involving sexual assault, domestic violence, dating violence and stalking.

Any member of the college community who believes that he or she has been subjected to sexual assault, domestic violence, dating violence and/or stalking by a college employee, student or third party in connection with any college program or activity, whether on campus or off campus, may file a complaint against that person. Complaints can be filed with the Title IX coordinator or by going to lcc.edu/student-services/sexual-violence-resources/. All complaints will be carefully investigated, and complainants and respondents will be provided with similar and timely opportunities to identify witnesses, provide evidence and be accompanied by an advisor of their choice in any meetings or proceedings they attend relating to it.

Efforts will be made to resolve the complaint informally unless the complainant wishes to file a formal complaint. If the matter is not resolved informally, a formal investigation may be initiated. When both the complainant and the respondent are students, and if the LLCC Student Services charges the respondent with violating the “Student Code of Conduct,” disciplinary proceedings will commence against that student according to the procedures outlined in that document. In all other cases the procedures in the LLCC Board Policy will govern the hearing procedure. In all cases the parties will have the same opportunities to have an advisor present, receive simultaneous written notice of the results and have an opportunity to appeal the outcome. In all cases the standard of proof will be preponderance of the evidence. Appropriate discipline for employees may range from oral reprimand up to and including termination/dismissal for cause or any other appropriate remedial action.

Procedures and the standard of evidence used during any disciplinary proceeding on campus:

Upon receipt of a report of sexual violence, dating violence, domestic violence, and/or stalking, potential complainants will be provided with information about accessing support and understanding their rights and options on and off campus including:

1. A copy of the applicable College procedure(s) and information about the right to file a report with LLCC, or to request assistance reporting the incident to law enforcement.
2. Information about support resources on campus.
3. The name, address and telephone number of the nearest medical facility where a forensic examination may be completed at no cost to the student (if applicable to the allegations in the complaint).
4. The name, address, telephone number and website of a community-based, state or national sexual assault crisis center (if applicable to the allegations in the complaint).
5. A statement notifying the student of interim protective measures and accommodations, including campus no-contact orders or the college’s response to any protective order entered by a court (if applicable to the allegations in the complaint).
6. An explanation of the range of disciplinary sanctions that may be imposed upon determination of a policy violation.
7. Instructions providing information regarding the preservation of evidence of sexual violence (if applicable to the allegations in the complaint).

A. Procedures:

1. Upon receipt of complaint:
 - a. All parties will be provided information about supportive measures available to them.
 - b. One of LLCC’s Resolution Coordinators will initiate an individualized safety and risk analysis in accordance with the College’s threat assessment procedures to determine whether there is an immediate threat to the health or safety of any member(s) of the campus community arising from the allegation. In cases where a safety risk analysis indicated an immediate threat to the health or safety of the campus community, the Resolution Coordinator shall initiate an emergency removal of this individual from the College’s educational programs and activities to the extent necessary. The respondent will be provided with written notice of the emergency removal containing information regarding the parameters of the emergency removal as well as their right to challenge the decision.

- c. The Resolution Coordinator shall meet and/or confer with the potential complainant to gain a basic understanding of the nature and circumstances of the report.
 - d. The potential complainant shall be provided the information about College supportive measures and remedial options.
 - e. After discussing the complaint with the potential complainant, the Resolution Coordinator will assess the allegations in order to determine the appropriate college procedures for addressing the complaint. If the alleged conduct would constitute a violation of Policy 1.7, then the Resolution Coordinator shall advance the complaint pursuant to the following procedures.
 - i. If the alleged conduct does not indicate a potential violation of Policy 1.7 or identifies conduct that is not related to any educational program or activity of the College that is within the administrative control of the College, then the Resolution Coordinator may forward information to appropriate Student Services or Human Recourses officials for consideration under the Student Code of Conduct or other College policies and procedures.
2. Upon determination that the allegations could constitute a violation of Policy 1.7, the complainant may elect to file a formal complaint.
- a. If a complainant chooses to file a formal complaint, the applicable grievance procedures will be initiated. Both parties will receive written notice of investigation, including a summary of the allegations and a copy of the applicable grievance procedures. The Resolution Coordinator will assign two trained investigators to gather information relevant to the allegations. The respondent will be provided an opportunity to provide a written response to the allegations. Both parties will have equal access to an advisor of their choosing at any meetings and will also be provided the opportunity to provide relevant information, evidence, and/or witnesses. The parties shall have the opportunity to review the investigative report compiled by the investigators and provide a written response to this report. The assigned investigators will then consider any responses to the initial investigative report and finalize it, sending a copy to the complainant, respondent and their advisors.
 - b. If the complaint includes allegations of potential Title IX violation, a hearing panel will also be provided a copy of the investigative report. A hearing panel will schedule and conduct a live hearing, allowing both parties the opportunity to present questions to the other party through their advisor. A final determination will be made by the hearing panel, and all involved parties will be provided a copy of the final determination.
 - c. If, or to the extent that, a complaint does not involve Title IX violation, then the investigators shall make a determination whether a violation of policy has occurred and shall submit findings in writing to the complainant, the respondent, the Resolution Coordinator, and appropriate College administrative officials, including but not limited to, the immediate supervisor (if the respondent is an employee), the Vice President of Student Services (if the respondent is a student), the Vice President of Academic Services (if the respondent is a faculty member or student), the Associate Vice President of Human Resources (if the complainant or respondent is an employee), and the President. The report of investigative finding shall be rendered within 30 business days of the investigators' receipt of the formal written complaint and shall include the procedures and basis for appeal by either party. At any point during the procedures outlined above, the complainant may request an informal resolution. A voluntary written and signed agreement between the complainant and the respondent is required for all informal resolutions. Any party may rescind their agreement to an informal resolution at any time, at which point the complaint will be directed through the formal complaint procedures.

B. Appeals

1. Both the complainant and respondent shall have the right to appeal a final determination of responsibility and/or the resulting disciplinary sanction or other remedy on the grounds of a material procedural error that affected the outcome of the complaint and/or new evidence not reasonably

available during the investigative process (or the hearing, if applicable). Written request for appeal must be submitted to the Resolution Coordinator within five business days following delivery of the hearing panel’s decision (in Title IX cases) or following notice of the investigators’ findings and any subsequent discipline or remedy (in other than Title IX cases) and shall include the grounds for appeal. Upon determination by the Resolution Coordinator that there are legitimate grounds for appeal, then the matter shall be advanced by the Resolution Coordinator to an objective and appropriately trained hearing officer who shall not be an employee of the College. Each party shall be given an opportunity to respond in writing, within five business days, to any appeal submitted to the Resolution Coordinator by the other party, and such response will be included with the appeal and shall be provided to the hearing officer.

C. Standard of Evidence

1. All College complaint resolution procedures use a preponderance of the evidence standard, including the Student Code of Conduct, Sexual Violence, Dating Violence, Domestic Violence, and Stalking policy; Sexual Harassment, Other Harassment, and Discrimination policy; and Employee Discipline policy.

Sanctioning considerations for Students and Employees

LLCC takes seriously its responsibility to protect the campus community. Those found responsible for sexual misconduct are sanctioned through the appropriate LLCC Board Policy/Procedures. All sanctions shall be assigned with the goal to stop the behavior, prevent its recurrence, and remedy the impact(s). Proper sanctioning for sexual misconduct requires consideration of numerous factors. Factors considered by LLCC in the assignment of sanctioning for sexual misconduct include:

- Mitigating, aggravating, and compounding factors are considered in recognition of the fact that incidents of sexual misconduct are rarely identical, and therefore require sanctions tailored to the specific context and circumstances of the particular incident.
- Severity and egregiousness of the misconduct relative to other instances of the same violation are considered in order to apply a sanction in proportion to the severity of the conduct.
- Cumulative violations require assessment of each violation independently, and then within the broader context. Cumulative violations can be considered an aggravating and/or compounding factor, and include multiple violations in a single incident, multiple violations over time against the same reporting party, or multiple violations over time against different reporting parties.
- A responding party’s prior history of misconduct is highly relevant during the sanctioning phase. Prior history of escalating or repetitive violations serves as an aggravating and compounding factor and will impact sanctioning depending on the extent and composition of the conduct history.

Recognizing the seriousness of sexual misconduct, LLCC assesses the incident for evidence of these factors along with the form of misconduct when assigning sanctions. Due to these factors and considerations, LLCC tailors sanctions to the specific details of each violation. This results in a range of sanctions which can be applied to each incident of sexual misconduct, allowing the sanctioning officer to apply one or more sanctions that will adequately work to stop the behavior, prevent its recurrence, and remedy the impact(s). The main VAWA crimes and indication of possible sanctions follows below:

Student Discipline Range

Violation	Discretionary Sanction*	Disciplinary Probation	Restricted Access	Suspension	Expulsion
Sexual Assault (including non-consensual sexual touching/fondling)	X	X	X	X	X

Violation	Discretionary Sanction*	Disciplinary Probation	Restricted Access	Suspension	Expulsion
and completed or attempted rape)					
Domestic Violence	X	X	X	X	X
Dating Violence	X	X	X	X	X
Stalking	X	X	X	X	X

*It should be noted that LLCC applies discretionary sanctions with the intent to preventing recurrence of the misconduct by educating the responding party and introducing corrective behaviors. Discretionary sanctions are often applied in addition to other sanctions.

Definition of Discipline Terms for Students:

Discretionary sanction:

Counseling, reflective papers, research papers, educational classes, trainings, or other sanctions that may be appropriate given the specific circumstances of an incident

Disciplinary probation:

A written warning that the student will receive more severe disciplinary sanctions if the student is found in violation of LLCC Board Policy for a specified period of time or indefinitely.

Restricted access:

A student can be restricted from certain areas on campus, use of campus equipment or technology, student organization participation and/or travel, or other campus privileges.

Suspension:

Separation of the student from the College during a specified period of time, after which the student may be eligible to return. The student may be required to complete additional sanctions before the suspension is lifted. During the time of suspension, the student may be prohibited from any activity sponsored by the College and any property owned by the College. Suspension of a student requires approval of the Vice President, Student Services in accordance with Board Policy 5.37: Disciplinary Suspension or Expulsion.

Expulsion:

Permanent separation of the student from the College. The student may be prohibited from any activity sponsored by the College and any property owned by the College, as stated on the notice of expulsion. Expulsion of a student requires approval of the LLCC Board of Trustees as outlined in LLCC Board Policy 5.37: Disciplinary Suspension or Expulsion.

Employee Discipline Range

Behavior	Discretionary Resolution*	Verbal Reprimand	Written Reprimand	Suspension (up to 30 work days)	Dismissal by the Board
Sexual Assault (including non-consensual sexual touching/fondling)	X	X	X	X	X

Behavior	Discretionary Resolution*	Verbal Reprimand	Written Reprimand	Suspension (up to 30 work days)	Dismissal by the Board
and completed or attempted rape)					
Domestic Violence	X	X	X	X	X
Dating Violence	X	X	X	X	X
Stalking	X	X	X	X	X

* LLCC may implement a discretionary resolution with the intent of preventing recurrence of the misconduct by educating the responding party and introducing corrective behaviors. Informal resolution may occur in conjunction with formal disciplinary action. Such informal resolution may include referral to employee assistance program, training, coursework or other educational activities.

Appropriate disciplinary sanctions for any employee misconduct shall be determined by the Administration and/or Board based on the repetitive nature of such misconduct and/or magnitude or severity thereof. The initial disciplinary step shall depend on the severity of the offense.

In connection with any allegation of misconduct, the President or Board may grant administrative leave with pay pending the investigation of such allegation. Additionally, the appropriate Vice President or Associate/Assistant Vice President may implement leave with pay for up to one work day when, in such administrator’s judgment, the employee would benefit from a “cooling off” period in connection with any allegation of misconduct.

Definition of Discipline Terms for Employees (as outlined in Board Policy 8.6, 8.7 and 8.8)

Verbal Reprimand:

Supervisor will discuss facts and circumstances leading to errant behavior with the employee who will be given an opportunity to respond.

Written Reprimand:

Supervisor will meet with employee to explain the circumstances leading to a written reprimand. The written reprimand shall include a remediation plan with a reasonable time period for completion established.

Suspension:

For just cause as determined by the President, any employee may be suspended for up to 30 work days with or without pay provided, the employee be given an opportunity to first meet with the President regarding the cause or causes for such a suspension. Such suspension may result from any conduct or circumstance that is detrimental to the general welfare of the College as identified in Board Policy 8.6.

Dismissal by the Board:

Dismissal proceedings shall be initiated by the Board in accordance with applicable law and Board policy. Except as may be otherwise provided by statute or the terms of a collective bargaining agreement, the Board may terminate an employee for cause upon the recommendation of the President. Termination shall result from any conduct or circumstance that is detrimental to the general welfare of the College as identified in Board policy 8.6.

Filing an Appeal

Either the complainant or respondent may file an appeal of any decision concerning the resolution of the complaint. An appeal by either party must be made in writing and delivered to the president's office in Menard Hall within five business days of receipt of the notice of resolution/ disciplinary decision.

Statement Regarding Retaliation

The college shall not tolerate retaliation against any person who makes a complaint or participates in the complaint process.

Confidentiality

Reasonable effort will be made to protect the privacy of all those involved in sexual violence complaints to the extent it is possible. Disclosure of information regarding a complaint and investigation will be limited to those people who have a legitimate reason to know in the discretion of the investigator. All individuals involved in the investigation of complaints are expected to make such reasonable effort.

The college will, upon written request, disclose to the alleged victim of a crime of violence (as the term is defined in section 16 of title 18, United States Code) or non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this paragraph.

Prevention and Awareness

In addition to ongoing efforts to eliminate, address, and prevent forcible and non-forcible sex offenses, domestic violence, dating violence, and stalking at all LLCC locations, LLCC provides students, staff and faculty with annual educational and personal safety programs. These programs are intended to provide the LLCC community with the knowledge and resources necessary to help prevent sexual and intimate partner violence and support survivors within our community. The LLCC Police Department offers personal safety and defense programs such as the Rape Aggression Defense (RAD) program as well as personal safety lectures that provide information on how to reduce the risk of sexual assault and what to do if one is the victim of such crimes. Campus police officers receive training on this topic as well and are sensitive to the issues and needs of victims of sexual assault and domestic/dating violence. For more information on the RAD class, please contact the LLCC Police Department at 217-786-2278, or email RAD@llcc.edu.

Educational program addressing sexual and intimate partner violence are facilitated by the Compliance & Prevention Office, alongside community and campus partners such as local service organizations, the Sexual Assault and Violence Education (SAVE) Taskforce, the LLCC Police Department (LLCCPD), and the Student Life Office. Educational programs are provided in a variety of formats in order to reach a wide audience of members of the LLCC community.

The following are descriptions of the types of programs offered annually:

Annual Awareness Events:

These programs take place alongside national campaigns hosted during specific months each year to promote awareness of different forms of violence, such as domestic violence, sexual assault, and stalking. These events aim to increase awareness of the crimes, awareness of resources available on campus and in the community to help victims and survivors and provide all members of the LLCC community with information on how to help prevent violence and support survivors.

Employee Responsibility Trainings:

These trainings review relevant the responsibilities of LLCC employees related to the reporting of knowledge of sexual or intimate partner violence and seek to inform LLCC employees about recognizing forms of violence, supporting student survivors, and available resources at LLCC and in the community.

Introductory Programs:

These are short programs that inform the LLCC community about bystander intervention, community responsibility, resources at LLCC and in the community, and the rights and options of those experiencing sexual violence, sexual harassment, and/or intimate partner violence. These introductory programs allow us to reach a wide audience of students and aim to increase students' interest in additional programming.

Online Training:

LLCC provides every individual enrolled in credit-bearing classes access to online training programs based on the latest research on online learning effectiveness, violence prevention, and changing harmful norms/attitudes.

Peer Educator Programming:

LLCC's Peer Educator student employment program provides an opportunity for students interested in public health topics, including gender-based and intimate partner violence prevention, to receive training and promote the health of the LLCC community through the supervised development and facilitation of educational programs. These programs provide a safe and informed setting for students to engage with other students about topics impacting the wellbeing of the community.

Resource Campaigns:

Throughout the year, LLCC displays posters, pamphlets, and handouts containing information about rights, options, and support resources for those experiencing gender-based or intimate partner violence. These campaigns allow LLCC to support a culture of awareness and respect and a supportive environment for victims and survivors.

Resource Collaboration Program:

LLCC values its partnership with local service agencies dedicated to preventing gender-based and intimate partner violence and supporting victims and survivors. Each year, LLCC works with local organizations to develop programming for the LLCC community. These collaborations allow our campus community to benefit from the expertise of our local service agencies while also helping to further promote awareness of local support services.

Please contact the Compliance and Prevention Office at 217-786-4682 for more information about these programs.

Primary and Ongoing Prevention Programs Held in 2019

Prohibited Behaviors: Sexual Assault (SA), Domestic Violence (DoV), Dating Violence (DaV), Stalking (S)

Program Name	Program Type	Date(s) Held	Location	Which Prohibited Behavior Covered?	Audience	Primary/Ongoing
Stalking Awareness Campaign	Annual Awareness Event	01/01/19-01/30/19	Menard Hall, Springfield	S	Students	Primary
Bystander Intervention at New Student Orientation	Introductory Program	1/3/2019, 1/4/2019, 1/8/2019, 1/9/2019, 1/10/2019, 2/21/2019, 3/1/2019, 3/8/2019, 3/20/2019, 3/21/2019, 3/22/2019, 4/1/2019, 4/2/2019, 4/3/2019, 4/11/2019, 4/18/2019, 4/26/2019, 4/27/2019, 5/16/2019, 5/28/2019, 5/29/2019, 6/13/2019, 6/24/2019, 6/27/2019, 7/11/2019, 7/16/2019, 7/23/2019, 7/24/2019, 7/31/2019, 8/1/2019, 8/6/2019, 8/8/2019, 8/12/2019, 8/13/2019, 8/15/2019, 8/16/2019, 10/16/2019, 10/22/2019, 10/29/2019, 11/14/2019, 11/19/2019, 12/3/2019, 12/10/2019, 12/17/2019, 12/18/2019, 12/19/2019	Menard Hall, Springfield	DoV, DaV, SA, S	Students	Primary
Prevention Information at Campus Visit Day	Introductory Program	2/18/19, 9/14/19	Menard Hall, Springfield	DoV, DaV, SA, S	Students, Employees, Public	Ongoing
Bystander Intervention Training	Bystander Intervention Training	3/1/19	LLCC-Beardstown	DoV, DaV, SA, S	Students	Primary
Bystander Intervention Training at Reg Prep	Bystander Intervention Training	3/21/19, 3/22/19	Menard Hall, Springfield	DoV, DaV, SA, S	Students	Primary
Sexual Assault Awareness and Prevention Month, Take a Stand Tuesday	Annual Awareness Event	4/2/19	Menard Hall, Springfield	SA	Students, Employees	Ongoing
Bystander Intervention Training for	Bystander Intervention Training	4/8/19	Menard Hall, Springfield	DoV, DaV, SA, S	Students	Primary

Program Name	Program Type	Date(s) Held	Location	Which Prohibited Behavior Covered?	Audience	Primary/Ongoing
Honors Club and PTK						
Consent Workshop with Prairie Center Against Sexual Assault	Resource Collaboration Program	4/10/19	Stephen's Room Menard Hall, Springfield	SA	Students	Ongoing
Responsible Employee Training	Employee Responsibility Training	4/16/19, 7/16/19, 8/8/19, 8/14/19	Menard Hall, Springfield	DoV, DaV, SA, S	Employees	Primary
Sexual Assault Awareness and Prevention Month, Jeans Day	Annual Awareness Event	4/18/19	All Locations	SA	Employees	Ongoing
Awareness to Action Hangout	Peer Educator Program	4/23/19	Menard Hall, Springfield	DoV, DaV, SA, S	Students	Ongoing
Sexual Assault Awareness and Prevention Month, Take Back the Night	Annual Awareness Event	4/26/19	Off-Campus	SA	Students	Ongoing
Sexual Assault Awareness and Prevention Month, Grand Finale Runway Show	Annual Awareness Event	4/30/19	A. Lincoln Commons, Springfield	SA	Students, Employees	Ongoing
Bystander Intervention, New Student Welcome Lunch	Bystander Intervention Training	8/14/19	Menard Hall, Springfield	DoV, DaV, SA, S	Students	Primary
Healthy Relationship Challenges with Prairie Center Against Sexual Assault	Resource Collaboration Program	9/10/19	Menard Hall, Springfield	DoV, DaV	Students	Ongoing
Domestic Violence Awareness Month	Annual Awareness Event	10/01/19-10/30/19	All Locations	DoV, DaV	Students	Ongoing
Domestic Violence Awareness	Peer Educator Program, Annual	10/17/19	All Locations	DoV, DaV	Students	Ongoing

Program Name	Program Type	Date(s) Held	Location	Which Prohibited Behavior Covered?	Audience	Primary/Ongoing
Month, Purple for a Purpose	Awareness Event					
Domestic Violence Awareness Month, Jeans Day	Annual Awareness Event	10/24/19	All Locations	DOV, DaV	Employees	Ongoing
Silent Witness with Sojourn Shelter and Services	Resource Collaboration Program	10/28/19	A. Lincoln Commons	DoV, DaV	Students, Employees	Ongoing
Preventing Sexual Assault at Community Colleges Primary Training	Online Training	All Year	Online	DoV, DaV, SA, S	Students	Primary
Preventing Sexual Assault at Community Colleges Ongoing Training	Online Training	All Year	Online	DoV, DaV, SA, S	Students	Ongoing
“Nine Things to Know about your Title IX at LLCC”	Resource Campaign	All Year	All Locations	DoV, DaV, SA, S	Students	Ongoing
Poster Campaign Prairie Center Against Sexual Assault	Resource Campaign	All Year	All Locations	SA	Students, Employees	Ongoing
Poster Campaign Sojourn Shelter and Services	Resource Campaign	All Year	All Locations	DoV, DaV	Students, Employees	Ongoing

Prohibited Behaviors: Sexual Assault (SA), Domestic Violence (DoV), Dating Violence (DaV), Stalking (S)

How to be an Active Bystander

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.

Bystanders play a critical role in preventing sexual assault and relationship violence. They are people who observe violence or witness conditions that perpetuate violence. They are not directly involved, but have the choice to intervene, speak up, or do something about it. At LLCC, we want to promote a culture of community accountability where bystanders are actively engaged in preventing violence without causing further harm. Here are some ways to be an active bystander. Remember, if you or someone else is in immediate danger, dial 911.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior or experience with stalking.
5. Refer people to on-or off-campus resources listed in this report for support in health, counseling or with legal assistance.

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.

With no intent to blame the victim and recognizing that only rapists are responsible for rape, here are some strategies to reduce one's risk of sexual assault or harassment.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Try to avoid isolated areas.
- Walk with a purpose. Even if you don't know where you're going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be. If you feel unsafe, go with your gut and leave immediately.
- Some things you can try to get out of an uncomfortable situation:
 - Be true to yourself – don't feel obligated to do anything you don't want to do.
 - Have a code word with your friends or family so that you can communicate your discomfort without the person you are with knowing. Friends or family can then come to get you or make up an excuse for you to leave with them.
 - Lie. Make up a reason to leave.
- Make sure your cell phone is with you, that it is charged, and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to social gatherings, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. If a friend seems out of it, very intoxicated or is acting out of character, get him or her to a safe place immediately.
- Don't leave your drink unattended while dancing, talking or using the restroom. If you have left your drink alone, get a new one.
- 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, shared open containers.
- If you suspect that you or a friend has been drugged, call 911 immediately.

Compliance

Compliance with the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4) does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g, commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA)).

Response to Sexual Violence

The FBI's National Incident Based Reporting System (NIBRS) edition of the UCR defines a sex offense as any sexual act directed against another person, forcibly and/ or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. All forms of sexual violence are violations of LLCC's Sexual Violence, Dating Violence, Domestic Violence and Stalking policy (number 1.25). The LLCCPD treats victims of assault with respect and dignity. If a sexual assault or rape should occur on campus, staff on the scene, including LLCCPD, will offer the victim a wide variety of services. College personnel will assist the victim in notifying appropriate law enforcement authorities, if the victim requests the assistance of these personnel. If you or someone you know has been victimized on campus, you are strongly encouraged to report the incident to the LLCCPD. Filing a report does not commit you to pursue an investigation or prosecution and the LLCCPD will respect your decision. Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you or someone you know was victimized weeks or years ago, assistance is still available. Talking with someone now may help you cope better with abuse from the past, whether it was sexual assault, child sexual abuse, incest or sexual harassment.

Prevention and Education Programs

LLCC offers educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. LLCCPD offers the Rape Aggression Defense (RAD) program as well as personal safety lectures that provide information on how to reduce the risk of sexual assaults and what to do if one is the victim of such crimes. The LLCC Sexual Assault and Violence Education (SAVE) Taskforce and Compliance and Prevention Office offer educational campaigns and workshops on sexual assault, intimate partner violence and stalking awareness and prevention. In addition, all enrolled students have the opportunity to take an online course about preventing sexual assault and intimate partner violence at community colleges. Please contact the Compliance and Prevention Office at 217-786-4682 for more information. Campus police officers receive training on this topic as well and are sensitive to the issues and needs of victims of sexual assault. For more information on the RAD class, please contact the LLCC Police Department at 217-786-2278, or email RAD@llcc.edu

Reporting To LLCCPD

LLCCPD officers offer information and guidance to victims when they file an LLCCPD report. If you choose to report an incident, an LLCCPD officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses and what happened before and after the incident. You may have a support person with you during the interview. NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or college disciplinary action. If the assault occurred off campus, report the incident to the appropriate local law enforcement agency. LLCC will assist individuals who are unsure of how and where to report the crime. The reasons for reporting to LLCCPD are: (1) to take action which may prevent further victimization, including issuing a campus safety alert to warn the campus community of an impending threat to their safety; (2) to apprehend the assailant; (3) to seek justice for the wrong that has been done to you; (4) to have the incident recorded for purposes of reporting statistics about the incident that occurred on campus. To report an incident, follow the guidelines under "[Reporting Procedures.](#)"

Title IX Reporting

Individuals may also consider reporting a sexual violence incident to LLCC's Title IX coordinator, who can provide assistance in addressing the incident through consultation, administrative review and/or formal investigation. LLCC

Sexual Harassment and Sexual Violence Policy and Procedures can be located at www.llcc.edu. The identity of LLCC's Title IX coordinator is posted outside the human resources office, as well as in other off-campus locations as outlined in College policy. To report an incident to LLCC's Title IX coordinator, go to llcc.edu/explore-llcc/equal-opportunity/.

Counseling and Emotional Support

LLCC Student Success is located in Menard Hall, student services hallway. Some student success coaches are professional counselors and can provide support for you during this difficult period. They can inform you of common emotional reactions and discuss coping methods that may assist you immediately following the assault and later. Talking about your concerns with a student success coach in a safe and supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you contact one of our confidential advisors:

Claire Heffron-McKinney
Student Success Coach, Student Success,
Menard Hall
Claire.Heffron-Mckinney@llcc.edu

Melissa Franzen
Student Success Coach, Student Success,
Menard Hall
Melissa.Franzen@llcc.edu

Confidential advisors may be reached at 217-786-2590

Discussions between a confidential advisor and a survivor pertaining to incidents of sexual violence will remain confidential unless the survivor provides written consent, or the report falls within certain exceptions. Students may be seen on an emergency walk-in basis or by appointment.

Medical Resources

A special medical exam can be conducted as soon as possible following an assault to ensure your physical well-being and to collect evidence that may be useful in criminal proceedings. The exam can be conducted without the involvement of law enforcement personnel. Even if you have not been physically hurt, this forensic exam is strongly recommended to maintain all your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. The exam is performed in the emergency room by trained medical staff. The LLCCPD will also assist your medical needs by arranging a medical exam and will provide transportation to and from the hospital. Even if you do not have evidence collected at the hospital, it is still important to get medical attention to include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy. If you seek treatment at a local hospital and the police are contacted, this does not mean that you have to proceed with criminal charges. In addition, it is recommended that a survivor use a hospital in the county/ state where the incident occurred.

College Disciplinary Action

The college has established procedures to promptly and fairly address concerns involving sexual assault, domestic violence, dating violence and stalking.

Any member of the college community who believes that he or she has been subjected to sexual assault, domestic violence, dating violence and/or stalking by a college employee, student or third party in connection with any college program or activity, whether on campus or off campus, may file a complaint against that person. Complaints can be

filed with the Title IX coordinator or by going to llcc.edu/student-services/sexual-violence-resources/. All complaints will be carefully investigated, and complainants and respondents will be provided with similar and timely opportunities to identify witnesses, provide evidence and be accompanied by an advisor of their choice in any meetings or proceedings they attend relating to it.

Efforts will be made to resolve the complaint informally unless the complainant wishes to file a formal complaint. If the matter is not resolved informally, a formal investigation may be initiated. When both the complainant and the respondent are students, and if the LLCC Student Services charges the respondent with violating the “Student Code of Conduct,” disciplinary proceedings will commence against that student according to the procedures outlined in that document. In all other cases the procedures in the LLCC Board Policy will govern the hearing procedure. In all cases the parties will have the same opportunities to have an advisor present, receive simultaneous written notice of the results and have an opportunity to appeal the outcome. In all cases the standard of proof will be preponderance of the evidence. Appropriate discipline for employees may range from oral reprimand up to and including termination/dismissal for cause or any other appropriate remedial action.

Procedures and the standard of evidence used during any disciplinary proceeding on campus:

Upon receipt of a report of sexual violence, dating violence, domestic violence, and/or stalking, potential complainants will be provided with information about accessing support and understanding their rights and options on and off campus including:

1. A copy of the applicable College procedure(s) and information about the right to file a report with LLCC, or to request assistance reporting the incident to law enforcement.
2. Information about support resources on campus.
3. The name, address and telephone number of the nearest medical facility where a forensic examination may be completed at no cost to the student (if applicable to the allegations in the complaint).
4. The name, address, telephone number and website of a community-based, state or national sexual assault crisis center (if applicable to the allegations in the complaint).
5. A statement notifying the student of interim protective measures and accommodations, including campus no-contact orders or the college’s response to any protective order entered by a court (if applicable to the allegations in the complaint).
6. An explanation of the range of disciplinary sanctions that may be imposed upon determination of a policy violation.
7. Instructions providing information regarding the preservation of evidence of sexual violence (if applicable to the allegations in the complaint).

A. Procedures:

1. Upon receipt of complaint:
 - a. All parties will be provided information about supportive measures available to them.
 - b. One of LLCC’s Resolution Coordinators will initiate an individualized safety and risk analysis in accordance with the College’s threat assessment procedures to determine whether there is an immediate threat to the health or safety of any member(s) of the campus community arising from the allegation. In cases where a safety risk analysis indicated an immediate threat to the health or safety of the campus community, the Resolution Coordinator shall initiate an emergency removal of this individual from the College’s educational programs and activities to the extent necessary. The respondent will be provided with written notice of the emergency removal containing information regarding the parameters of the emergency removal as well as their right to challenge the decision.
 - c. The Resolution Coordinator shall meet and/or confer with the potential complainant to gain a basic understanding of the nature and circumstances of the report.
 - d. The potential complainant shall be provided the information about College supportive measures and remedial options.

- e. After discussing the complaint with the potential complainant, the Resolution Coordinator will assess the allegations in order to determine the appropriate college procedures for addressing the complaint. If the alleged conduct would constitute a violation of Policy 1.7, then the Resolution Coordinator shall advance the complaint pursuant to the following procedures.
 - i. If the alleged conduct does not indicate a potential violation of Policy 1.7 or identifies conduct that is not related to any educational program or activity of the College that is within the administrative control of the College, then the Resolution Coordinator may forward information to appropriate Student Services or Human Resources officials for consideration under the Student Code of Conduct or other College policies and procedures.
2. Upon determination that the allegations could constitute a violation of Policy 1.7, the complainant may elect to file a formal complaint.
 - a. If a complainant chooses to file a formal complaint, the applicable grievance procedures will be initiated. Both parties will receive written notice of investigation, including a summary of the allegations and a copy of the applicable grievance procedures. The Resolution Coordinator will assign two trained investigators to gather information relevant to the allegations. The respondent will be provided an opportunity to provide a written response to the allegations. Both parties will have equal access to an advisor of their choosing at any meetings and will also be provided the opportunity to provide relevant information, evidence, and/or witnesses. The parties shall have the opportunity to review the investigative report compiled by the investigators and provide a written response to this report. The assigned investigators will then consider any responses to the initial investigative report and finalize it, sending a copy to the complainant, respondent and their advisors.
 - b. If the complaint includes allegations of potential Title IX violation, a hearing panel will also be provided a copy of the investigative report. A hearing panel will schedule and conduct a live hearing, allowing both parties the opportunity to present questions to the other party through their advisor. A final determination will be made by the hearing panel, and all involved parties will be provided a copy of the final determination.
 - c. If, or to the extent that, a complaint does not involve Title IX violation, then the investigators shall make a determination whether a violation of policy has occurred and shall submit findings in writing to the complainant, the respondent, the Resolution Coordinator, and appropriate College administrative officials, including but not limited to, the immediate supervisor (if the respondent is an employee), the Vice President of Student Services (if the respondent is a student), the Vice President of Academic Services (if the respondent is a faculty member or student), the Associate Vice President of Human Resources (if the complainant or respondent is an employee), and the President. The report of investigative finding shall be rendered within 30 business days of the investigators' receipt of the formal written complaint and shall include the procedures and basis for appeal by either party. At any point during the procedures outlined above, the complainant may request an informal resolution. A voluntary written and signed agreement between the complainant and the respondent is required for all informal resolutions. Any party may rescind their agreement to an informal resolution at any time, at which point the complaint will be directed through the formal complaint procedures.

B. Appeals

1. Both the complainant and respondent shall have the right to appeal a final determination of responsibility and/or the resulting disciplinary sanction or other remedy on the grounds of a material procedural error that affected the outcome of the complaint and/or new evidence not reasonably available during the investigative process (or the hearing, if applicable). Written request for appeal must be submitted to the Resolution Coordinator within five business days following delivery of the hearing panel's decision (in Title IX cases) or following notice of the investigators' findings and any subsequent discipline or remedy (in other than Title IX cases) and shall include the grounds for

appeal. Upon determination by the Resolution Coordinator that there are legitimate grounds for appeal, then the matter shall be advanced by the Resolution Coordinator to an objective and appropriately trained hearing officer who shall not be an employee of the College. Each party shall be given an opportunity to respond in writing, within five business days, to any appeal submitted to the Resolution Coordinator by the other party, and such response will be included with the appeal and shall be provided to the hearing officer.

C. Standard of Evidence

1. All College complaint resolution procedures use a preponderance of the evidence standard, including the Student Code of Conduct, Sexual Violence, Dating Violence, Domestic Violence, and Stalking policy; Sexual Harassment, Other Harassment, and Discrimination policy; and Employee Discipline policy.

Sanctioning considerations for Students and Employees

LLCC takes seriously its responsibility to protect the campus community. Those found responsible for sexual misconduct are sanctioned through the appropriate LLCC Board Policy/Procedures. All sanctions shall be assigned with the goal to stop the behavior, prevent its recurrence, and remedy the impact(s). Proper sanctioning for sexual misconduct requires consideration of numerous factors. Factors considered by LLCC in the assignment of sanctioning for sexual misconduct include:

- Mitigating, aggravating, and compounding factors are considered in recognition of the fact that incidents of sexual misconduct are rarely identical, and therefore require sanctions tailored to the specific context and circumstances of the particular incident.
- Severity and egregiousness of the misconduct relative to other instances of the same violation are considered in order to apply a sanction in proportion to the severity of the conduct.
- Cumulative violations require assessment of each violation independently, and then within the broader context. Cumulative violations can be considered an aggravating and/or compounding factor, and include multiple violations in a single incident, multiple violations over time against the same reporting party, or multiple violations over time against different reporting parties.
- A responding party’s prior history of misconduct is highly relevant during the sanctioning phase. Prior history of escalating or repetitive violations serves as an aggravating and compounding factor and will impact sanctioning depending on the extent and composition of the conduct history.

Recognizing the seriousness of sexual misconduct, LLCC assesses the incident for evidence of these factors along with the form of misconduct when assigning sanctions. Due to these factors and considerations, LLCC tailors sanctions to the specific details of each violation. This results in a range of sanctions which can be applied to each incident of sexual misconduct, allowing the sanctioning officer to apply one or more sanctions that will adequately work to stop the behavior, prevent its recurrence, and remedy the impact(s). The main VAWA crimes and indication of possible sanctions follows below:

Student Discipline Range

Violation	Discretionary Sanction*	Disciplinary Probation	Restricted Access	Suspension	Expulsion
Sexual Assault (including non-consensual sexual touching/fondling and completed or attempted rape)	X	X	X	X	X
Domestic Violence	X	X	X	X	X

Violation	Discretionary Sanction*	Disciplinary Probation	Restricted Access	Suspension	Expulsion
Dating Violence	X	X	X	X	X
Stalking	X	X	X	X	X

*It should be noted that LLCC applies discretionary sanctions with the intent to preventing recurrence of the misconduct by educating the responding party and introducing corrective behaviors. Discretionary sanctions are often applied in addition to other sanctions.

Definition of Discipline Terms for Students:

Discretionary sanction:

Counseling, reflective papers, research papers, educational classes, trainings, or other sanctions that may be appropriate given the specific circumstances of an incident

Disciplinary probation:

A written warning that the student will receive more severe disciplinary sanctions if the student is found in violation of LLCC Board Policy for a specified period of time or indefinitely.

Restricted access:

A student can be restricted from certain areas on campus, use of campus equipment or technology, student organization participation and/or travel, or other campus privileges.

Suspension:

Separation of the student from the College during a specified period of time, after which the student may be eligible to return. The student may be required to complete additional sanctions before the suspension is lifted. During the time of suspension, the student may be prohibited from any activity sponsored by the College and any property owned by the College. Suspension of a student requires approval of the Vice President, Student Services in accordance with Board Policy 5.37: Disciplinary Suspension or Expulsion.

Expulsion:

Permanent separation of the student from the College. The student may be prohibited from any activity sponsored by the College and any property owned by the College, as stated on the notice of expulsion. Expulsion of a student requires approval of the LLCC Board of Trustees as outlined in LLCC Board Policy 5.37: Disciplinary Suspension or Expulsion.

Employee Discipline Range

Behavior	Discretionary Resolution*	Verbal Reprimand	Written Reprimand	Suspension (up to 30 work days)	Dismissal by the Board
Sexual Assault (including non-consensual sexual touching/fondling and completed or attempted rape)	X	X	X	X	X
Domestic Violence	X	X	X	X	X

Behavior	Discretionary Resolution*	Verbal Reprimand	Written Reprimand	Suspension (up to 30 work days)	Dismissal by the Board
Dating Violence	X	X	X	X	X
Stalking	X	X	X	X	X

* LLCC may implement a discretionary resolution with the intent of preventing recurrence of the misconduct by educating the responding party and introducing corrective behaviors. Informal resolution may occur in conjunction with formal disciplinary action. Such informal resolution may include referral to employee assistance program, training, coursework or other educational activities.

Appropriate disciplinary sanctions for any employee misconduct shall be determined by the Administration and/or Board based on the repetitive nature of such misconduct and/or magnitude or severity thereof. The initial disciplinary step shall depend on the severity of the offense.

In connection with any allegation of misconduct, the President or Board may grant administrative leave with pay pending the investigation of such allegation. Additionally, the appropriate Vice President or Associate/Assistant Vice President may implement leave with pay for up to one work day when, in such administrator’s judgment, the employee would benefit from a “cooling off” period in connection with any allegation of misconduct.

Definition of Discipline Terms for Employees (as outlined in Board Policy 8.6, 8.7 and 8.8)

Verbal Reprimand:

Supervisor will discuss facts and circumstances leading to errant behavior with the employee who will be given an opportunity to respond.

Written Reprimand:

Supervisor will meet with employee to explain the circumstances leading to a written reprimand. The written reprimand shall include a remediation plan with a reasonable time period for completion established.

Suspension:

For just cause as determined by the President, any employee may be suspended for up to 30 work days with or without pay provided, the employee be given an opportunity to first meet with the President regarding the cause or causes for such a suspension. Such suspension may result from any conduct or circumstance that is detrimental to the general welfare of the College as identified in Board Policy 8.6.

Dismissal by the Board:

Dismissal proceedings shall be initiated by the Board in accordance with applicable law and Board policy. Except as may be otherwise provided by statute or the terms of a collective bargaining agreement, the Board may terminate an employee for cause upon the recommendation of the President. Termination shall result from any conduct or circumstance that is detrimental to the general welfare of the College as identified in Board policy 8.6.

Filing an Appeal

Either the complainant or respondent may file an appeal of any decision concerning the resolution of the complaint. An appeal by either party must be made in writing and delivered to the president’s office in Menard Hall within five business days of receipt of the notice of resolution/ disciplinary decision.

Statement Regarding Retaliation

The college shall not tolerate retaliation against any person who makes a complaint or participates in the complaint process.

Confidentiality

Reasonable effort will be made to protect the privacy of all those involved in sexual violence complaints to the extent it is possible. Disclosure of information regarding a complaint and investigation will be limited to those people who have a legitimate reason to know in the discretion of the investigator. All individuals involved in the investigation of complaints are expected to make such reasonable effort.

The college will, upon written request, disclose to the alleged victim of a crime of violence (as the term is defined in section 16 of title 18, United States Code) or non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this paragraph.

Available Resources and Support

Sexual Violence Resources and Education Website:
lcc.edu/student-services/sexual-violence-resources/

On Campus:

LLCC Student Success
Menard Hall, Room 1132
217-786-2224

LLCC Police Department
Sangamon Hall South, Room 1148
217-786-2278

Community:

Prairie Center Against Sexual Assault– Springfield
3 W. Old State Capitol Plaza Springfield, IL 62701
217-744-2560
24 Hour Crisis Hotline: 217-753-8081

Sojourn Shelter and Service
1800 Westchester Blvd. Springfield, IL 62704
217-726-5100

Prairie Center Against Sexual Assault– Jacksonville
2001 W. Lafayette Ave. Jacksonville, IL 62650
217-243-7330
24 Hour Crisis Hotline: 217-753-8081

Springfield Police Department
(non-emergency) 217-788-8325

Sangamon County Sheriff
(non-emergency) 217-753-6666

Hillsboro Police Department
(non-emergency) 217-532-6120

Jacksonville Police Department
(non-emergency) 217-479-4630

Litchfield Police Department
(non-emergency) 217-324-5991

Taylorville Police Department
(non-emergency) 217-824-2211

Memorial Medical Center
Emergency Room 217-788-3030

St. John’s Hospital
Emergency Room 217-726-5200

Hillsboro Area Hospital
217-532-4199

Passavant Area Hospital – Jacksonville
217-245-9541

St. Francis Hospital – Litchfield
217-324-2191

Taylorville Memorial Hospital
Emergency Room 217-824-3339

State and National:

Rape, Abuse and Incest National Network (RAINN)
rainn.org
800-656-4673

National Domestic Violence Hotline
thehotline.org
800-799-7233

Illinois Coalition Against Domestic Violence
ilcadv.org
217-789-2830

Illinois Coalition Against Sexual Assault
icasa.org
217-753-4117

National Coalition Against Domestic Violence
ncadv.org

National Sexual Violence Resource Center
nsvrc.org

National Stalking Resource Center
victimsofcrime.org/stalking-resource-center

Deer Oaks EAP Services (EAP)
deeroakseap.com
888-993-7650

Sex Offender Registry

The Campus Sex Crimes Prevention Act, which became effective on Oct. 28, 2002, is a federal law that requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. The Illinois State Police maintains a list of all sex offenders required to register in the state of Illinois. This database is updated daily and can be found at www.isp.state.il.us/sor/. The LLCCPD maintains a log of all individuals designated as “registered sex offenders” who are either current students or employees of any of LLCC locations. Campus community members may access this log at the campus police department during normal business hours. Additionally, federal and state laws require sex offenders to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full-or part-time. Pursuant to the Campus Sex Crimes Prevention Act, each individual is required to register as a sex offender in the jurisdiction where his/her residence is located and, in the jurisdiction, where the college he/she attends is located. In order to comply with federal and state registration requirements related to college enrollment, a sex offender must register within five days of attendance at a college by reporting in person to the city police department or county sheriff’s office in the jurisdiction where the college is located. Students who fail to register their status as a sex offender are in violation of the registration act and face arrest and expulsion from the college. In addition, effective Jan. 1, 2012, changes to the Illinois Sex Offender Registration Act went into effect that require registered sex offenders who are either enrolled in class or are employed by an institution of higher education to complete an Illinois Sex Offender Registration Act/Institutions of Higher Education Employment/ Student Information form (ISP 5-695) with the agency of jurisdiction in which they reside (police or sheriff’s department that serves their home residence), the agency of jurisdiction in which they are attending an institution of higher education (where campus is located), and with the police chief at the institution of higher education that they are attending and/or employed (LLCCPD). Sex offenders who fail to properly register their status as a student or employee at an institution of higher education are in violation of the Illinois Sex Offender Registration Act and face arrest for a Class 3 felony. They also face disciplinary actions that may include suspension or termination of student or employee status. Sex offenders with questions about this registration requirement should call the LLCCPD at 217-786-2278. Lastly, the act amends the Family Educational Rights and Privacy Act (FERPA) of 1974 to clarify that nothing in the act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the secretary of education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Alcohol and Drug Policies

LLCC is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies. The college enforces all local laws regarding the possession, use and sale of alcoholic beverages, including those prohibiting the consumption of alcoholic beverages by persons under the age of 21 on campus and at college-sponsored activities.

LLCC is in compliance with the federal Drug-Free Schools and Communities Act of 1989. Each year, LLCC renews its commitment to the letter and spirit of that law with an information letter to students and employees. The college does not condone violations of laws proscribing possession; use or sale of alcoholic beverages; and possession, use, sale, manufacture or distribution of illegal drugs. Members of the LLCC community should know that violation of the laws concerning illegal drugs may lead to disciplinary action, which may include revocation of privileges or suspension or expulsion from the college in order to protect the interests of the college and the rights and safety of others. LLCC’s Alcohol, Tobacco and Other Drugs Policy as well as LLCC’s Student Conduct Policy, which specify the prohibitions of and the penalties for violations, are available in the Student Planner and College Catalog. The Student Planners are available in the Student Life Office, and the College Catalog and LLCC Board Policy are available online at llcc.edu/explore-llcc/board-of-trustees/board-policy/.

The possession or use of illegal substances or the unauthorized possession or use of alcoholic beverages at the college or at any college-sponsored activity is prohibited. Failure to comply with standards or student conduct will result in disciplinary action which may include, but is not limited to, permanent expulsion from the college and a referral made for prosecution.

Alcohol, Tobacco and Other Drugs Policy (1.11)

Smoking and other use of tobacco products (as defined in the Smoke-Free Campus Act, 110 ILCS 64), vaping, and the use of e-cigarettes are prohibited on any College-owned or operated property. Smoking and the use of tobacco products and e-cigarettes are only permissible in a personal vehicle. All smoking material must be extinguished and disposed of inside the vehicle.

In accordance with applicable state and federal laws, rules, and regulations, including the Drug-Free Schools and Communities Act Amendments of 1989 and EDGAR Part 86, the use, possession, and/or distribution of alcohol, marijuana, and/or any controlled substance while on College-owned or controlled property or at College-sponsored activities is prohibited. For the purposes of this policy, the term “controlled substance” shall refer to all illegal drugs and to legal drugs, excluding marijuana, used without a valid prescription issued to the user by a licensed healthcare professional.

Notwithstanding the provisions set forth above and in Board Policy 8.38, the possession and/or use of alcohol on College property or at College-sponsored events may be authorized by the President of the College.

Health Risks Associated with Use and/or Abuse of Alcohol and Other Drugs

Substance abuse not only affects the user, but often directly affects family, friends, school and work relationships. Often times, abusers will have health and/or legal problems and conflicts at home, work or school. Abusers will also have a higher probability of accidents. An abuser may be the major cause in domestic violence, along with sexual and child abuse in the family. Their behavioral habits affect loved ones’ safety and quality of life. School or work situations can be unpleasant or even dangerous. Substance abuse endangers one’s mind and body and the results can lead to permanent damage. Overall, substance abuse can cause impaired vision, slower reaction time, lessened concentration, poor judgment and coordination. It is a known fact that substance abuse ruins not only the abuser, but also those around them.

Alcohol

Alcohol is the most commonly abused depressant drug. Absorbed directly into the bloodstream, alcohol affects every part of the body. The drinking of alcohol produces many behavioral changes in the user. Consuming even small amounts impairs judgment, reflexes and coordination. Moderate consumption causes impairment of higher mental functions such as loss of concentration and slurred speech. It may also cause the user to become physically ill. Very high levels of consumption will cause unconsciousness, respiratory depression and may lead to death. When alcohol is combined with other drugs, only small amounts are needed to produce any of the previously mentioned effects. Repeated use of alcohol can lead to dependence or addiction. Sudden cessation of alcohol use can produce withdrawal symptoms, including anxiety, tremors, hallucinations and seizures. The sudden withdrawal from alcohol can cause life-threatening situations. Prolonged or chronic use of alcohol leads to permanent damage of the brain and liver.

Cocaine and Crack

Cocaine stimulates the central nervous system. It has immediate effects on the body including dilating the pupils and raising blood pressure, respiratory and heart rate and temperature. In some cases, the user will have a runny nose. Chronic use may lead to ulcerations of the mucous lining to the nose. Tolerance to cocaine develops quickly and produces psychological and physical addiction. Crack or freebase rock is extremely addictive, and users feel the effects within seconds. The effects are similar to cocaine, but also include insomnia, decrease in appetite, tactile

hallucinations, paranoia and seizures. Cocaine or crack if used in large amounts can be fatal, causing sudden death by respiratory or cardiac arrest.

Inhalants

Types of inhalants include nitrous oxide (laughing gas), amyl nitrate (poppers), butyl nitrate (rush), chlorohydrocarbons (aerosol spray) and hydrocarbons (solvent). The initial effects of inhalants are negative. Any of them can cause nausea, coughing, sneezing, nosebleed, lack of coordination, loss of appetite and fatigue. Aerosol and solvents cause decrease in heart and respiratory rate and impair judgement. Amyl and butyl nitrate increase heart rate produce headaches and involuntary loss of bladder and bowel control. Prolonged usage may result in brain damage or hepatitis, a disease of the liver. The use of large amounts or deeply inhaling vapors several times in a short time period may cause disorientation, aggressive or violent behavior, unconsciousness and even death. High concentrations can cause suffocation. Chronic use may produce muscle ache or weakness, electrolyte imbalance, weight loss and general fatigue. Long-term effects of sniffing vapors may be permanently damaging to the brain and nervous system.

Narcotics

Demerol, darvon, codeine, morphine, heroin, methadone and opiates are some examples of narcotics. A feeling of euphoria is initially produced by narcotics, followed by drowsiness, nausea and possibly vomiting. Constricted pupils, watery eyes and itching are symptoms experienced by users. Overdose may produce slow, shallow breathing, clammy skin, seizures, coma and death. Users develop a tolerance rapidly and dependence is likely. Sharing contaminated needles and syringes may cause hepatitis and/or endocarditis and lead to HIV infections and AIDS.

Cannabis

Some types of cannabis include marijuana, THC and hashish. All forms of cannabis have negative physical and mental effects on users. Extremely rapid heart rate, bloodshot eyes, dry mouth and throat and increased appetite are regularly observed physical effects. The use of cannabis may alter sense of time, reduce comprehension and short-term memory, decrease the ability to perform tasks requiring concentration and coordination. Marijuana can also cause paranoia and psychosis. Research shows that “high” students do not retain knowledge as well. The long-term effects of using cannabis may be psychological dependence and the user will require more of the drug to achieve the desired effect.

Stimulants

Types of stimulant drugs include amphetamines and methamphetamines. The effects of stimulants are heart and respiratory rate increase, elevated blood pressure, dilated pupils and decrease in appetite. Other symptoms that may be present include sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Further symptoms may develop with high levels of stimulants. These include extremely rapid or irregular heart rate, tremors, lack of coordination and possible physical collapse. If injected, amphetamines will cause a sudden rise in blood pressure that may result in high fever, stroke or heart failure. Other physical effects reported by users are feelings of restlessness, anxiety and being moody. If amphetamines are used in large amounts for long periods, the user may develop hallucinations, delusions or paranoia.

Depressants

Included in this category are barbiturates, methaqualone and tranquilizers. Depressants in many ways have similar effects on the body as alcohol. In small doses the user will feel calm and relaxed. If a moderate amount is taken, perception will be altered, speech will slur, and the user will/may have a staggered walk. An overdose can cause respiratory depression, unconsciousness and death. When combined with alcohol the effects of depressants are compounded, and the risk factor is greater. Depressants are both physically and psychologically addicting. When used regularly, a tolerance is built up thereby leading to more frequent use and larger quantities.

Hallucinogens

Hallucinogens include Phencyclidine (PCP), lysergic acid diethylamide (LSD), mescaline and peyote. PCP interrupts the function of the section of the brain that controls intellect and instincts. Pain receptors are blocked because of PCP effects, and the user will inflict injury to themselves. Body movements are slowed, muscle coordination is decreased, and all senses are dulled. The ability to speak is decreased if not blocked completely. Chronic users report permanent memory and speech problems, lasting from six months to a year following use of the drug. Mood disorders, depression, anxiety, paranoia, violent behavior and hallucinations will occur. Large amounts may produce seizures, respiratory or cardiac arrest, coma and death. LSD and mescaline cause hallucinations. Effects on the body are dilated pupils, elevated temperature, increased heart rate and blood pressure, decreased appetite, insomnia and tremors. Sensation and feelings can make rapid changes. Confusion, suspicion, anxiety, panic or loss of control can happen at any time. These episodes, known as “flashbacks” occur for long periods even after use of the drug has ceased.

Anabolic Steroids

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone, testosterone. When used in combination with a muscle building program and diet, these steroids contribute to increased body weight and strength. There are multiple side effects from their use ranging from acne to some types of cancer and include a wide variety of physical and psychological problems. In male users, the drug can cause withered testicles, impotence or sterility. In females, irreversible masculine traits can develop such as breast reduction and sterility. Either sex may develop aggressive behavior and/or depression. Some of these symptoms will surface early in steroid use. While others may not appear until later such as heart attack and stroke. Signs of steroid use include rapid weight and mass gain. Behavioral changes, jaundice (yellow-appearing skin), red or purple spots on the body, unexplained darkening of the skin, trembling, swelling of the legs or feet and persistent unpleasant breath odor.

Determining Who is at Risk

The following are a few signs and symptoms possible with alcohol and other drug involvement:

- Change in school or work attendance or performance
- Alteration of personal appearance
- Mood swings or attitude changes
- Withdrawal from family and personal contacts
- Association with alcohol and other drug using peers
- Unusual patterns of behavior
- Defensive attitude concerning alcohol and other drugs

Ask Yourself, Do You

- Drink or take drugs in order to face problems?
- Spend money on alcohol or drugs that should be used for food, housing or other necessities?
- Drink or take drugs in the morning to start your day?
- Not meet home or work responsibilities as a result of drinking or taking drugs?
- Notice personality changes when drinking or taking drugs?
- Frequently get drunk or take drugs?
- Have accidents and/or problems with law enforcement or the legal system as a result of drinking or taking drugs?
- Break promises to drink less or not at all or to reduce frequency or amount of drug usage?
- Experience withdrawal symptoms as a result of not drinking or taking drugs?
- Think about drinking or taking drugs and plan your next episode?
- Hide alcohol or other drugs at home or work?
- Have blackouts, not being able to remember what happened, while drinking or taking drugs?
- When drinking or taking drugs, do you check to see if you will have enough to get through the day or week?

Drug and Alcohol Use: State Laws

In Illinois, it is against the law to sell or deliver alcohol to anyone under 21, or to any intoxicated person [235 ILCS 5/6-16]. Violations can result in fines of up to \$1,000 and one year in jail. It is also illegal for a person under 21 to present false identification in an attempt to purchase alcohol. On-campus violations are strictly enforced by the LLCC police, and additional penalties may be imposed:

- The secretary of state is authorized to suspend or revoke without a hearing the driver's license or instruction permit of a person under 21 who has purchased or attempted to purchase alcohol from a duly licensed establishment or who has consumed alcohol on licensed premises.
- Local liquor commissioners have the duty to report to the secretary of state any conviction for a violation of the Liquor Control Act, or a similar provision of a local ordinance, prohibiting a person under 21 from purchasing, accepting, possessing or consuming alcohol and prohibiting the transfer or alteration of identification cards, the use of the identification card of another, or a false or forged identification card or the use of false information to obtain an identification card.
- The secretary of state is authorized to suspend or revoke the driver's license or learner's permit of any person convicted of violating any of the prohibitions listed above or similar provisions of local ordinances.

Substantial penalties exist in Illinois for the operation of a motor vehicle by a driver with a blood or breath alcohol concentration of .08 or greater. Arrests are also possible at lower alcohol levels if driving is impaired. The first offense can result in a \$1,000 fine, incarceration for up to one year, and suspension or revocation of the offender's driver's license. Subsequent offenses entail penalties of significantly greater severity. Transporting open alcohol containers in a motor vehicle is also punishable under Illinois law.

Possession and delivery of illicit drugs are prohibited in Illinois through the Cannabis Control Act [740 ILCS 40/0.01 et seq.] and the Controlled Substances Act [720 ILCS 570/100 et seq. and 720 ILCS 570/401 et seq.]. Penalties vary with the amount of the drug confiscated; the type of drug found; the number of previous offenses by the individual; and whether the individual intended to manufacture, sell or use the drug. A first-time conviction of possession of a controlled substance can result in a one- to three-year prison sentence, plus a fine of up to \$15,000. More severe penalties may be imposed for conviction of class 2, 3 or 4 felonies involving manufacture or deliver to a minor. Vehicles used with knowledge of the owner in the commission of any offense prohibited by the Cannabis Control Act or Controlled Substances Act can be seized by the government, and all ownership rights are forfeited.

Drug and Alcohol Use: Federal Laws

Under federal sentencing guidelines, federal courts can sentence simple possession first offenders to one year in prison and a \$100,000 fine. Penalties for subsequent convictions are significantly greater [21 U.S.C. 844(a)]. A sentence of life imprisonment can result from a conviction for possession of a controlled substance that results in death or bodily injury. Possession of more than five grams of cocaine can trigger an intent-to-distribute penalty of 10 to 16 years in prison [U.S.S.G.S 2D2.1(b)(1)].

Prevention and Education

Through Student Success; Compliance and Prevention; Student Life Office; LLCC Police Department; and other departments and offices, a variety of individual and community educational programs and interventions designed to prevent and reduce alcohol and other drug use/abuse are offered to the LLCC Community. As mandated by the Drug-Free Schools and Campuses Act, LLCC's drug and alcohol policies are distributed and made available to all students, staff and faculty on an annual basis and during every even year, a biennial review of the comprehensive alcohol and other drug program is conducted. All enrolled students are encouraged to take an online alcohol and drug abuse prevention training through a training invitation each year. For more information concerning current program, interventions and policies, contact Shelby Bedford, compliance and prevention coordinator, at Shelby.Bedford@llcc.edu or 217-786-4682.

Tips to Avoid Dangerous Drinking

- Have no more than one drink per hour.
- Eat before you drink.
- Alternate alcoholic drinks with non-alcoholic drinks, preferably water.
- Watch and cover your drink at all times.
- Never leave your drink unattended.
- Do not drink and drive.

Available Resources and Support

Abuse of alcohol and drugs can have a dramatic impact on professional, academic and family life. LLCC, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to attend programs or to contact one of the following resources:

- LLCC Student Success
217-786-2224
- National Cocaine Hotline
800-262-2463
- Alcohol Abuse 24-Hour Hotline
800-444-9999
- Triangle Center, Springfield
217-544-9858
- Deer Oaks EAP Services (EAP)
888-993-7650
- Illinois Institute for Addiction Recovery
217-726-6611
- Gateway Foundation
877-505- HOPE (4673)

Firearms and Weapons Policies

Weapons are prohibited on campus pursuant to Illinois Statute 720 ILCS 5/21-6, Unauthorized Possession or Storage of Weapons, which states in part, whoever possesses or stores any weapon in any building or on land supported in whole or in part with public funds or in any building on such land without prior written permission* from the chief security officer for such land or building commits a Class A misdemeanor (punishable by six to 12 months in jail or up to two years' probation, and a fine up to \$2,500). The term weapons, as used in this statute, refers to the following: handguns**, rifles, shotguns, spring guns, any other firearms, stun guns or tasers, knives with a blade longer than 3", daggers, dirks, switchblade knives, stilettos, axes, hatchets, bludgeons, black jacks, slingshots, sand-bags or sand-clubs, metal knuckles, billy-clubs or any other deadly or dangerous weapons or instruments of like character.

The term chief security officer, as used in this statute and when dealing with LLCC, would refer to the chief of the LLCCPD.

Law enforcement officers, on-duty [armed] private security personnel, other government personnel authorized to carry a weapon and retired law enforcement personnel with valid Retired Officer Carry Cards (under the federal Retired Officer Carry Act) are exempt.

*Note: Law enforcement officers, on-duty [armed] private security personnel, other government personnel authorized to carry a weapon and retired law enforcement personnel in possession of a valid Retired Officer Concealed Carry Card are considered to have written permission.

****Note:** In limited circumstances, those in possession of a valid Illinois CCW permit are exempt (see subsequent section).

Lincoln Land Community College Board Policy 1.24

Pursuant to Illinois Public Act 098- 0063 – The Firearms Concealed Carry Act, the carrying of concealed firearms shall not be allowed on any LLCC property or grounds, in any college buildings or facilities, at any college sponsored event, or within any college vehicle, whether owned or leased, regardless of whether a person is in possession of a concealed carry permit, except as specifically authorized by this policy.

Individuals holding a valid concealed carry permit issued by the state of Illinois, and who are on college property for a legitimate purpose, may store their firearm in a secured container within their vehicle [parked in a college parking lot] while they are on campus.

Law enforcement officers, on-duty [armed] private security personnel, other government personnel authorized to carry a weapon, and retired law enforcement personnel with valid Retired Officer Carry Cards (under the federal Retired Officer Carry Act) are exempt from this policy.

The LLCCPD should be notified of any individual suspected or found to have a firearm on their person. LLCCPD officers will determine whether the individual has lawfully recognized authority to carry a concealed firearm on college property. LLCC will pursue appropriate disciplinary and/or criminal action against anyone found in violation of this policy.

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

Emergency Evacuation Procedures and Policies

LLCC’s Emergency Response Plan addresses the college’s response to emergencies by taking an all-hazards approach to both natural and human caused hazards. Divisions, departments and offices should familiarize themselves with information in this plan. Individuals should familiarize themselves with the college’s emergency evacuation procedures. The Emergency Quick Reference Guide is available on the LLCCPD website at llcc.edu/police.

LLCCPD officers and supervisors, as well as all members of the college’s Critical Incident Team (CIT), are trained in the Incident Command System (ICS) and the National Incident Management System (NIMS). These systems are utilized when responding to any emergency situation involving the campus community and provide a framework to manage, mitigate and recover from such incidents.

Emergency procedures are designed to ensure employee and student safety in the event of emergency situations that occur on campus. These procedures can be instituted for four basic categories of emergencies: those that require evacuation of all persons from the building(s), those that require relocation to a “safe” environment within the building(s), those that require occupants to “shelter in place” and any incident involving a violent offender that is actively trying to harm others. These procedures are to be followed by all employees, students and visitors to the LLCC campus unless otherwise directed by emergency services personnel.

The LLCCPD conducts tests of its emergency plans and capabilities on an annual basis. The tests can include, but are not limited to, drills, tabletops, functional exercises and full-scale simulations. These tests, which are always announced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

General information about the emergency response and evacuation procedures for LLCC are publicized each year as part of the college’s Clery Act compliance efforts and are available on the LLCCPD website.

Notification to the LLCC Community about an Immediate Threat

The LLCCPD monitors events on and around campus daily; students, faculty, staff and visitors are encouraged to report all crimes and public safety-related incidents to the LLCCPD in a timely manner to aid in providing accurate and timely warning notices and emergency notifications to the campus community when appropriate and to ensure inclusion in the annual crime statistics. The LLCCPD will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

The LLCCPD will activate emergency notification procedures to provide immediate notification of the threat to the LLCC community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. The LLCCPD will, without delay and taking into account the safety of the community, determine the content of the notification and initiate notification, unless issuing a notification will, in the judgment of responsible authorities (including, but not limited to, LLCCPD, SPD, SCSO and/or the Springfield Fire and Emergency Medical Services) compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The chief of police and/or the chief's designee have the authority to develop and distribute emergency notifications for the college to notify members of the community about a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and staff occurring on campus property as defined by the Clery Act. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to take action. LLCC will endeavor to make such notification sufficiently specific so as to enable recipients to take an appropriate response to the threat.

In the event of a serious incident that poses an immediate threat to members of the LLCC community, the college has various systems in place for communicating information quickly. Some or all of these methods of communication include LLCC ALERT, a system that provides email, text and voice message alerts to members of the LLCC community. Students, faculty and staff are automatically signed up for email alerts through their official LLCC email address. You can update your contact information and manage your preferences for receiving LLCC ALERT messages by visiting www.llcc.edu/alert. Currently, LLCC ALERT is only available for those in the LLCC community. Alerts are often sent out through official LLCC social media pages as well, including Facebook and Twitter. In emergency situations, alerts may also appear on the homepage of the LLCC website. The LLCC homepage is the principal website the college uses to provide updates and advisories regarding incidents affecting LLCC. Members of the larger community who are interested in receiving information about emergencies on campus should access the LLCC website homepage and social media.

Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the chief of police and/or the chief's designee. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods.

LLCC community members are encouraged to notify the LLCCPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, faculty, staff or visitors on campus. The LLCCPD has the responsibility of responding to and summoning the necessary resources to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, the LLCCPD has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

Building Evacuation Procedures

During all types of emergency evacuations, LLCC depends on the local fire department and their trained emergency response teams to attend to any injured and/or trapped victims, unless an LLCC employee decides to respond as a Good Samaritan.

There are several types of actual and potential emergency situations that might necessitate a building evacuation including fire, explosion, chemical spill, gas leak, terrorist threats, etc. The evacuation alarm, present in all occupied buildings on campus, is primarily intended for initiating a general evacuation during fire emergencies. During emergencies other than fire, the possibility that occupants could enter a danger area (e.g., chemical spill in exit path, potential explosion area, exposure to gunman, etc.) while exiting the building should be considered before initiating the evacuation alarm. In instances where a general evacuation is not safe, the evacuation will be initiated by police department personnel, via the campus' emergency notification system.

LLCC has established an emergency communications system utilizing a campus-wide emergency notification system, building fire alarms and the LLCC ALERT system which utilizes text, voice and email to notify employees of an emergency and to contact local law enforcement and the fire department. Evacuation routes are posted in all campus buildings and are also available on the LLCC website; however, all employees should be familiarized with ALL exits from their building so that the nearest safe exit can be properly chosen in an emergency. Several evacuation assembly areas have been designated for all personnel to congregate after an evacuation. All supervisors are responsible for accounting for all their personnel present before the evacuation.

Shelter-in-Place Procedures

There may be incidents that arise that do not afford individuals the opportunity to evacuate. During these types of incidents, Shelter-in-Place procedures may be necessary. Shelter-in-Place means to stay inside a known, safe area to avoid adverse conditions in an exterior environment.

Shelter-in-Place Guidance:

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, LLCC ID card, etc.) and follow the evacuation procedures for your building. Once you have evacuated, seek shelter at the nearest college building quickly. If police or fire department personnel are on scene, follow their directions.

How You Will Know to Shelter-in-Place:

A Shelter-in Place notification may come from several sources, including LLCCPD and LLCC Public Relations and Marketing, via the campus emergency notification system and LLCC ALERT. Notification may also come from other authorities utilizing the college's emergency notification tools.

How to Shelter-in-Place:

No matter where you are, the basic steps of Shelter-in-Place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by emergency personnel:

- If you are inside, stay where you are and seek or remain in a location deemed safe from the affected area. If you are outside, proceed to the closest building quickly and seek a location deemed safe from the affected area, or follow instructions from emergency personnel on the scene.
- Once within a safe area, attempt to secure the space in whatever reasonable manner is applicable. This may include:
 - Locking the door(s).
 - Barricading the door(s)/ingress/ egress point(s) of the area you are occupying.
 - Covering the windows to decrease visibility.
 - Turning off the lights.

- Stay in the area of safety and remain quiet, unless making noise would be beneficial to your safety (i.e., rescue or recovery).
- Silence or turn off cell phones and other electronic devices.
- Stay away from objects which may lead to an injury, such as shelf corners or objects that can fall from shelves, objects made of glass, any sharp objects, etc.
- Do not leave the area of safety until you are notified that the emergency is no longer a threat to personal safety.
- When you encounter emergency personnel, follow their instructions exactly. They have to take certain precautions for everyone's safety.

Emergency Response and Evacuation Testing Procedures

The LLCCPD conducts tests of its emergency plans and capabilities on an annual basis. The tests can include, but are not limited to, drills, tabletops, functional exercises and full-scale simulations. These tests, which are always announced, are designed to assess and evaluate the emergency plans and capabilities of the institution. LLCC tests its emergency notification system (LLCC ALERT) at the beginning of each semester. These tests are announced and include text message, voicemail and email alerts. A summary of LLCC's emergency and evacuation procedures are posted on the LLCCPD website and in all campus classrooms. Evacuation drills are monitored by the LLCCPD to evaluate adherence to procedures and participants' behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Emergency Medical Response Procedures

Springfield campus students, faculty, staff and visitors should report any emergency medical situations to the LLCCPD immediately at extension 6-2222 or, from outside the college phone system, at 217-786- 2222. The LLCCPD dispatcher will send LLCCPD officers to the scene. All LLCCPD officers are trained in basic first aid/CPR/AED and are the designated first responders for any medical emergency on campus.

LLCC-Beardstown, LLCC-Litchfield, LLCC-Hillsboro, LLCC-Jacksonville, LLCC-Taylorville, Capital City Training Center and the Levi, Ray and Shoup, Inc. Aviation Center at LLCC students, faculty, staff and visitors should report any emergency medical situations to 911 immediately. The 911 operator will send appropriate emergency medical personnel to the scene. The LLCCPD should be informed of all emergency medical situations at 217-786-2278, after the situation has been reported to 911.

Resources

Springfield Campus

On-campus emergency (24 hours)	6-2222 or 911
Off-campus emergency (24 hours)	217-786-2222 or 911
On-campus non-emergency	6-2278
Off-campus non-emergency	217-786-2278

Outreach Locations, Capital City Training Center and Aviation Center

Emergency	911
Beardstown non-emergency	217-323-4103
Jacksonville non-emergency	217-243-6699
Litchfield non-emergency	217-786-3401
Taylorville non-emergency	217-786-2754
Capital City Training Center	217-786-4957
Aviation Center	217-786-2278

Emotional Support

Confidential Advisors	217-786-2590
Prairie Center Against Sexual Assault 24-Hour Hotline	217-753-8081
Sojourn Shelter and Service	217-726-5100
Deer Oaks EAP Services (EAP)	888-993-7650

Lost and Found

Springfield Campus, Sangamon South 1148
217-786-2278

Titles and Organizations to Report a Criminal Offense

LLCC Police Department	217-786-2278
Title IX Coordinator	217-786-4682
Assistant Vice President, Student Success	217-786-2848
Director, Student Success	217-786-2224
Student Engagement Coordinator, Student Life	217-786-2307
Director, Athletics	217-786-2581
Director, Jacksonville and Beardstown	217-243-2051
Director, Litchfield and Hillsboro	217-786-3441
Director, Taylorville	217-786-2778
Site Coordinator, Beardstown	217-323-1782
Sexual Violence Resources, Education and Reporting Website	

lcc.edu/student-services/sexual-violence-resources

JEANNE CLERY ACT

The “Jeanne Clery Act” is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. April 5, 2020 marked 34 years since Jeanne’s murder. Since her brutal death, there have been many efforts to facilitate safer campus communities throughout the nation through innovative programming and transformative policy and legislation. Lincoln Land Community College (LLCC) shares this goal of framing the future of safety for our students, staff and visitors. Each year the LLCCPD publishes an annual report outlining security and safety information and crime statistics for our main campus and other locations. The Lincoln Land Community College Police Department (LLCCPD) is responsible for preparing and distributing this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This brochure provides suggestions regarding crime prevention strategies and important policy information about emergency procedures, reporting of crimes, law enforcement services on campus and information about support services for victims of sexual assault. The crime statistics in this report include those reported to LLCCPD, LLCC campus security authorities and local law enforcement agencies, and are made public every year. View this information on our website at police.llcc.edu or find it in brochures, which are distributed on the Springfield campus and all outreach locations by Oct. 1. The brochure also contains information about the college’s policy on alcohol and other drugs.