

# MCHENRY COUNTY COLLEGE CAMPUS VIOLENCE PREVENTION PLAN (CVPP)

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# McHenry County College Campus Violence Prevention Plan Distribution List

The following is a list of the employees and groups provided with a complete copy of the McHenry County College Campus Violence Prevention Plan (CVPP). Recipients will be provided changes or updates that occur to the CVPP after distribution.

The Campus Violence Prevention Plan (CVPP) is part of the College's Emergency Operations Plan (EOP). The CVPP is updated annually as part of the EOP and then distributed to the Presidents Council (PC), Campus Police, and the below listed offices. A copy is provided to the McHenry County Emergency Management Agency who in turn forwards to the State Illinois Emergency Management Agency (IEMA).

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

- President of the College
- Director of Student Retention and Conduct
- Vice President of Student Affairs
- Associate Vice President of Student Affairs
- Vice President of Human Resources
- Behavioral Intervention Team Members
- Campus Response Team Leader
- McHenry County College Police Department Staff
- Shah Center Administration
- McHenry County Emergency Management Agency
- Illinois Community College Board

## Introduction:

McHenry County College (MCC) is committed to maintaining a safe and violence free environment in which students and staff can learn and work. Although some McHenry County College departments and constituent groups may be more directly involved, violence prevention on MCC campuses is a cooperative endeavor involving all individuals and college departments. It is vital that the offices of Campus Police, Student Conduct, Behavioral Intervention Team (BIT), Human Resources, and Faculty work together to create a culture and environment in which acts of violence are not tolerated and steps are taken to:

- anticipate, recognize, and prevent potential violent incidents before they occur;
- convey a unified message that incidents of violence will not be tolerated;
- implement educational programs that will further the goal of violence prevention; and,
- respond to acts of violence in a manner that sends a message that campus violence will not be tolerated

The Campus Violence Protection Plan (CVPP) is intended to bring together all college violence prevention, reduction, and response programs, and create a unified approach to address potential and real acts of violence, which may occur on campus. To aid in accomplishing this goal, MCC has established a Behavioral Intervention Team (BIT) for students and an Employee Behavior Intervention.

## Community Responsibility:

The college is committed to developing preventive measures, including a Behavioral Intervention Team (BIT) for at-risk students and employees. Other initiatives include pre-employment screening for all employees and volunteers to increase employee and student awareness, and training of staff regarding early recognition and response to potential and real acts of violence.

- A. Responsibility to Report:** It is the responsibility of all campus community members to promote and maintain an environment free from violence at all college facilities and college sponsored events. This responsibility includes being aware of one's surroundings and immediately reporting incidents, behavior or actions that seem unusual, disruptive, suspicious, threatening, or violent in nature.
- B. Reporting Process:** The College expects its community members to immediately report any situation of in-progress or imminent violence to Campus Police at 815- 455-8733 or 911. For situations of potential violence that is not imminent, or "in-progress" reports or concerns should be made to Campus Police, Student Conduct, or a member of the Behavioral Intervention Team (BIT). For potential violence involving employees, reports of concern should be made to the AVP of Human Resources, or Campus Police. Human Resources will evaluate employee concerns. It is the responsibility of anyone receiving such a report, to convey the report to the appropriate authority and assure that the BIT for student concerns and Human Resources for employees is made aware of the concern. In some cases, employee concerns should be brought to the attention of Human Resources and the BIT.

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

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

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

- Attendance problems
- Decreased productivity
- Adverse impact of supervisor's time requiring on-going counseling about personal problems, issues dealing with co-workers, personal stress/depression
- Inconsistent work patterns
- Concentration problems atwork
- Safety issues or increased accidents or self-injuries at work
- Poor health or hygiene
- Evidence of potential drug use or alcohol use or abuse

- C. **Other Applicable Policies:** If an incident involves conduct or behavior of a student, the college department responsible for handling such matters will address the issue. This may include Student Conduct, Campus Police, or BIT. If an incident involves an employee, Human Resources will take the lead and use whatever other needed departments as resources. If the incident involves a violation of law or disturbance to the campus by a visitor or community member, Campus Police would take necessary and appropriate action.

## CAMPUS THREAT ASSESSMENT TEAMS (BIT)

### Behavioral Intervention Team:

The Behavioral Intervention Team (BIT) shall be informed as an additional resource to provide support, assistance, and to review and respond to reported incidents of potential or actual acts of violence that occur within the Collegecommunity.

The BITchairperson, will be the Director of Student Engagement and Support. Members of the team shall include:

1. Director of Student Retention and Conduct
2. Chief of Police
3. Director of Access and Disabilities
4. Assistant Vice President of Student Affairs
5. Director of Crisis Intervention and Prevention
6. Faculty Member

The team shall:

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

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

## Employee Behavior Intervention Process:

The Human Resources Department is responsible for responding to and leading issues of employee behavioral concerns for the college.

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

## Preventive Measures and Programs:

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

### A. Campus Police:

McHenry County College has a sworn police department staffed by both sworn, state certified police officers and non-sworn civilian campus public safety officers. Campus Police provides 24 - hour law enforcement, safety and security for all College campuses and education centers thru its police department and intergovernmental agreement with Crystal Lake and McHenry Police Departments. Campus Police also contracts a full-time dispatch center Southeast Emergency Communications (SEECOM) to respond to all reports of violence or other police related calls for service. Campus Police works closely with other law enforcement agencies and has radio communication capability with those agencies through the STARCOM radio system and ISPERN. Campus Police is a member the ILEAS alarm card network. It also provides officers to the McHenry County Sheriff's SWAT team and cross trains with law enforcement and emergency agencies in McHenry County.

Internally, Campus Police works closely with the Student Affairs, Conduct, Access and Disabilities and the Human Resources Department to respond to and resolve incidents of potential or actual violence, with the Illinois Compiled Statutes and the Student Code of Conduct.

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

1. officer training on:
  - a. Rapid response to active shooters
  - b. Domestic violence
  - c. Mental Health Issues (Crisis Intervention Training)
  - d. Autism awareness
  - e. De-escalation of violent encounters
2. staff and student presentations regarding crisis procedure and response
3. hands on classes for student, staff, and community members on
  - a. Active Shooter (Run, Hide, Fight)
  - b. MCC 101 Safety and Security
  - c. Workplace Violence
4. safety alerts (Timely Notifications) when appropriate based on CLERY requirements
5. panel discussions
6. panelist at the new Student/Parent orientation
7. Children Learning Center "Officer Friendly" and "Stranger Danger" programs
8. liaisons with student and staff groups to identify and respond to situations of concern; and,
9. crime prevention and personal safety presentations upon request

## **B. Office of Title IX:**

Title IX coordination is led by the Vice President of Human Resources. This person is responsible for the investigation and enforcement of the of Title IX all Title IX complaints and works in conjunction with two Deputy Title IX Coordinators, the Director of Crisis Intervention and Prevention and the Vice President of Human Resources. The College will promptly and equitably resolve all complaints alleging a violation of the college's Sexual Discrimination, Harassment and Misconduct Policies. A complainant (whether a student or an employee) has the right to pursue resolution of his/her complaint through both formal and informal means. A complainant who elects to pursue resolution of his/her complaint through informal means has the right to end the informal process and begin the formal process at any time.

The Title IX representative works closely with Campus Police in identifying and responding to these incidents. The Director of Retention and Conduct is responsible for all conduct violations.

## **C. Crisis Intervention and Prevention:**

MCC maintains a full time Director of Crisis Intervention and Prevention Services who provides crisis triage and support for students in full crisis mode, as well as those who are in non-crisis situations. The Director is qualified to conduct full crisis assessment and recommend hospitalization, if necessary. outside counseling referrals may be given to students that are not in crisis, who need further assistance.

## **D. Human Resources Department:**

The Human Resources Department is responsible for responding to employee behavioral concerns for the college. Other responsibilities of Human Resources include conducting employee background checks on all employees and volunteers, oversight over the Employee Assistance Program, which provides counseling referrals (mandated and optional) for employees who are in need of assistance. Human Resources also provides employee training during new employee orientation and periodically thereafter to enhance employee awareness about workplace violence warning signs, reporting, and appropriate response to threats or actual workplace violence and early intervention to prevent violence. Human Resources is also responsible for enforcement of employee related Board Policy and labor contract provisions that relate to workplace violence and/or harassment.

## **E. Campus Response Team:**

The Campus Emergency Response Team (CRT) is responsible for assisting students and staff during emergencies such as fire alarms, natural disasters, power outages and severe weather situations. Additionally, he/she are equipped with visible safety vests, whistles, and flashlights to assist MCCPD during a crisis.

## **NIMS Compliance:**

The College has adopted the National Incident Management System as its method of response to emergencies where clear lines of communication are needed both within the College and with outside agencies. Members of the College Police Department, as well as all senior Administrators have completed training for the National Incident Management System, as well as the College Emergency Response Plan.

## **Emergency Notification and Communication:**

The College recognizes the need for rapid notification of incidents of violence from both the public to the police, as well as from the college to the public. To enhance that communication, the College has numerous hallway and classroom phones throughout the College campuses from which the public can make direct contact with the police department.

The College also provides a free mass emergency notification system (RAVE) for all community members. This system sends out text, e-mail, and phone notification to all subscribers regarding emergencies on campus. The College utilizes the Alertus notification system for internal broadcasts and desktop emergency alert buttons for all employees. Additionally, the college has a Public Announcement (PA) system on its main campus, which is capable of sending out emergency messages in all equipped buildings.

## **Publications:**

Campus Police has published an Emergency Response Handbook for faculty and staff. This handbook consists of a quick access flip chart, which provides information on various emergencies including active shooters and other violent incident responses. These charts are distributed to all work areas and is also available on the campus public safety webpage at <http://www.mchenry.edu/safety/index.asp>

## **College and Board Policies:**

Below is a list of active or pending College Board Policies that related to violence reduction:

- a. 2.4.3.1 Speech and Assembly on Campus
- b. 2.8 Firearms
- c. 4.4.3 Student Conduct
- d. 6.1.3 Drug-Free Schools and Communities Act 9.1.1
- e. 6.1.4 Drug and Alcohol-Free Workplace
- f. 6.2 Campus Safety
- g. 6.2.1 Campus Security Enhancement Act
- h. 6.2.2 Sexual Harassment
- i. 6.2.3 Discrimination, Harassment and/or Anti-Violence
- j. 6.2.5 Abused and Neglected Child Reporting Act