

Illinois Eastern Community Colleges



Violence Prevention Plan

June 2017

**In the event of an
emergency or crisis, call 911.**

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

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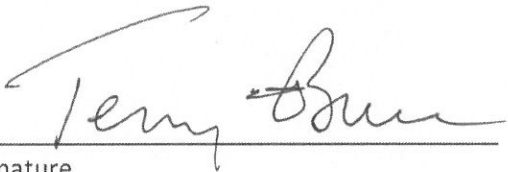
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**Illinois Eastern Community Colleges
Violence Prevention Plan**

This plan, in accordance with the provisions of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and Illinois Administrative Code Part 305, and compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305) is used as a guideline in conjunction with Illinois Eastern Community Colleges (IECC) policies, College Emergency Response Plans, and established emergency procedures to ensure the safety of our campus communities.

This Violence Prevention Plan seeks to clarify the approach Illinois Eastern Community Colleges will take in continual threat assessment and behavioral intervention on its campuses. This plan will be reviewed and revised, as necessary, on an annual basis. As Chief Executive Officer of Illinois Eastern Community Colleges, I affirm my support for the Violence Prevention Plan within Illinois Eastern Community Colleges District #529.



Signature



Date

Record of Changes

When changes are made to the Violence Prevention Plan, the following procedures should be followed:

1. The Violence Prevention Plan will be distributed to the campus communities and posted online. Outside agencies will be contacted as necessary.
2. When any changes are made, an entry should be made on the following log. The master list of registry changes will be kept at the District Office.

Date	Pages or Sections Changed	Entered By (Print Title/Name)
05/2014	Page 3; Signatory Page added.	Ashlee Spannagel; Program Director of Grants, Compliance, & Outreach
05/2017	Page 4; Record of Changes Page added.	Ashlee Spannagel; Program Director of Grants, Compliance, & Outreach
05/2017	Page 5; Distribution List Page added.	Ashlee Spannagel; Program Director of Grants, Compliance, & Outreach
05/2017	Pages 6-12; Contact Information, Internal Resource List, and Other Resource Numbers updated.	Ashlee Spannagel; Program Director of Grants, Compliance, & Outreach
05/2017	Page 17; Added "Feedback to Referring Individual" section and relocated the information under the "Record Keeping" section to the Feedback section; Added information under the "Record Keeping" section.	Ashlee Spannagel; Program Director of Grants, Compliance, & Outreach
05/2017	Page 19; Revised Sexual Misconduct Prevention and Awareness Programming Section by eliminating the "Reporting & Investigation Guidelines" as those are now under guidance of Board Policy 100.31 instead of the Violence Prevention Plan.	Ashlee Spannagel; Program Director of Grants, Compliance, & Outreach
05/2017	Page 24; Deleted Campus SaVE Policy, Student Conduct Policy, and Employee Suspension Policy as appendices.	Ashlee Spannagel; Program Director of Grants, Compliance, & Outreach

Distribution List

The Emergency Response Plan will be distributed to the campus community and community agencies listed below through email communication to ensure the plan that each member possesses is the most up-to-date version.

Internal College Personnel	External Agencies
District Personnel:	Illinois Community College Board
Chief Executive Officer	Fairfield Police Department
Chief Academic Officer	Fairfield Fire Department
Chief Financial Officer	Wayne County Emergency Management Agency
Director of Human Relations	Wayne County Sheriff's Office
Director of Information and Communications Technology	Southeastern Illinois Counseling Centers
	Robinson Police Department
College Personnel:	Robinson Fire Department
Presidents	Crawford County Emergency Management Agency
Deans of Instruction	Crawford County Sheriff's Office
Assistant Deans of Student Services	Olney Police Department
O & M Team Leaders	Olney Fire Department
Directors of Business	Richland County Emergency Management Agency
Coordinators of Marketing	Richland County Sheriff's Office
	Mt. Carmel Police Department
	Mt. Carmel Fire Department
	Wabash County Emergency Management Agency
	Wabash County Sheriff's Office

Illinois Eastern Community Colleges – District Office Violence Prevention Contact Information

Name	Title	618-393-2982 618-395-5299 Extension #
Terry Bruce	Chief Executive Officer	5555
Jeff Cutchin	Chief Academic Officer	5510
Roger Browning	Chief Finance Officer/Treasurer	5545
Alex Cline	Director of Information & Communications Technology	5570
Tara Buerster	Director of Human Resources	5521

Internal Resource List

Name	Title	618-393-2982 618-395-5299 Extension #
Renee Smith	Administrative Assistant to the CEO	5505
Eva Hubble	Administrative Assistant, Academic & Student Support Services	5559
Bonnie Chaplin	Director of Financial Operations	5501
Cindy Westendorf	Help Desk/Computer Technician	5572
Dana Hart	Employment and Benefits Coordinator	5522

Other Resource Numbers

Olney City Police – 911; Business Calls – 618-395-8481
 Richland County Sheriff – 618-395-7481 - (non-emergency) 618-393-2921
 Carle Richland Memorial Hospital – 618-395-2131
 Carle Richland Memorial Ambulance Service – 911 or 618-395-4326
 Richland County Emergency Services & Disaster Agency – 618-395-4810- (24 hrs.) 618-393-2921
 Southeastern Illinois Counseling Center/Crisis Prevention – 618-395-4306
 Southeastern Illinois Counseling Center Crisis Prevention (24 hour) - 618-395-5026
 Federal Bureau of Investigation (FBI) – 618-997-6847
 Illinois Emergency Management Agency – 618-662-4474
 Illinois Poison Center – 1-800-222-1222
 Illinois State Police – Effingham – 217-347-2677 (emergency) or 217-347-2711 (non-emergency)
 Illinois State Police – Carmi – 618-382-1911 (emergency) or 618-382-4606 (non-emergency)
 National Response Center (toxic chemicals, oil spills) – 1-800-424-8802

**Frontier Community College
Violence Prevention Contact Information**

Name	Title	618-842-3711 618-842-5299 Ext. #	Home/Cell
Jay Edgren	President	4001	608-469-8579
Paul Bruinsma	Dean of Instruction	4005	573-424-8275
Jan Wiles	Assistant Dean of Student Services	4110	618-919-0434
Mary Johnston	Director of Business	4111	618-516-7022
Galen Dunn	O & M Team Leader	4430	618-897-2145 618-516-2857
Cheryl Holder	Director of Adult Education	4316	828-545-9361

Internal Resource List

Name	Title	618-842-3711 618-842-5299 Ext. #
Tara Farleigh	Administrative Assistant to the President	4002
Debbie Bryant	Administrative Assistant to the Dean of Instruction	4006
Wanda Douglas	Nursing Department Head	4524
Julie Crawford	Program Advisor, Allied Health	4520
Rodney Maxey	Automotive Technology Instructor	4416

Other Resource Numbers

Fairfield Memorial Hospital – 618-842-2611
 Fairfield Police Department – 618-842-2151
 Federal Bureau of Investigation (FBI) – 618-997-6847
 Illinois Department of Human Services – 618-392-3151 or 618-242-1040
 Illinois Emergency Management Agency – 618-662-4474
 Illinois Poison Center – 1-800-222-1222
 Illinois State Police – Effingham – 217-347-2677 (emergency) or 217-347-2711 (non-emergency)
 Illinois State Police – Carmi – 618-382-1911 (emergency) or 618-382-4606 (non-emergency)
 National Response Center (toxic chemicals, oil spills) – 1-800-424-8802
 Southeastern Illinois Counseling Center/Crisis Prevention – 618-842-2125
 Southeastern Illinois Counseling Center Crisis Prevention (24 hour) - 618-395-5026
 Wayne County Ambulance Service – 618-842-9121 or 911
 Wayne County Emergency Management Agency – 618-842-3884
 Wayne County Health Department – 618-842-5166
 Wayne County Sheriff – 618-842-6631

**Lincoln Trail College
Violence Prevention Contact Information**

Name	Title	618-544-8657 618-544-5299 Ext. #	Home/Cell
Ryan Gower	President	1121	217-621-7266
Brent Todd	Dean of Instruction	1144	217-497-3684
Julie Higginbotham	Assistant Dean of Student Services	1137	217-232-5280
Jamie Henry	Director of Business	1142	618-554-2082
Chris Ellington	O & M Team Leader	1353	217-240-0211

Internal Resource List

Name	Title	618-544-8657 618-544-5299 Ext. #
Deanna Chrysler	Administrative Assistant to the President	1120
Jackie Shamhart	Administrative Assistant to the Dean of Instruction	1165
Amber Kramme	Office Assistant, Student Records	1097
Danelle Davis	Office Assistant to the Director of Business	1103
Sheryl Knight	Program Advisor, Allied Health	1130

Other Resource Numbers

Crawford Memorial Hospital – 618-544-3131
 Crawford County Ambulance – 911 or 618-544-5911
 Crawford County Health Department – 618-544-8798
 Crawford County Emergency Services – 618-544-3317
 Crawford County Sheriff – 618-546-1515
 Federal Bureau of Investigation (FBI) – 217-352-0411
 Harry L. Crisp Educational Center – 618-544-8252
 Illinois Department of Human Services (Crawford County) – 618-544-3151
 Illinois Emergency Management Agency – 618-662-4474
 Illinois Poison Center – 1-800-222-1222
 Illinois State Police – Effingham – 217-347-2677 (emergency) or 217-347-2711 (non-emergency)
 Illinois State Police – Carmi – 618-382-1911 (emergency) or 618-382-4606 (non-emergency)
 National Response Center (toxic chemicals, oil spills) – 1-800-424-8802
 Robinson City Police – 618-544-2217

Olney Central College

Violence Prevention Contact Information

Name	Title	618-395-7777 618-392-5299 Ext. #	Home/Cell
Rodney Ranes	President	2001	618-393-4033 618-240-2921
Michael Conn	Dean of Instruction	2002	618-204-3571
Andrea Pampe	Assistant Dean of Student Services	2005	618-838-8102
Doug Shipman	Director of Business	2006	618-392-4716
Clay Atkins	Maintenance	2029	618-843-2151

Internal Resource List

Name	Title	618-395-7777 618-392-5299 Ext. #
Kathy Slichenmyer	Administrative Assistant to the President	2003
Alyssa Maglone	Administrative Assistant to the Dean of Instruction	2004
Kim Wilson	Office Assistant, Business Office	2007
Taryn Bunting	Office Assistant, Assistant Dean of Student Services	2010
Theresa Marcotte	Associate Dean, Nursing & Allied Health	2136

Other Resource Numbers

Federal Bureau of Investigation (FBI) – 618-997-6847

Illinois Emergency Management Agency – 618-662-4474

Illinois Poison Center – 1-800-222-1222

Illinois State Police – Effingham – 217-347-2677 (emergency) or 217-347-2711 (non-emergency)

Illinois State Police – Carmi – 618-382-1911 (emergency) or 618-382-4606 (non-emergency)

National Response Center (toxic chemicals, oil spills) – 1-800-424-8802

Olney City Police – 911; Business Calls – 618-395-8481

Carle Richland Memorial Hospital – 618-395-2131

Carle Richland Memorial Ambulance Service – 911 or 618-395-4326

Richland County Emergency Services & Disaster Agency – 618-395-4810 – (24 hr.) - 618-393-2921

Richland County Sheriff – 618-395-7481

Southeastern Illinois Counseling Center/Crisis Prevention – 618-395-4306 (day)

Southeastern Illinois Counseling Center Crisis Prevention (24 hour) - 618-395-5026

Wabash Valley College
Violence Prevention Contact Information

Name	Title	618-262-8641 618-263-4999 Ext. #	Home/Cell
Matt Fowler	President	3383	618-263-5052 618-263-7033
Robert Conn	Dean of Instruction	3382	618-263-5188 618-240-2781
Tiffany Cowger	Assistant Dean of Student Services	3101	618-263-5535 618-445-1638
Reilly Baumgart	Director of Business	3131	618-263-5009 812-483-9428
Adam Roesch	O & M Team Leader	3754	618-263-5515 618-384-0030

Internal Resource List

Name	Title	618-262-8641 618-263-4999 Ext.
Katie Hinderliter	Administrative Assistant to the President	3378
Melanie Wiseman	Administrative Assistant to the Dean of Instruction	3384
Kelly Wagner	Office Assistant, Student Services	3102
Michelle Pynckel	Program Advisor, Allied Health	3431

Other Resource Numbers

Federal Bureau of Investigation (FBI) – 618-997-6847
 Illinois Emergency Management Agency – 618-662-4474
 Illinois Poison Center – 1-800-222-1222
 Illinois State Police – Effingham – 217-347-2677 (emergency) or 217-347-2711 (non-emergency)
 Illinois State Police – Carmi – 618-382-1911 (emergency) or 618-382-4606 (non-emergency)
 Mt. Carmel Police – 618-262-4114
 National Response Center (toxic chemicals, oil spills) – 1-800-424-8802
 Southeastern Illinois Counseling Center/Crisis Prevention – 618-262-7473 (day)
 Southeastern Illinois Counseling Center Crisis Prevention (24 hour) - 618-395-5026
 Wabash General Hospital – 618-262-8621
 Wabash General Ambulance Service – 618-263-4117 or 911
 Wabash County Health Department – 618-263-3873
 Wabash County Sheriff – 618-262-4186

Workforce Education

Violence Prevention Contact Information

Name	Title	618-985-2828 Ext. #	Home/Cell
Mike Thomas	Dean, Workforce Education	8372	618-218-7125
Laurel Taylor	Director of Business & Finance	8319	618-923-2566
Kim Underwood	Associate Dean of Workforce Education		217-725-2541

Internal Resource List

Name	Title	Phone
Sibyl Janello	Director, Registration & Records	618-985-3741 Ext. 8371
Amy Johnson	Program Assistant - Carterville	618-985-3741 Ext. 8378
Michelle McLaskey	Administrative Assistant - Carterville	618-985-2828 Ext. 8272
Kimberly Oliver	Program Assistant – Harrisburg	618-252-5400 Ext. 2360
Debbie Wiedwilt	Program Assistant – Venedy	618-824-6512

Other Resource Numbers

Carterville Police Department – 618-985-4853

Federal Bureau of Investigation (FBI) – 618-997-6847

Harrisburg Police Department – 618-252-4528

Illinois Emergency Management Agency – 618-662-4474

Illinois Poison Center – 1-800-222-1222

Illinois State Police – Effingham – 217-347-2677 (emergency) or 217-347-2711 (non-emergency)

Illinois State Police – Carmi – 618-382-1911 (emergency) or 618-382-4606 (non-emergency)

Jackson County Sheriff – 618-684-2773

Marion Police Department – 618-993-2124

National Response Center (toxic chemicals, oil spills) – 1-800-424-8802

Saline County Sheriff – 618-252-8661

Washington County Sheriff – 618-327-8273

Williamson County Sheriff – 618-997-6541

**West Richland Center
Violence Prevention Contact Information**

Name	Title	618-393-7508 Ext. #	Home/Cell
Mark Smith	Building Manager	5852	618-320-0496
Ashlee Spannagel	Program Director, Grants, Compliance, & Outreach	5812	618-599-3828
Ruth Esders	Office Assistant	5804	618-838-8249

Other Resource Numbers

Federal Bureau of Investigation (FBI) – 618-997-6847
 Illinois Emergency Management Agency – 618-662-4474
 Illinois Poison Center – 1-800-222-1222
 Illinois State Police – Effingham – 217-347-2677 (emergency) or 217-347-2711 (non-emergency)
 Illinois State Police – Carmi – 618-382-1911 (emergency) or 618-382-4606 (non-emergency)
 National Response Center (toxic chemicals, oil spills) – 1-800-424-8802
 Carle Richland Memorial Hospital – 618-395-2131
 Carle Richland Memorial Ambulance Service – 911 or 618-395-4326
 Richland County Emergency Services & Disaster Agency – 618-395-4810
 Richland County Sheriff – 618-395-7481
 Southeastern Illinois Counseling Center/Crisis Prevention – 618-395-4306 (day)
 Southeastern Illinois Counseling Center Crisis Prevention (24 hour) - 618-395-5026

PART I – Violence Prevention Plan

Introduction

Illinois Eastern Community Colleges is committed to ensuring the safety and security of its students, faculty, staff and visitors. The Violence Prevention Plan provides guidelines which specifically address IECC's position on the prevention, reduction, and management of violence.

In accordance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20) (b) (2), Illinois Eastern Community Colleges has developed a Violence Prevention Plan which outlines the multi-disciplinary and multi-jurisdictional violence prevention strategies, including the formation and implementation of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each college and the District Office.

The IECC Board of Trustees recognizes the importance of a college environment which is safe and free of crime. As outlined in the District's Campus Safety and Security Policy (500.17), Illinois Eastern Community Colleges prohibits any form of violence and appropriate disciplinary action will be enforced. Illinois Eastern monitors and cooperates with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the community that may impact the safety of students and employees.

The focus of the Violence Prevention Plan is prevention. The Cabinet will oversee and implement the Violence Prevention Plan. In the event that a violent act (e.g. assault, battery, weapons in the building, disturbances, etc.) is in the process of being committed, the colleges' Campus Emergency Plans provide a protocol for response. The Violence Prevention Plan is available to all IECC employees on the Intranet and IECC's website, and the Campus Emergency Plans are available on the Intranet only for security reasons.

The Violence Prevention Plan and the Behavioral Threat Assessment and Behavioral Intervention Team (TABIT) were developed in accordance with the *College and University Behavioral Intervention Team (CUBIT)* model that was introduced by the National Center for Higher Education Risk Management in response to the Governor's Panel Report on the Virginia Tech shootings and the *Assessment-Intervention of Student Problems (AISP)* model introduced by Ursula Delworth.

Threat Assessment and Behavioral Intervention Team (TABIT)

A District Threat Assessment and Behavioral Intervention Team (TABIT) will be formed with representatives from each college and the District Office, therefore ensuring that each college and the District Office have their own TABIT team members located on their campus or office location. The TABIT members will be responsible to conduct threat assessments, address aberrant behavior, dangerous or threatening behavior on campus and provide guidance and best practices for preventing violence and providing supportive services. Safety is the primary goal of all threat assessment and behavioral intervention efforts.

The Threat Assessment and Behavioral Intervention Team's ultimate purpose is to ensure the safety of the campus communities by identifying and managing threats. A threat assessment is a tool the District may use when facing an extraordinary discipline and safety issue. Ordinary student conduct and discipline issues and concerns are handled by procedures outlined in the college catalog.

The Threat Assessment and Behavior Intervention Team members will meet regularly as a group to serve the following major functions:

1. Provide consultation and support to faculty, staff, administration and students in assisting individuals who display concerning or disruptive behaviors;
2. Gather information to assess situations involving individuals who display concerning or disruptive behaviors;
3. Recommend appropriate intervention strategies or disciplinary sanctions;
4. Connect individuals with needed campus and community resources; and,
5. Monitor ongoing behavior of individuals who have displayed disruptive or concerning behavior.

TABIT Membership

The Threat Assessment and Behavioral Intervention Team (TABIT) will be composed of representatives from each college and the District Office. Each college and the District Office will have at least three TABIT members located on their campus or at the District Office. Members are chosen based on their relative experience in dealing with these types of behavioral issues. Additional members from the campus community may be included as ad-hoc members to address a specific situation. Appendix A provides the listing of TABIT members.

Meetings

The TABIT will meet regularly to discuss topics related to student or employee behavior, intervention, and violence prevention. Additional meetings will be held to assess, intervene and monitor student or employee concerns brought to the attention of the Threat Assessment and Behavioral Intervention Team.

Assistance and Consultation for IECC Faculty and Staff

While interacting with individuals in the IECC District, faculty and staff may be confronted with situations in which someone is disruptive or displays behavior that may be intimidating or threatening to others. The Violence Prevention Plan and the Threat Assessment and Behavioral Intervention Team are designed to assist them. Appendix B provides guidelines for faculty and staff in responding to student misconduct.

If after reviewing the *Guidelines* mentioned above, more information or assistance is needed, the faculty or staff should contact one of the members of the Threat Assessment and Behavioral Intervention Team (TABIT) for consultation and support. The Team member may recommend specific strategies to address the distressed individual or may recommend submission of an Incident Report for further assessment and follow-up by the Team.

Reporting Process

The overall goal of the Threat Assessment and Behavioral Intervention Team is to promote a safe college environment for all individuals. By encouraging all members of the IECC college district to report behaviors that are concerning, the Threat Assessment and Behavioral Intervention Team (TABIT) will be able to reach out to intervene, provide support and connect them with resources that can assist them. As such, the TABIT will request that the college communities report all concerning behaviors.

Examples of Concerning Behaviors

A concerning behavior is a questionable, suspicious or inappropriate behavior that may be presented through someone's appearance, spoken or written words, or specific actions. Examples of concerning behaviors include but are not limited to:

- Behaviors which regularly interfere with classroom environment or management
- Notable change in academic performance – poor or inconsistent preparation
- Notable change in behavior or appearance
- Impairment of thoughts – verbal or written
- Overly aggressive behaviors toward others
- Inability to set limits or re-direct focus
- Poor decision-making and coping skills
- Inappropriate or strange behavior
- Low frustration tolerance
- Overreaction to circumstances
- Lack of resiliency
- Writings and comments endorsing violence
- Unusual interest in violence
- Indirect or direct threats in writings or verbalizations
- Lack of empathy and concern for others
- Inability to demonstrate care
- Anger management problems

- Threats to others
- Appearance of being overly nervous, tense or tearful
- Expression of suicidal thoughts or feelings of hopelessness

Behavioral Incident Report

The Behavioral Incident Report (see form in Appendix C) is designed to enable faculty, staff, and students to voluntarily report concerning behaviors that may raise concerns and incidents of misconduct at Illinois Eastern Community Colleges. An incident, in this context, is an event that does not warrant immediate intervention. **In the event of an emergency that requires immediate intervention, call 911.**

The Behavioral Incident Report will provide a mechanism for responding to employee and student incidents and will reveal patterns of disruptive behavior. It will also provide aggregate data on the nature and frequency of disruptions at Illinois Eastern Community Colleges. This report provides a standardized method for recording observations of troublesome behaviors and for alerting staff of potential concerns.

In accordance with the IECC's Policy on Student Conduct and the Employee Suspension Policy, information provided in the Behavioral Incident Report may also be considered in determining appropriate disciplinary action.

Reporting Concerns of Individual's Behavior

Any student or employee with concerns about another student or employee may submit a Behavioral Incident Report form. Any individual submitting the form can identify themselves in the report or can submit anonymously. A student seeking to submit a concern about another student is encouraged to discuss their concerns with the College Dean prior to submitting the report; however, it is not required. Behavioral Incident Reports concerning a student's behavior should be submitted to the College Dean. Behavioral Incident Reports concerning an employee's behavior should be submitted to the District Director of Human Resources.

PART II - Threat Assessment and Behavioral Intervention Team (TABIT)

Assessment Process

While there is no single set of warning signs that reliably predict student behavior, employee behavior, or campus violence; the threat assessment and behavioral intervention process looks for behavioral evidence that a person is planning, preparing to act out inappropriately, or carry out some type of threat. Assessment is designed to distinguish between threatening and non-threatening cases in order to ensure the safety of the student or individual of concern and any others potentially involved.

Assessment assists in early identification of situations that may pose a threat to others, creates a baseline of information against which to assess future behavior, and provides a means for implementing interventions to increase the likelihood of a positive and safe resolution.

Information Gathering

Once a Behavioral Incident Report has been received by the Dean or other appropriate administrator, the TABIT team member(s) at the college or District Office will implement the assessment process. The most appropriate time to include the employee or the student in the process will be considered on a case-by-case basis. Appendix D provides a Threat/Behavioral Assessment Checklist to be used by the TABIT team member in assessing risks for potential violence.

In general, TABIT will gather preliminary information regarding the concern and then a team member will interview the referred person as part of the initial assessment process. The interview will provide an opportunity for the individual to share his/her concerns about the situation and ask for needed assistance in solving it. Information gained in this initial interview will be helpful in determining appropriate intervention strategies.

The process may include any of the following data gathering processes:

- Interviews with all available parties with information about the situation
- Interviews with the person alleged to have displayed inappropriate/concerning behavior
- Assessment by counselor/mental health professional
- Interview with any identified potential targets of inappropriate/concerning behavior
- Contacting a student's or individual's parents or family members
- Review of student's or individual's academic and disciplinary history
- Review of employee's personnel file
- Legal/criminal background check
- Implementation of the Threat/Behavioral Assessment Checklist (Appendix D) and other threat assessment models appropriate to the situation

Levels of Risk

Based on all data gathered, TABIT will utilize the following scale to determine the level of risk that the behavior/situation poses to the student or employee and to others.

Low risk – There is no serious threat to the student or employee of concern, or others. At this level, any concerns can generally be resolved by addressing the conflict or dispute between the parties involved. Counseling and follow-up support may be recommended. Generally, in this situation, the individual can acknowledge the inappropriateness of the behavior and engage in behavior to make amends with the other party. These individuals may be experiencing mental health problems but their conduct is not generally in violation of IECC's Policy on Student Conduct.

Moderate risk – At this level, there may be a threat to self or others that could be carried out although there is no evidence that the employee or student has taken the preparatory steps. These individuals generally experience mental health problems and are displaying disruptive behaviors.

High risk – At this level, there appears to be an imminent and serious danger to the safety of the student or employee of concern, or others. It appears that specific steps have been taken to carry out a plan to harm. Inform all appropriate administrators and/or personnel of any high risk behavior or situation.

Intervention Strategies

In most cases, a student or employee displaying concerning behaviors is willing to work with the college and obtain the assistance necessary to complete their educational program or continued employment. When an individual is in distress, feeling that they have support for resolving the concern may serve as prevention and provide the opportunity for student learning or continued employment.

Based on the behavior displayed and the assessment by the TABIT, the Team may make any of the following recommendations for intervention. Recommendations are made in consultation with appropriate college department or administrator who takes any final action.

Referral to college and/or community resources – The TABIT may refer the student to Student Services or other support services for intervention and connection with appropriate college and community resources. The TABIT may refer the employee to the Human Resources department or other support services for intervention and connection with appropriate college and community resources.

Voluntary withdrawal from classes – Based on discussion with a counselor or member of the TABIT, the student may choose to temporarily take time away from the college to deal with other concerns. The student may re-enter the college during any future semester.

Referral to disciplinary process – The TABIT will make this referral to the College Dean when it is determined that the student behavior may be in violation of the student code of conduct. The TABIT will make this referral to the Director of Human Resources when it is determined that the employee behavior may require disciplinary action.

Mandatory direct threat/safety assessment – The TABIT members may recommend that students or employees determined to be at high risk for danger to self or others be required to participate in a mandatory assessment by a

mental health consultant. The mental health consultant will conduct an assessment of direct threat, provide assistance in gaining access to emergency care as needed, assist the student or employee in establishing ongoing treatment as needed, and provide feedback and recommendations to the TABIT.

Suspension – The TABIT may recommend that students or employees determined at high risk for danger to self or others be temporarily removed from the college based on imminent safety concerns. Generally, the interim suspension will require a mandatory direct threat/safety assessment evaluation prior to return.

Involuntary withdrawal from classes – In extremely high risk situations, the TABIT may find it necessary to recommend an expulsion for a student who exhibits dangerous behavior and will not comply with the requests of the TABIT or agree to a voluntary withdrawal. Involuntary withdrawals will be determined based on the opinion of the mental health consultant that the student poses an imminent risk of serious harm to self or others. The length of withdrawal and conditions for re-enrollment at the college will be determined by the College Dean at the time the withdrawal is imposed.

Criminal Charges – Students or employees who have engaged in behavior that may be in violation of local, state, or federal law may be referred for criminal prosecution. The TABIT will make this referral to the College Dean when it is determined that the student’s behavior may be in violation of the student code of conduct. The TABIT will make this recommendation to the Chief Executive Officer when it is determined that the employee’s behavior may be in violation of local, state, or federal law.

Follow-up and Monitoring – In addition to any of the specific intervention strategies described previously, the TABIT will determine a plan for follow-up monitoring of each student or employee. This may include checking with faculty and staff regarding student behavior, checking with supervisors regarding employee behavior, and periodic meetings of the student or employee and an assigned counselor or TABIT member.

Feedback to Referring Individual

In accordance with FERPA, following assessment and intervention with the student of concern, the TABIT will provide feedback to the referring individual as appropriate.

Record Keeping

All records of the TABIT pertaining to students and/or employees will be stored in the office of the Chair of the Threat Assessment & Behavioral Intervention Team.

PART III – Sexual Misconduct Prevention and Awareness Programming

In accordance with the State and Federal Legislation, Illinois Eastern Community Colleges has developed a comprehensive Policy (100.31) that outlines the resources available to individuals that encounter sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking; the investigative and appeal procedures; and the various prevention and awareness training programs that are implemented in an effort to prevent Sexual Misconduct at IECC.

Primary Prevention and Awareness Program

As part of freshman orientation, incoming students are informed of the policies, protocols and procedures related to Sexual Misconduct prevention. During employee orientation, new employees are informed of these same policies, protocols and procedures. In addition, resources will be provided to notify and educate students regarding:

- their option to notify proper law enforcement authorities and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses;
- existing counseling, mental health, or student services for victims of sexual assault, both on campus and in the community;

- options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available; and
- possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible.

Ongoing Prevention and Awareness Program

Sexual Misconduct prevention and awareness education will be provided on an ongoing basis in order to educate students, faculty, staff and the community about the nature of Sexual Misconduct and resources available to those who have been victimized.

Appendix A
Threat Assessment and Behavioral Intervention Team (TABIT)/Campus Violence Prevention Committee

The following have been appointed by the Chief Executive Officer to serve on the Threat Assessment and Behavioral Intervention Team (TABIT):

Chair	Ashlee Spannagel	Program Director, Grants, Compliance, & Outreach	District Office
Members	Tara Buerster	Director, Human Resources	District Office
	Paul Tait	Systems Administrator	District Office
	Megan Black	Director of Instructional Services	Frontier Community College
	Linda Monge	Mathematics Instructor	Frontier Community College
	Merna Youngblood	Director of Learning Resource Center	Frontier Community College
	Brent Todd	Dean of Instruction	Lincoln Trail College
	Rena Gower	Director of Learning Skills Center	Lincoln Trail College
	Phil Thorsen	Psychology/Social Science Instructor	Lincoln Trail College
	Tyler Boyles	Automotive Instructor	Olney Central College
	Dennis Conley	Athletic Director/Coach	Olney Central College
	Carla Burgener	Administrative Assistant, Allied Health	Olney Central College
	John Day	Social Services Instructor	Wabash Valley College
	Jennifer Stroughmatt	Retention Coordinator	Wabash Valley College
	Tiffany Cowger	Assistant Dean of Student Services	Wabash Valley College
	Drew McMurray	History/Political Science Instructor	Wabash Valley College

The Chief Executive Officer shall update Appendix A as necessary.

Appendix B
Responding to Student Misconduct:
Guidelines for Faculty and Staff

Student Code of Conduct

- The Policy on Student Conduct is designed to clarify expectations for student conduct on campus (academic and social).
- Students should receive information each semester regarding IECC's Policy on Student Conduct.
- Faculty and staff should be aware of the Policy on Student Conduct and feel comfortable referring to it.
- IECC's Policy on Student Conduct is in the college catalog and online at http://www.iecc.edu/page.php?page=CONS_CNDCTPOL.

Tips for Preventing Misconduct in the Classroom

- Just as instructors determine academic standards and evaluate student performance according to those standards, it is recommended that at the beginning of each semester, instructors determine social conduct standards for their classroom (no using cell phones, texting, sleeping, reading newspaper, etc.). For courses with online components, it is recommended that expectations regarding electronic communications be included.
- Provide specific information in the syllabus regarding your classroom expectations in addition to a reference to the Policy on Student Conduct.
- This not only sends a message to potentially disruptive students but also communicates to all other students that you will ensure a classroom environment free from disruption.

Recommendations for Responding to Misconduct in the Classroom

(Progressive discipline to ensure compliance with due process requirements)

Please note that progression through these steps depends upon the level and repetition of misconduct.

Ideally, most incidents of misconduct will be remedied at Step 1 or Step 2.

Step 1:

- Provide an oral warning to student at the time that inappropriate behavior occurs.
- Consider reminding the entire class regarding your expectations

If the oral warning does not remedy the situation and the inappropriate behavior continues:

Step 2:

- Talk to the student individually after class or ask them to schedule a meeting with you. If you are not able to talk with the student individually prior to the next class period, you may contact the student by phone, email or letter.
- During the discussion with the student, clarify your expectations for classroom conduct and seek the student's cooperation in meeting those expectations. Indicate that you will give them a written warning because of their failure to correct their behavior following the oral warning. Provide a copy of the written warning to the student. Indicate in the written warning that further incidents may result in the student being asked to leave class for the day and that if such response is necessary, a report will also be submitted to the College Dean for further disciplinary action.
- In addition to the written warning, DOCUMENT all other information relevant to the student's misconduct.
- Provide a copy of the written warning and other documentation to the College Dean to be placed on file in the event of continued misconduct in this class or another.

NOTE: Step 1 and 2 may both occur during a single class period if a student fails to correct their behavior after being warned by the instructor.

If the written warning does not remedy the situation and the inappropriate behavior continues:

Step 3:

- If the behavior persists beyond the written warning or is so disruptive that immediate action is necessary, ask the student to leave the class for the remainder of the class period. If the student refuses to leave the class, call the College Dean. If necessary, temporarily adjourn the class and ask another student to call the College Dean.
- Contact your College Dean immediately to discuss the situation.
- DOCUMENT all relevant information.
- Provide a copy of the documentation to the College Dean along with the Behavioral Incident Report.

NOTE: Instructors may direct a disruptive student to leave for the remainder of a class period. Longer suspensions or involuntary withdrawals require further disciplinary action through the student disciplinary process and the College Dean. Instructor documentation of the sequential events, adequate warnings, and actions are critical.

Step 4:

- Upon receipt of the Behavioral Incident Report, the College Dean will investigate the student's violation of the Policy on Student Conduct and take appropriate action as outlined in the college catalog.
- The investigation may include review by the TABIT, consultation with the student, faculty member, and College Dean. The faculty member will be informed of the results of the investigation.

Meeting with an Angry or Potentially Threatening Student

Do not meet alone with a student who you feel may be a threat to your personal safety. Instead of asking to meet after class, schedule a specific appointment so that you have time to prepare for the meeting. Call a member of the TABIT for consultation prior to the meeting.

Alert and confer with your College Dean and/or colleagues of when the student will be meeting with you and ask one of them to either be on standby or to join in the meeting.

A Note on Due Process

To be in compliance with a student's right to due process regarding disciplinary actions, it is important that the college:

1. provide a warning describing the nature of the misconduct including information on what section of the Policy on Student Conduct the student has violated;
2. provide the student a reasonable opportunity to correct the behavior; and
3. provide a procedure to appeal the assessment of the conduct and any disciplinary actions.

Appendix C
Behavioral Incident Report

The Behavioral Incident Report is designed to enable faculty, staff and students to voluntarily report any behaviors that may raise concerns and incidents of misconduct at Illinois Eastern Community Colleges. An incident, in this context, is an event that does not warrant immediate intervention. **In the event of an emergency that requires immediate intervention, call 911.**

The Behavioral Incident Report will provide a mechanism for responding to individual incidents and will reveal patterns of disruptive behavior of specific students or individuals. It will also provide aggregate data on the nature and frequency of disruptions at Illinois Eastern Community Colleges. This report provides a standardized method for recording observations of troublesome behaviors and for alerting staff of potential concerns. In accordance with IECC's Policy on Student Conduct, information provided in the Behavioral Incident Report may also be considered in determining appropriate disciplinary action with students.

Information: (please enter as much information as possible)

Name of individual _____ ID # _____

Address _____ Phone # _____

Incident Information:

Date of incident _____ Date form completed _____

Class/Location of incident _____ ___ FCC ___ LTC ___ OCC ___ WVC ___ DO

Time of incident (approximate) _____

*Name of person reporting incident _____ *Phone # _____

*Email Address _____

Are you a ___ student ___ employee ___ other (please explain) _____

Name (s) of others involved _____

Please provide a detailed description of the incident, paying particular attention to the behaviors of the person. Concrete, specific observations are most useful. Avoid providing judgments, assessments and opinions:

Please describe conversations you have had with the person and any action you have taken regarding the incident.

PLEASE SUBMIT COMPLETED FORM TO THE COLLEGE DEAN

*Individuals are allowed to make anonymous reports, however if a name is not provided it may hamper the TABIT's ability to seek follow up information that may be critical in determining an appropriate course of action. If a name is provided, the team will provide feedback regarding actions taken.

Appendix D
Threat/Behavioral Assessment Checklist

This checklist is designed to be used by the Threat Assessment and Behavioral Intervention Team (TABIT) in assessing risks for potential violence by someone who has made a threat (verbally or in writing) or whose actions are suspicious enough that a reasonable person might believe that the person may be prone to violence. This checklist will be used in conjunction with other assessment and intervention tools.

Last Name	First Name	Middle Initial	Student ID or Date of Birth
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Observed or known behaviors:

- has access to weapons
- appears to have fascination with weapons or explosives
- is knowledgeable about or has used weapons
- has history of bringing weapon to school
- has made recent threats to act out violently
- has provided evidence of making plans to act out violently, named a specific target for violence
- history of arrests/convictions for violent acts
- identifies contingencies that would provoke an act
- is brooding over an event in which he/she was perceived to be unfairly treated
- expresses unreasonable feelings of being persecuted by others
- has experienced a recent life stressor or event
- appears to be a loner and reveals having no close friend
- has a history of being bullied or teased
- does not show concern for legal or personal consequences
- appears to lack appropriate empathy or remorse
- has threatening and/or loud speech, disorganized speech
- is observed as maintaining prolonged stares
- is observed with signs of agitation (pacing, clenched fists, etc.)
- reveals feelings of depression, hopelessness, despair
- refuses to communicate
- known to abuse alcohol or to use illicit drugs
- constantly blames others and refuses to take responsibility
- identifies with offenders, praises other school violence events
- engaged in property damage
- other students/staff/faculty are afraid of this student
- says they have no options or there is no way out for them
- appears suicidal
- prior suicide attempts and self-infliction of injuries
- history of obsessively following or stalking others
- has thought insertion, someone putting thoughts into their head
- auditory, command, or visual hallucinations
- diminished self-care (dirty, disheveled, poor hygiene)
- psychiatric disorder diagnosis
- gang membership

Crisis Intervention Risk Level Assessment:

- High Risk
- Moderate Risk
- Low Risk

Threat Assessment and Behavioral Intervention Team Member

Date

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