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<thead>
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<td>Emergency Evacuation/General</td>
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Quick Reference Resource Guide

PSC Safety and Security
Prairie State College Police Department
Emergency: 911
Non-emergency: (708) 709-7777

Confidential Reporting
Office of the Dean of Students: (708) 709-3518
Title IX Coordinator: (708) 709-3653
Assistance with sexual assault, dating and domestic violence, and stalking complaints

PSC Emergency Preparedness Office
Chief of Police: (708) 709-7834

Chicago Heights Police Department
Emergency: 911
Non-emergency: (708) 756-6400

Cook County Sheriff’s Department (Off Campus)
Emergency: 911
Non-emergency: (708) 865-4700

Illinois State Police (Off Campus)
Emergency: 911
Non-emergency (District Chicago) (847) 294-4400

Crisis Center of Northwest Illinois
(815) 233-4357
Crisis services available 24/7, including suicide hotline
(24-hour hotline): (800) 519-0469 or 1-800-Suicide (273-8255)
421 West Exchange Street
Freeport, Illinois 61032
Or
Community Counseling Centers of Chicago
4740 North Clark Street
Chicago, Illinois 60640
(773) 769-0205
(Open from 9 a.m. to 5 p.m., Monday through Friday)

YWCA Metropolitan Chicago South Suburban Center
Crisis hotline: (708) 748-5672 (24-hour hotline)
320 West 202nd Street, Chicago Heights, IL 60411

National Sexual Assault Message Service
(800) 656-HOPE (4673) (24-hour Hotline)

National Domestic Violence Hotline
(800) 799-SAFE (7223)

National Suicide Prevention Hotline
(800) 73-TALK (8255)

National Center on Drug Abuse Hotline
(800) 662-HELP (4357)

Health
Advocate Immediate Care
(708) 481-8883
4001 Vollmer Road
Olympia Fields, Illinois 60461

Franciscan Health Olympia Fields
(708) 747-4000
20201 South Crawford Avenue
Olympia Fields, Illinois 60471
Open 24 hours

Palos Community Hospital
(708) 923-4000
12251 South 80th Avenue
Palos Heights, IL 60463
Open 24 hours

Advocate South Suburban Hospital
(708) 799-8000
17800 South Kedzie Avenue
Hazel Crest, IL 60429
Open 24 hours

Emergency Community Services
Illinois Mental Health Warm Line
(866) 359-7953

Domestic Violence
(708) 335-3028 (24-hour hotline)
Message from the President

Dear Prairie State College Community:

Thank you for taking an interest in our Annual Security & Fire Safety Report. This report is published because it contains valuable information for our campus community. With a workforce of nearly 400 employees consisting of staff and faculty and a student body of under 12,226, establishing and maintaining a safe campus community is a responsibility we must all take seriously. I am very pleased that the Prairie State College police officers are sworn Illinois police professionals that are highly regarded among their peers in community policing and are dedicated to providing a safe learning and working environment for our entire college community.

We have a very safe campus, but as you know, crime can happen anywhere and anytime. Public safety collaboration is a very important factor in keeping the campus safe and secure. This report includes statistics for the previous three calendar years concerning reported crimes that occurred on the Chicago Heights and Matteson campuses and on public property immediately adjacent to and accessible from the campuses. The report also includes institutional policies on campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, domestic violence, dating violence, stalking, and other matters.


We all share in the responsibility to make our campuses a safe and secure learning environment. The PSC Police Department relies heavily on the campus community to report any suspicious activity, crimes in progress, and other suspected criminal activity. To make these reports, please call PSC Police at (708) 709-7777 (non-emergency) or 9-1-1. On the Matteson campus, contact the Matteson Police Department at (708) 748-1564 (non-emergency) or 9-1-1 or (708) 709-7777 (Main Campus non-emergency).

I hope you will use the information in this report for your own awareness and to help maintain our campuses as a safe and secure community where education and personal growth flourish.

Sincerely,

Dr. Thomas Saban, Ph.D.
Interim President
Prairie State College 2019 Annual Security Report (ASR)

Preparing, Publishing and Distributing the Annual Security Report.

Prairie State is committed to providing a safe learning and working environment for all. In order to comply with newly enacted federal laws, policies and procedures have been created and adopted to prevent and/or respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These policies apply to all students, faculty, staff, contractors and visitors.

Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Prairie State College must publicly report its security policies and statistics about crimes occurring on and around its campuses. Under the act, some employees are considered Campus Security Authorities (CSAs) who must report all applicable crimes to the Prairie State Police Department. CSAs include individuals associated with campus police department and other officials who have significant responsibility for student and campus activities; and individuals/units designated in PSC’s campus security policy as persons/units to which students and employees should report criminal offenses. If you are unsure about your reporting responsibilities or status as a CSA, you should contact the Prairie State College Police Department or the Human Resource Department. Specific information about the campus CSA are discussed later in this report.

Prospective students and employees are made aware of the ASR’s availability by notifications appearing on employment applications, admissions applications, and registration forms. The notification identifies the exact electronic address http://prairiestate.edu/student-life/police-and-campus-safety/statistics/index.aspx, a description of the contents of the ASR and advises of the individual’s right to request a paper copy of the ASR. The notification also provides the office location in which to obtain a paper copy of the ASR.

By October 1 an email notification is sent to all enrolled credit and non-credit students as well as all current employees providing information regarding the availability of the ASR. The notification identifies the exact electronic address, a description of the contents and an advisement that a paper copy will be provided upon request. The ASR is located on the college website (http://prairiestate.edu/student-life/police-and-campus-safety/statistics/index.aspx), in the PSC Police Department (Room 1103) and in the Human Resource Department (Room 2402).

The Annual Security Report is prepared by the PSC Police Department, Chief of Police or designee in collaboration with local law enforcement agencies having primary jurisdiction adjacent to the Chicago Heights and Matteson Area Center campuses. The Chief of Police will also collaborate with college departments to ensure the timely preparation, publication and distribution of the ASR.

The Prairie State College Annual Safety and Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Prairie State College, and on public property within, or immediately adjacent to and accessible from campus. The report also includes policies concerning campus security, dating violence, domestic violence, sexual assault, and stalking as well as other related matters. A copy of this report is made available to faculty, staff and students before October 1st of each fall semester and is available for public viewing online.

Copies of this report can be obtained by contacting the Prairie State College Police Department at (708) 709-7777 or by visiting the College Police at 202 South Halsted Street, Main Administrative Building, Chicago Heights, Illinois 60411, or online at https://www.prairiestate.edu.

Introduction

This Prairie State College (PSC) Annual Safety and Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the State of Illinois Campus Security Enhancement Act, the Higher Education Opportunity Act of 2008 and Violence Against Women Act (VAWA). This report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Prairie State College; and on public property within, or immediately adjacent to and accessible from PSC property. The report also includes institutional and campus security policies concerning alcohol and drug use, crime prevention, the reporting of crimes and other matters. The full text of this report is available online under Quick Links at www.prairiestate.edu.
This report is prepared in cooperation with local law enforcement agencies; the PSC Department of Police; the Vice President of Student Affairs and Campus Life; Dean of Student Development and Academic Advising; Dean of Equity and Inclusion (Title IX Officer); the Athletics Department; Counseling Services; as well as other Campus Security Authorities (CSAs) on campus. These entities provide updated information on their educational efforts and programs or other information as necessary in order to comply with the Clery Act. Campus crime, arrest and referral statistics include those reported to the PSC Department of Police and designated Campus Security Authorities as defined under the Clery Act and local law enforcement agencies. Each year, notification of the Annual Security Report is sent to all enrolled students, faculty and staff. The notification provides information on how to access the Annual Security Report online. Copies of this report may also be obtained at the Department of Police at 202 South Halsted, Chicago Heights, Illinois 60411. The policies in the report apply to both PSC locations (Chicago Heights and Matteson) unless otherwise stated in a particular section of the report. The crime statistics in this report are presented in separate crime statistics charts for each campus, as required by law.

Geography

The attached is a representation of the geographic locations for which colleges and universities must count Clery Act reportable crimes. The Clery Act requires that colleges and universities report crimes that occur:

- **On campus:** (1) 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 residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

- **Separate Campus:** Any building or property, that is owned or controlled by the main campus, that is not reasonably geographically contiguous with the main campus and has an organized program of study and there is at least one person on site acting in an administrative capacity.

- **On-Campus Student Housing:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. Prairie State College does not have any facility that meets this definition. (Prairie State College does not own or support any student housing).

- **Public property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

- **Non-campus building or property:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) 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. (Prairie State College does not support this property category).

Crimes that do not occur in one of those areas are not reportable in the Annual Security Report.
## Campus Crime Statistics

Main Campus located at 202 South Halsted Street, Chicago Heights, Illinois:

### Campus Crime Statistics, 2017-2019

<table>
<thead>
<tr>
<th>Primary Crimes</th>
<th>Year</th>
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<th>Non-campus Property</th>
<th>Public Property</th>
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Main Campus located at 202 South Halsted Street, Chicago Heights, Illinois:

**Disciplinary Referrals, 2017-2019**

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<tr>
<th>Disciplinary Referrals and Arrests</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Prairie State Does not host or support On-Campus Student Housing</th>
<th>Non-campus Property</th>
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**Hate Crime Statistics, 2017-2019**

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<th>Hate Crimes[1], *Fields will be collapsed where there is no data to shorten tables.</th>
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<th>Non-campus Property</th>
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Main Campus located at 202 South Halsted Street, Chicago Heights, Illinois:

**Violence Against Women (VAWA) Crimes, 2017-2019**

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<th>Crimes Required to be Reported by the Violence Against Women Act</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Prairie State Does not host or support On-Campus Student Housing</th>
<th>Non-campus Property</th>
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### Matteson Area Center (MAC) Campus Crime Statistics

MAC Campus located at 4821 Southwick Drive, Matteson, Illinois 60443:

**Campus Crime Statistics, 2017-2019**

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<th>Primary Crimes</th>
<th>Year</th>
<th>On-Campus Property</th>
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MAC Campus located at 4821 Southwick Drive, Matteson, Illinois 60443:

**Disciplinary Referrals, 2017-2019**

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<th>Disciplinary Referrals and Arrests</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Prairie State Does not host or support On-Campus Student Housing</th>
<th>Non-campus Property</th>
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### Hate Campus Crime Statistics, 2017-2019

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<th>Intimidation</th>
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### Violence Against Women (VAWA) Crimes, 2017-2019

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<th>Crimes Required to be Reported by the Violence Against Women Act</th>
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<th>Prairie State Does not host or support On-Campus Student Housing</th>
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|                                                                 | 2019 | 0                 | 0                                                             | 0                   | 0              | 0         |
|                                                                 | 2018 | 1                 | 0                                                             | 0                   | 0              | 0         |
|                                                                 | 2017 | 0                 | 0                                                             | 0                   | 0              | 0         |

|                                                                 | 2019 | 0                 | 0                                                             | 0                   | 0              | 0         |
|                                                                 | 2018 | 0                 | 0                                                             | 0                   | 0              | 0         |
|                                                                 | 2017 | 0                 | 0                                                             | 0                   | 0              | 0         |
Where there were no reportable offenses (murder/non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, intimidation, vandalism, or larceny-theft) in 2017, 2018 or 2019 in which the offense was motivated by the actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity of the victim, the rows for each listed bias were collapsed accordingly.

**Crime Definitions**

The following definitions are from the “Summary Reporting System (SRS) User Manual” from the FBI’s Uniform Crime Reporting (UCR) Program.

**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. Simple assaults are excluded. (UCR)

**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. (UCR)

**Burglary (breaking or entering)** – The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included (UCR)

**Criminal homicide** – a) Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately and limits the definition to: (1) the killing of a felon by a law enforcement officer in the line of duty; or (2) the killing of a felon, during the commission of a felony, by a private citizen. B.) Manslaughter by negligence: the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are not included in the category manslaughter by negligence. (UCR)

**Drug Abuse Violations** – The violation of laws 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. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. (UCR)

**Liquor Law Violations** - The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. (UCR)

**Motor vehicle theft** - The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category. (UCR)

**Rape** – The 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. (UCR)

**Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. (UCR)

**Weapons** – Carrying, Possessing, Etc. The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. (UCR)

**Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI’s UCR Program**

**Destruction/Damage/Vandalism of Property** – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**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.

**Larceny** – Theft (Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive
possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**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.

**Crime Definitions From the National Incident-Based Reporting System (NIBRS) User Manual from the FBI’s UCR Program**

**Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity (NIBRS)

**Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law (NIBRS)

**Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent (NIBRS)

**Definitions from the Violence Against Women Reauthorization Act**

The Violence Against Women Act of 1994 defines the term “dating violence” to mean violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such a relationship is determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The Violence Against Women Act of 1994 defines the term “domestic violence” to mean a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWA, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

The Violence Against Women Act of 1994 defines the term “stalking” to mean “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.”

**Definitions from Clery Act**

**Unfounded** – An institution may withhold, or subsequently remove, reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

An institution must report to the Department and disclose in its annual security report statistics the total number of crime reports listed in paragraph I (1) of this section that were “unfounded” and subsequently withheld from its crime statistics pursuant to paragraph I(2)(iii) of this section during each of the three most recent calendar years.”

**Advisor** means any individual who provides the accuser or accused support, guidance, or advice.

**Proceeding** means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Result** means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

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Prospective Employee – Prospective employee means an individual who has contacted an eligible institution for the purpose of requesting information concerning employment with that institution.

Prospective Student – Prospective student means an individual who has contacted an eligible institution requesting information concerning admission to that institution.

Campus Safety

Introduction
The Prairie State College community offers numerous advantages to students and residents. The community is a great place to live, work, and study. However, it is not immune to the kinds of problems that beset the rest of the nation. Unfortunately, one of these problems—crime—is a reality at Prairie State College and in Cook County.

The College attempts to provide a safe and secure environment for students, staff, and visitors. However, it is possible to maintain safety and security only when every student, faculty and staff member takes an active part in the effort. No matter how effective the College’s programs are, the primary responsibility for safety and security lies with each of us. No police department or set of procedures can be effective unless individuals exercise reasonable care and prudence. Safety and security is everyone’s personal responsibility.

The purpose of this publication is to:

- Provide the Prairie State College community with an overview of Prairie State College Police Department services.
- Inform current and prospective students, staff, and visitors about the College’s policies and programs designed to help keep them safe.
- Share information regarding emergency preparedness and planning.
- Share information regarding fire safety, fire statistics, and fire-related information.

Prairie State College Police Department

The College maintains its own professional police agency. The Board of Trustees under authority granted them through State law, grants Prairie State College police officers the same powers of arrest and law enforcement as city and county officers. The Prairie State College Police Department is staffed by competent law enforcement professionals who use advanced equipment, techniques, and current technology to perform their duties.

110 ILCS 805/3-42.1 legislated the authority of Prairie State College police officers; “Members of the community college district police department or department of public safety who are law enforcement officers, as defined in the Illinois Police Training Act, shall be peace officers under the laws of this State. As such, law enforcement officer members of these departments shall have all of the powers of police officers in cities and sheriffs in counties, including the power to make arrests on view or on warrants for violations of State statutes and to enforce county or city ordinances in all counties that lie within the community college district, when such is required for the protection of community college personnel, students, property, or interests....” And may exercise the powers granted under this chapter upon any real property owned or occupied by the educational institution employing the police officer, including the streets passing through and adjacent to the educational institution. An institution may extend a police officer’s territorial jurisdiction....”

Prairie State College Police Department’s goal is to help create an exceptionally safe, secure campus for students and faculty to focus intently on academics and Personal growth. We encourage an inclusive, respectful environment and protect the free and civil exchange of ideas. The police department is located in Room 1100 of the main campus building. Satellite offices are also located in the Health Tech building and the Adult Training and Outreach (ATOC) Center of the College. The police department, with support from a contracted security service, operates 24 hours a day, seven days a week. The security service provides campus security during midnight hours when the campus is closed. All police officers completed the training required by the State of Illinois.

The PSC police department works closely with the City of Chicago Heights Police Department, Village of Matteson Illinois Police Department, Illinois State Police, Cook County Sheriff’s Department, Illinois Department
of Natural Resources Law Enforcement Division, and the FBI. The Illinois legislature and Prairie State College’s Board of Trustees have approved secondary jurisdiction across the entire state of Illinois. The Prairie State College Police Department has a primary patrol jurisdiction that consists of the Chicago Heights Campus and certain adjacent roadways. There is also a collaborative working understanding with all local police agencies in the area for immediate mutual aid assistance.

The Prairie State College Police Department solicits and monitors reports from police agencies of criminal activity in which students engaged at non-campus property. The Prairie State College Police Department encourages the other agencies to inform it of all reported criminal activity at any site affiliated with the College or with College recognized or registered organizations on and off campus.

Crime Prevention Programs

The Prairie State College Police Department provides numerous services which serve in crime prevention and detection, as well as to foster safety and security on campus:

**Bike Patrol.** The Prairie State College Police Department’s bike patrol unit consists of police officers within the department. Officers can perform nearly all of their duties on bicycles, with the exception of transporting prisoners. The bike patrol is a cost- effective community outreach program that allows officers to interact with people while patrolling the campus. These positive relationships and high visibility are effective crime prevention methods.

**Public Information.** The police department works closely with campus media relations, including student publications, to publicize crimes and crime prevention strategies. Monthly and school-year totals of all crimes, as well as three- year statistics, are available online at www.prairiestate.edu. Police Daily Crime logs are also available on line at this site and are open to the general public.

**Group Presentations.** Prairie State College police officers present safety and security talks to campus and community groups upon request. Presentations are scheduled regularly to address the special concerns of groups such as, staff community service and student organizations. General topics are designed to inform students and employees about crime prevention techniques.

Community Emergency Response Team (CERT). Trained faculty and staff personnel respond to major emergencies and give critical support to the Prairie State College Police. The team provides immediate assistance to victims and organizes volunteers in the event of a campus disaster.

Emergency Response And Evacuation Procedure

It is the policy of Prairie State College to keep students, staff and the Prairie State community informed during those instances that represent a threat or a perceived threat to the campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Prairie State College Police Department (PSCPD). Depending on the nature of the incident, other emergency responders or federal agencies could also be involved in responding to the incident.

All members of the Prairie State College Community are notified on an annual basis that they are required to notify the Prairie State College Police Department 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 and/or employees on campus. PSCPD 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 Prairie State College Police Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

During emergencies on the main or MAC campus, the College Emergency Response Team will coordinate with PSCPD to formulate emergency direction and communications.

**During emergencies at the main campus the CERT will:**

- Via public address system, cell and text messages, email, campus sign boards, and college website home page give full information and direction to those students and staff that may be affected.
This information will be made immediately available to the entire college community as developments occur.

The PSC Police Department will give regular updates, via the public address system, on evacuation information or other relevant emergency responses; unless the announcement would impact or jeopardize public safety or emergency operations; in those cases, information will be made available as soon as possible.

In those instances, where the MAC community will be impacted, the College Emergency Response Team will formulate press releases, determine the content of the notification and initiate the notification system. The website home page will also be updated as needed. There will be an annual testing of the emergency notification system and regular training for dispatch staff at the PSC Police Department. Evacuations of buildings will be directed by the PSC Police Department as needed. Public address systems will be used to assist with building evacuations and informational updates during this process.

During emergencies at the MAC campus the CERT team will:

- Via cell and text messages, email and college website home page give full information and direction to those students and staff that may be affected.
- This information will be made immediately available to the entire college community as developments occur.
- The PSC Police Department will give regular updates, direct contact or through the Matteson Police Department, on evacuation information or other relevant emergency responses; unless the announcement would impact or jeopardize public safety or emergency operations; in those cases, information will be made available as soon as possible.

In those instances, where the MAC community will be impacted, the College Emergency Response Team is made up of the following members:

- Chief of Campus Police
- Executive Director of Human Resources
- Manager of Public Relations
- Executive Director of Facilities and Operations

How To Report A Crime Accurately And Promptly

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Prairie State College Police Department (PSCP) in a timely manner. All incidents reported to PSCP will be promptly and thoroughly investigated. Violators will be dealt with through the Student Code of Conduct, College Regulations and/or Criminal Prosecution.

At the MAC center, community members, students and faculty are encouraged to report all crimes to the facility manager, who will notify the Matteson police and the PSC police department. The Dean of Students and counseling staff will inform their students of the procedures to report crime to the PSC Police on a voluntary basis, should they feel it is in the best interest of the student.

Crimes or safety related issues including medical emergencies at any PSC Campus, may be reported in person at the PSCP located in Room 1103 on the Main Campus, to the Manager of Continuing Education and Workforce Development on the Matteson Area Center campus, to any PSC Police Officer on either campus or by utilizing the following contact numbers:

Non-Emergency Offenses (Main Campus)
Contact PSC Police at (708) 709-7777

Non-Emergency Offenses Matteson Area Center Campus
Contact the Center Manager at (708) 709-7881, or Contact PSC Police at (708) 709-7777

- Emergency situations including medical emergencies: 911
- Utilize one of the many exterior emergency phones or interior direct connect emergency phones
- Dial 911 to reach local police or fire.
Call information will be relayed to PSCPD.
In addition, you may report a non-emergency crime to the following areas or numbers:
1. Dean of Students Room 1200 or (708) 709-3518
2. Counseling Room 1190 or (708) 709-3506
3. Human Resources Room 2402 or (708) 709-7884

The PSC Police Department is responsible for providing direct protective services and emergency responses for the college campus. The department encourages all employees, faculty and staff, to promptly report crimes or suspicious activities to the PSC police immediately. PSC Police will assist complainants (victims) as they endeavor to report a crime. Additional agencies that may be involved are the Chicago Heights Police Department, Matteson Police Department, FBI, Illinois State Police, and Cook County Sheriff’s Police.

Reporting an incident is a separate step from choosing to prosecute. When a report is filed there is no obligation to continue with legal proceedings or college disciplinary action. The victim/complainant can choose whether to participate in proceedings at any point.

The Main Campus:

During regular operating hours:

Switchboard Operator

Dial “0”

Prairie State College Police Department

(708) 709-7777

From an inside line, using an courtesy phone, dial 7777.

From an outside line, dial (708) 709-7777.

Chicago Heights Police (Emergency):

Call 911

Chicago Heights Police Non-Emergency:

(708) 756-6400

Campus courtesy telephones are located near the main Campus courtesy telephones are located near the main elevator on each floor of the main building and strategic locations throughout the building. Courtesy telephones are also located at the northwest entrance in the Technical Center and the Conference Center Rotunda.

Prairie State College has strategically placed ten Emergency Call Boxes throughout the external campus locations. The Emergency Call boxes are located in the parking lots of the main campus and in the north campus complex. The Emergency Call Boxes are activated by pushing the button. Each call box is individually identified to its location when activated and will put you in immediate contact with a campus safety officer to assist you. These Call Boxes permit anyone who observes a crime, dangerous condition or who may be a victim of a crime, to immediately report the crime or condition to the police immediately. Students and staff may obtain a copy of the Emergency Phone locations by going to the following link:

http://prairiestate.edu/assets/global/security/psscallbackmap.pdf

Emergency Call Box locations:

1. Main door, near police offices. (To be used for entry to main building while campus is closed and emergencies)
2. LOT A East
3. LOT B, drive between LOT B and Children’s Learning Center lot
4. LOT C
5. LOT D, near sidewalk leading to main campus front doors
6. LOT E
7. LOT F, (St. James Wellness Center lot)
8. Loading Dock. (To be used for entry by delivery people and emergencies)
9. Children’s Learning Center Lot, (center of lot)
10. Service road near the Community Garden
11. LOT K
12. LOT A West

Confidential Reporting Of Criminal Offenses

Confidential Reporting of Crimes (Limited)

PSC does not specifically allow for confidential reporting of crimes, however, there are reporting methods that will minimize and in some cases eliminate the possibility that your information might become public. If you are the victim of a crime and do not want to pursue action through the criminal justice system, you may still want to consider one of the following reporting options: PSC
community members wishing to remain anonymous, may report information about criminal acts or suspicious activities on campus, by being a silent witness and sending an email message to the PSC Threat Assessment Team at the web address of: https://prairiestate.edu/student-services/health-and-safety/threat-assessment-team/index.aspx.

The anonymity of the sender and the information provided will be held in the strictest confidence. The PSC Police Department then will initiate the appropriate investigation or action. Complete the on-line form. If you are concerned about confidentiality, you may omit your personal data (Name, address, etc.,) but please answer questions related to the date of the crime, the time of the crime and the incident (crime or behavior) you observed. Members of the colleges Threat Assessment Team will review the information provided and investigate the matter thoroughly.

Each member of the Threat Assessment Team (TAT) will receive an electronic copy of the submitted report. Reports are reviewed daily during normal college business hours. Anyone who submits a report and leaves a means of contact, they will receive an automated confirmation upon submittal of the report.

You may also report to PSC Police, Dean of Students or Counseling to make a report. In these cases, your report will remain confidential within the college system to the extent permitted by law. These reports will allow PSC to help insure your safety and the safety of other students or staff based on the information you provide. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to particular locations, methods, or assailants, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. In cases where there is an imminent risk of violence to self or others or where safety is of immediate concern, contact the PSC Police Department at extension 7777 or call 911.

**Prairie State College Threat Assessment Team (TAT)**

As part of our ongoing commitment to campus safety and well-being and in accordance with Prairie State College Policies, Prairie State College has created a Threat Assessment Team (TAT). TAT provides a formalized institutional structure for a multidisciplinary team to identify and address potential student behavioral concerns.

The purpose of TAT is to review significant behavioral incidents and Student misconduct that may violate PSC policies and/or Code of Conduct. The Threat Assessment Team’s goal is to help protect the health, safety, and welfare of the entire PSC community. This includes students, faculty, and staff. The team will provide a systematic response utilizing best practices to prevent campus violence and provide supportive services to the Prairie State College community.

The Threat Assessment Team receives and reviews information obtained from a reporting party, witness or observer in order to determine whether a threat is present. Additional responsibilities include reviewing patterns or practices that may indicate a potential for violence, investigating and assisting other Prairie State College officials or representatives in dealing with serious threats and/or incidents of violence. The Threat Assessment Team is not intended to address workplace issues that are regularly handled by the Office of Human Resources.

The team consists of faculty, law enforcement, human resources, legal counsel, and mental health professionals. It may also include other persons and organizations deemed appropriate to a particular circumstance.

The goals of TAT include:

- Review reports of concerning behavior from the Campus community in order to provide early intervention to insure the health, safety, and success of Prairie State College students.
- Develop comprehensive support plans that focus on mitigating risks and promotes student well-being and academic success within Prairie State College Policies.

Standing members of TAT include:

- Executive Director of Human Resources
- Vice President Student Affairs and Institutional Effectiveness
- Dean of Student Development and Academic Advising
- Chief of Police

Other members of the college community may be included depending upon the case.
Specific TAT Responsibilities (as described by Prairie State College, Dean of Students Office):

- Receive and review information about concerns regarding student behavior that is potentially harmful and/or disruptive to the College community.
- Perform initial assessment of risk and develop a support plan, within existing College policies, to mitigate risk and promote student well-being and success. Provide follow-up and assessment of support.
- Make recommendations for action and share information with College faculty, staff, and others, as appropriate, to assist with managing potentially harmful or disruptive behavior.
- Identify College policy and procedural issues and recommend changes to appropriate entities.
- Review TAT procedures and protocols, and assess team effectiveness and compliance with College policies.

Students who may be experiencing emotional distress and self-destructive ideations may also be referred to the Substance Abuse Mental Health Administrations (SAMHSA) 24/7 hotline at 1-800-273-TALK (8255). This is a free all year hotline that is available to anyone in suicidal crisis or emotional distress. Additional help can be accessed at http://www.suicidepreventionlifeline.org/ for real-time, toll free, confidential suicidal prevention counseling services for people in immediate crisis.

Building Security And Access At The Matteson Area Center Campus

The Matteson Area Center campus is patrolled intermittently by PSCPDD as well as by local police agencies. Approximately 105 security cameras, both internal and external, monitor activities and parking areas on both campus sites. Security at the Matteson Area Center campus has been modified to include electronically controlled ingress to the building.

Both campus academic buildings must remain unlocked until late at night because of evening classes, student and faculty research projects, and special events. Building Services and housekeeping personnel are instructed to report any suspicious situations to the police immediately. Buildings and Grounds personnel are responsible for assuring security considerations used in the maintenance of campus facilities. Security-related maintenance issues, such as broken windows, faulty doors and locks, missing screens, and discharged fire extinguishers, are given first priority by the maintenance personnel.

Normal Hours Of Operation

- Main Campus and Matteson Area Center Buildings: Monday-Friday, 6 a.m. to 10 p.m., closed and locked secure by 10 p.m.
- K - Building: Monday-Friday, open and closed as requested for functions; closed and locked secure by 10 p.m.
- ATOC Building: Monday-Friday, opened 7 a.m. and locked at the conclusion of classes on scheduled days.
- Health/Tech Building: Monday-Friday, opened 7 a.m. and locked at the conclusion of classes on scheduled days.
- All buildings: Sundays, Holidays, and break periods, closed and locked secure with no access for students.

Building Security And Access At The Chicago Heights Campus

Campus buildings and facilities are open to the public during normal college business hours. Business hours vary between the Chicago Heights and Matteson campus but in general are Monday – Friday 6 a.m. – 10 p.m. with varying hours on weekends. For all Board of Trustee designated holidays, all campuses will be closed. During the summer months, Friday – Sunday, summer hour closures are in effect. During any closing, access to main campus only, will be limited to pre-approved individuals or emergency entry which will be gained by contacting PSCPDD by calling (708) 709-7777. Main campus is staffed by PSC Police and supported by contracted security 24/7.
Missing Student And Notification Procedures

Prairie State College does not support student housing. In the event that a relative or friend believes that a student is missing, report it immediately to the local police authority. The Prairie State College police department can assist you in the report process.

Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The CSCPA’s intent is to extend the protection of the sex offender registries and Megan’s Law to college campuses. It also amends the Clery Act to require institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The Illinois Sex and Violence Offender Registry may be checked online at [https://www2.illinois.gov/idoc/Offender/Pages/ParoleeSexRegistrantSearch.aspx](https://www2.illinois.gov/idoc/Offender/Pages/ParoleeSexRegistrantSearch.aspx). Megan’s Law can be found online at [www.klaaskids.org/st-ind.htm](http://www.klaaskids.org/st-ind.htm), or you can visit the National Sex Offender Public Website (NSOPW) may be found online at [www.nsopw.gov](http://www.nsopw.gov).

Communication About Campus Crimes And Safety

Prairie State College provides information about campus security procedures and practices to students and employees in a variety of ways and encourages them to be responsible for the security of themselves and others. This section discusses some of the ways in which campus offices communicate information about crime on campus.

PSC Emergency Warning Notification System

Prairie State College Campus is a complex institution, and people move about our campus freely. A key part to Prairie State College preparedness is the College emergency warning notification system. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered communication approaches we have in place will help spread the word on emergency incidents. We use very simple concepts to initiate our warning notification:

- **PSCALERT**: PSCAlert is an emergency notification system that will send email, text or voicemail in the event of an emergency. Students and staff are encouraged to sign up for PSC Alert by going to [https://prairiestate.edu/general-information/sign-up-for-pscalert-today/index.aspx](https://prairiestate.edu/general-information/sign-up-for-pscalert-today/index.aspx)

- **Fire Alarms**: immediately evacuate the building and proceed to your Emergency Assembly Area

- **Tornado Warning Sirens**: When the tornado siren is activated or you are notified of a warning, immediately seek shelter (“shelter in place”) in a safe location within the closest building. Proceed to the basement level. If a basement is not available, seek an interior hallway or small interior room on the lowest level, away from windows and doorways (should be specified on the Guide to Campus Emergencies). The “All Clear” will be announced over the internal campus public address, text messaging or Voice Over Internet Protocol (VOIP) system.

- **Campus Public Address**: At the Main campus, a public address system has the ability to provide immediate announcements when threats are known. When you hear an emergency announcement be prepared to evacuate or immediately seek shelter (“shelter in place”) in a safe location within the closest building. This course of action may need to be taken during a weather event (such as a tornado warning), a serious civil disturbance such as gunshots fired, or a major hazardous materials release of toxic chemicals in the outside air.

For a Life Threatening Incident the response depends on situational awareness. You may need to evacuate, or shelter in place, depending on the incident. For a Major Hazardous Material Release stay inside. For all situations seek additional information by all means possible. Remain in place until police, fire, or other emergency response personnel tell you it is safe to leave. Additional warning notifications and follow-up information will use other layers of the Emergency Notification System. They are:

- **Desktop Popup Alerts**: An alert will be sent to the majority of College classroom & lab computers through the campuses Alert system.
• **Email**: An email will be sent to all people with psc.edu addresses.
• **PSC home page**: [www.psc.edu](http://www.psc.edu) is the focal point of the most complete information in all campus-related emergencies.
• **Local Media**: The College works with the news media, radio, TV, newspapers, and Internet, to disseminate information.

## Emergency Incident Levels

**LEVEL 1**: A major disaster or imminent threat involving the entire campus and/or surrounding community (immediate notification mandatory)

**LEVEL 2**: A major incident or potential threat that disrupts sizable portions of the campus community (timeliness of notification determined by incident commander (IC) and/or Chief of Police and Prairie State College Police Chief Leadership — immediate or as time permits.

**LEVEL 3**: A minor, localized department or building incident that is quickly resolved with existing College resources or limited outside help (warning notification as time permits — determined by Incident Commander/or College Campus leadership).

### IF YOU HEAR:

The All-Hazards Outdoor Emergency Warning sirens:

- Shelter inside a building in a safe location and seek additional information by all means possible.

A fire alarm:

- Evacuate the building immediately.

Active Shooter procedures are now in effect:

- Run, Hide or Fight?
- If Hide, lock the door and stay away from windows.

See the Emergency Preparedness Guide for more “how-to” information.

### Emergency Response and Evacuation

Prairie State College Police Department embraces the National Incident Management System (NIMS) and use Incident Command principles while responding to major incidents.

Prairie State College will, without delay, and taking into account the safety of the community, determine the content of notification by the College’s emergency warning notification system, PCS ALERT, and will initiate the emergency notification system if a significant emergency or imminently dangerous situation involving a threat to the health and safety of students, employees or visitors occurs on or near campus, unless in the professional judgment of the responsible authorities the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The significant emergency or imminently dangerous situation will normally be confirmed by Prairie State College police personnel prior to alerting the campus community.

Most significant emergencies or dangerous situations will be reported to the Prairie State College Dispatch Center, which will dispatch Prairie State College police to investigate and confirm the emergency. If confirmed, dispatch starts the notification process by notifying public safety officials. Activation of all or part of the overall warning notification system, including the determination of the appropriate segment or segments of the campus community to receive the notification, will be decided by the incident commander and Public Safety Leadership. Each incident will be evaluated based on incident specifics and life safety factors; a decision to make an emergency notification will then be made.

The Chief of Police will normally direct Prairie State College ALERT activation. However, the responding incident commander may direct Prairie State College ALERT activation if immediate life safety issues exist.

### Sign Up for PSC Alert Messaging System (Faculty, Staff and Students)

[https://prairiestate.omnilert.net/subscriber.php](https://prairiestate.omnilert.net/subscriber.php)

Instructions can be found at [www.prairiestate.edu](http://www.prairiestate.edu) (Emergency Closing)
The initial Prairie State College Northwest emergency notifications will normally use a pre-formatted message that provides very basic information designed to immediately notify Prairie State College faculty, staff, and students. More detailed information will be included in subsequent notifications and posted on the Prairie State College Campus Home page (www.psc.edu).

Prairie State College ALERT will normally be tested at the beginning of each academic semester. In conjunction with the testing, Prairie State College Northwest public safety officials will publicize Prairie State College emergency response procedures, and will document for each test, a description of the exercise, the date, time, and whether it was announced or unannounced. When Prairie State College PCS ALERT is tested, the College police department publicizes that the Prairie State College Northwest community should review their emergency response and evacuation procedures as contained in the Emergency Procedures Handbook and Building Emergency Plan.

Daily Crime Log

The Prairie State College Police Department maintains a record of all alleged criminal incidents for the main and MAC campus, including those crimes not considered as Clery reportable crime. Crime logs are created to report a minimum of sixty-days of crimes within the Prairie State College Clery geography however, the logs are retained for a minimum of seven years. Crime logs identify the date and time the crime occurred, the general location of the crime, the nature of the crime and the disposition of the crime, if known. Any person may request and receive a copy of the Crime Log for a specific crime or listing of crime for specified dates, up to seven years from the date of request. The daily Logs will include crime reports for both the Chicago Heights Campus and the Matteson (MAC) Campus. To obtain a copy of the Crime Log free of charge, visit the PSC police department, during normal business hours. Request can be made to the Commander of Police operations or any supervisor on duty:

Prairie State College Police Department
202 South Halsted Street,
Main Campus Building, 1st Floor, room 1100
Chicago Heights, Illinois 60411

Timely Warnings

The Higher Education Act (HEA) has specific requirements intended to help campus students and employees informed about threats to their safety and health in a manner that allows them to protect themselves. The first of these requirements is the Timely Warning requirement. Prairie State College police, in collaboration with campus leadership and local law enforcement authorities will issue a Timely Warning to the entire campus as soon as pertinent information is available. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves. The issuance of a warning is critical; even if campus authorities don’t have all of the facts surrounding a criminal incident that may represent a serious and continuing threat to Prairie State students and employees you. The warning will contain information about the type of criminal incident that has occurred, and further information will be communicated as it becomes available.

The Prairie State College Police Department will issue timely warnings to notify the campus community of Clery reportable crimes reported to Campus Security Authorities or local police agencies and that are considered to represent a serious or continuing threat to our community. Upon receipt of a report of a Clery reportable crimes within the Clery geography, the Chief of Police (or the designated representative in charge) will determine, on a case-by-case basis, whether to issue a timely warning. Factors considered include, but are not limited to:

- **The nature of the crime**, including but not limited to whether it was a Clery crime and whether it involved harm to person or property and whether it was committed within the Clery reportable geography;

- **The continuing danger to the campus community**, including but not limited to whether the suspect is known or has been apprehended and if there is a substantial risk to the physical safety of other members of the campus community because of this crime; and

- **The possible risk of compromising law enforcement efforts**. This risk will not prevent Prairie State College Northwest from issuing a timely warning but will impact the content of any issued timely warning. The purpose of timely warnings is to allow campus community members to protect themselves. Thus, timely warnings will
include information that helps promote safety and aids in the prevention of similar crimes, including information about the crime that triggered the warning and steps individuals can take to protect themselves. The name of any crime victim is not included in a timely warning or emergency notification. Due to the confidentiality of such relationships, Prairie State College does not issue timely warnings with respect to crimes reported solely to a Pastoral or Professional Counselor.

Once a decision has been made to issue a timely warning, the Chief of Police or the officer acting-in-charge, in collaboration with the office of Public Relations, will create and disseminate timely warnings. Timely warnings are issued to the Prairie State College campus through a variety of methods, which is determined on a case-by-case basis by Public Safety Leadership or their designees. Methods of delivery include:

• **Text Messaging:** Prairie State College faculty, staff, and students may sign up via the Prairie State College website to receive an emergency notification text message.

• **Desktop Web Capture:** An alert will be sent to the majority of College classroom & lab computers.

• **Email:** An e-mail will be sent to all people with a pnw.edu address.

• **Local Media:** The College works with the news media, radio, TV, newspapers, and Internet, to help spread the word.

### Emergency Notification

Under the Clery Act, every institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An “immediate” threat as used here includes an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of your buildings. Some other examples of significant emergencies or dangerous situations are:

- outbreak of meningitis, norovirus or other serious illness;
- approaching tornado, hurricane or other extreme weather conditions;
- earthquake;
- gas leak;
- terrorist incident;

### Emergency Warning Notification System Test

The College’s “Emergency Notification Systems” (ENS) are tested every calendar year. All tests examine the worthiness and integrity of the “ENS” System. Anytime Prairie State College PSC Alert system is activated, the Chief of Police conducts an After Action Review (AAR) with all affected departments to discuss any lessons learned or maintenance concerns. The lessons are used to refine procedures and train officials.

### Policy For Disclosure Of The Annual Crime Statistics

The PSCPD prepares this report to comply with the The Prairie State College Police Department prepares this report to comply with the federal law (the Clery Act). The full text of the Clery Act can be located at [http://clerycenter.org/jeanne-clery-act](http://clerycenter.org/jeanne-clery-act). Prairie State College Annual Security Report can be accessed on the Web by visiting the Prairie State College Police Department’s home page at [https://prairiestate.edu/student-services/health-and-safety/police-and-campus-safety/index.aspx](https://prairiestate.edu/student-services/health-and-safety/police-and-campus-safety/index.aspx#annual). This report is prepared in cooperation with the local law enforcement agencies surrounding our campus and alternate sites, the Office of the Dean of Students, and Athletics department. Each entity provides updated statistical information. Campus crime, arrest, and referral statistics include those reported to the Prairie State College Police Department, designated campus security authorities (including but not limited to directors, deans, department heads, athletic coaches), and local law enforcement agencies.

Prairie State College does not have off-campus student organizations. Prairie State College Police Department solicits and monitors reports from police agencies of criminal activity in which students engaged at non-campus property, as well as travel locations where the College has control for the dates and times specified in the lease, rental agreement or other written agreement.
The Prairie State College Police Department works closely with local police agencies that have jurisdiction over other non-campus property to ensure relevant incidents of criminal activity are properly recorded.

**Crime Prevention Programs And Security Awareness**

The College attempts to provide a safe and secure environment for students, staff, and visitors. However, it is possible to maintain safety and security only when every student, faculty and staff member takes an active part in the effort. No matter how effective the College’s programs may be, the primary responsibility for safety and security lies with each of us. No police department or set of procedures can be effective unless individuals exercise reasonable care and prudence. Safety and security is everyone’s personal responsibility.

The College offers a variety of safety programs and services to both students and employees throughout the year and/or upon request. The specifics of these programs and services changes depending on need but the focus remain on crime prevention and safety. Currently, the following are offered:

**ALICE Training.** Alert-Lockdown-Inform-Counter-Evacuate training is offered upon request to staff and students. Police Officer led training provides preparation and a plan for individuals on how to more proactively handle the threat of an aggressive intruder or active shooter event.

**Surviving an Active Shooter.** The Police department provides presentations on Surviving an Active Shooter or any life threatening event that occurs on campus. These presentations include the six minute video of RUN, HIDE and FIGHT, a popular video resource on active shooter response.

**Personal Safety.** This program is offered as requested and covers topics detailed in Campus Safety Programs including proper utilization of the Emergency Telephone System (ETS) and 911 systems.

**Robbery Training.** This training is offered upon request to staff and includes topics of prevention, solving, and surviving a robbery.

**Safe Walk Program.** The Prairie State College Police provides a Safe Walk Program for students and staff. Anyone who wants the service can request a Safe Walk escort by calling (708) 709-7777.

**Lighting.** The campus is routinely surveyed to ensure that exterior areas are adequately lighted at night. The Maintenance Department replaces any bulbs which do not work. Trees and shrubs that impair lighting along walks are trimmed as needed by the Grounds Department.

**Office Of The Dean Of Students**

Staff members in this office provide a variety of services to students, including victim assistance, counseling about personal concerns, and information about College resources.

**Office Of The Title IX Coordinator**

**General Information**

Members of the Prairie State College community, guests, and visitors have the right to be free from all forms of sexual discrimination, harassment, and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The college believes in zero tolerance for sexual discrimination. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator’s attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated the campus zero-tolerance policy.
## Roles and Responsibilities To Know

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidential Advisor</td>
<td>A Confidential Advisor is a designated PSC employee trained to provide ongoing support to student survivors of sexual violence.</td>
</tr>
<tr>
<td>Counselors</td>
<td>Counselors are PSC employees fully licensed and trained to assist students with mental health issues, including survivors.</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Partners with Title IX Coordinator when complaint involves a college employee; responds to all complaints solely involving employees or third parties. Title IX Coordinator PSC employee who handles all Title IX cases; not a confidential advisor or resource.</td>
</tr>
<tr>
<td>Mandated Reporter</td>
<td>A person who, by virtue of his or her job, is legally required to report to authorities any suspected or confirmed abuse of children. Illinois identifies seven groups of mandated reporters, including personnel of institutions of higher education. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe” that a child known to them in their professional or official capacity may be an abused or neglected child.</td>
</tr>
<tr>
<td>Campus Security Authorities - (CSAs)</td>
<td>Must report all applicable crimes to the Prairie State Police Department. CSAs include individuals associated with campus police department and other officials who have significant responsibility for student and campus activities; and individuals/units designated in PSC’s campus security policy as persons/units to which students and employees should report criminal offenses.</td>
</tr>
</tbody>
</table>

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education or United States Department of Justice:

Office for Civil Rights (OCR)
Chicago Office U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560
Facsimile: (312) 730-1576 TDD#: (800) 877-8339
Email: OCR.Chicago@ed.gov
or
U.S. Department of Justice Civil Rights Division
950 Pennsylvania Avenue, N.W.
Educational Opportunities Section, PHB
Washington, D.C. 20530
By e-mail to education@usdoj.gov
By telephone at (202) 514-4092 or 1-877-292-3804 (toll-free)
By facsimile at (202) 514-8337

### Dating And Domestic Violence, Sexual Assault, And Stalking

PSC proactively addresses dating violence, domestic violence, sexual assault, and stalking. These crimes will not be tolerated on campus and are a violation of state law as well as the College’s [Anti-Harassment Policy](http://www.ed.gov/ocr).

### Consent in Reference to Sexual Activity

#### Illinois Law

The State of Illinois does not define Consent as it pertains to sexual activity but the PSC has defined it by policy.

#### Consent/Consensual

Affirmative, clear communication given by words or actions that shows an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is given freely and voluntarily. Consent may not be inferred from silence, passivity or when an individual is Incapacitated or otherwise prevented from giving Consent as a result of impairment due to a mental...
or physical condition or age. No Consent exists when there is a threat of force or physical or psychological violence. Although Consent may be given initially, it may be withdrawn at any point without regard to activity preceding the withdrawal of Consent. The voluntary nature of Consent will be subject to heightened scrutiny in circumstances in which a person engages in a sexual relationship with a person over whom he or she has any power or authority within the College.

**Primary Prevention Programs**

A three-module online primary prevention and risk reduction program entitled “Respect Boundaries: Sexual Assault Awareness” is required of all incoming students. New employees are required to complete an in-person module during New Employee Orientation. The components of these programs include:

1. Definitions of dating violence, domestic violence, sexual assault, and stalking.
2. Dynamics of sexual assault and intimate partner violence, with particular emphasis on college-aged populations.
3. Data concerning sexual assault victimization, including the role of alcohol in sexual assaults and intimate partner violence.
4. Services and resources available to victims/survivors.
5. Strategies for primary prevention.
6. Bystander intervention strategies. Common goals of bystander programs are to develop ways to increase awareness of sexual assault, hazing, and alcohol abuse such as learning to make observations and recognizing warning behaviors that may require intervention; teach the appropriate skills to intervene safely and effectively, in both direct and indirect ways.

**Awareness Campaign**

Since 2012, PSC has implemented its “Respect Boundaries” campaign relating to sexual violence awareness and prevention. Posters, bracelets, pens, Chapstick and cups have been distributed on campus. Materials were also distributed as part of Title IX training for students. Online education for new students and ongoing education for continuing students also incorporates the “Respect Boundaries” logo and campaign.

**Ongoing Prevention and Educational Dating Violence, Domestic Violence, Sexual Assault, and Stalking Programs**

PSC campus offers risk reduction, prevention and awareness programs and campaigns designed to prevent and eliminate dating violence, domestic violence, sexual assault, and stalking. A list of programs follows:

**Procedures victims/survivors should follow if they are the victim of a dating violence, domestic violence, sexual assault, or stalking crime**

People who have been victimized react in many different ways, there is no right or wrong reaction. Listed here are some important things to consider. Even if you were victimized days, weeks, months or years ago, it is never too late, or less important, for you to seek help and start your healing process.

**Reporting Dating Violence, Domestic Violence, Sexual Assault, or Stalking**

Reporting dating violence, domestic violence, sexual assault, or stalking is optional but highly encouraged. Victim/survivors have a number of different reporting options.

**Law Enforcement**

Victims of sexual assault may report the crime to Prairie State College Police by calling (708) 709-7777, or by going to the PSC police department, in the main building, at 202 South Halsted, Chicago Heights, Illinois 60441. College officials can assist you in notifying law enforcement authorities of an assault if you would like such assistance. For more on what to expect while filing a police report, visit [www.prairiestate.edu](http://www.prairiestate.edu).

Off-campus assaults can be reported to the local law enforcement agency with jurisdiction over the location where the assault occurred. Individuals may call 911 or the non-emergency numbers below:

- Chicago Heights Police Department: 911 or (708) 756-6400 (Non-emergency)
- Cook County Sheriff’s Department: (219) 755-3300
- Illinois State Police District Chicago (847) 294-4400
Non-Confidential Reporting Options

While reporting a crime to law enforcement is always an option, reporting dating violence, domestic violence, sexual assault, stalking, or other crimes to non-law enforcement personnel at the College is an option as well. This will allow the College to take steps to protect the safety and well-being of all College community members, accurately document the statistic, and conduct an internal College investigation that is separate and distinct from the criminal investigation. Matters reported to the below offices will be kept as private as possible, in consideration of the victim’s wishes as well as the need to ensure the safety of all College community members. College officials will also assist you in notifying the proper law enforcement agency if so desired.

For student concerns:
Title IX Coordinator, Phone: (708) 709-3653

For employee concerns:
Assistant Title IX Coordinator, Phone: (708) 709-3585

Office of the Dean of Students:
Room 1200 (Main Building), Phone: (708) 709-3518

Campus Security Authorities

(Option for reporting of crimes)

While the College prefers that the campus community members promptly report all crimes and other emergencies directly to the Campus Police & Security Department or local law enforcement agencies, it is understood that some may prefer to report anonymously and to other individuals or College offices. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that are considered to be “campus security authorities,” or “CSAs,” under the law. The Clery Act defines CSAs as an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” If unable, or unwilling, to report a crime directly to the Campus Police & Security Department, students and employees should report Clery Act crimes to CSAs for the purpose of making timely warning reports and to ensure the inclusion of the Clery Act crime in JCC’s annual disclosure of crime statistics. Persons designated by the College as CSAs include, but are not limited to: the vice president of student services, directors and assistants of athletics, athletic coaches and assistants, advisors to college-recognized clubs and organizations, directors of student services departments, title ix coordinators, campus police and security officers, and off-campus building coordinators.

Campus Offices Designated to Receive Crime Reports (Confidential Reporting Options)

While all individuals who have witnessed or been the victim of a crime are encouraged to report crimes to the Prairie State College Police Department first and foremost, Prairie State College has designated other specific campus offices that may receive crime reports in addition to the Prairie State College Police Department.

Dating Violence, Domestic Violence, Sexual Assault or Stalking and other crimes may be reported to the offices shown below and will remain entirely confidential. Prairie State College staff members from these offices are not required to report identifying information about the assault or the victim to law enforcement or other College officials, unless the victim is a minor. They may provide statistical information about the offense but will not divulge identity of the victim or others involved without permission from the victim/survivor.

The CSA, other than members of the campus police department, may not investigate any crime or seek to apprehend any perpetrator. Nothing contained herein is intended to preclude a CSA from conducting appropriate investigations pursuant to other college policies. These type of investigations may seek to identify the environmental conditions that contribute to the incident or complaint. The CSAs’ responsibilities include, but are not limited to, the following:

1. Reporting, immediately or as soon as reasonably practicable to the PSC police department and/or the Campus Clery Coordinator/Officer any Clery Act crimes or incidents which they have been made aware, or witnessed, including information regarding:
   a. When the crime or incident occurred,
   b. When the crime or incident was reported,
   c. Where the crime or incident occurred, and
   d. The nature or description of the crime or incident.

2. The CSA is not a confidential resource. Therefore, the CSA is encouraged to inform victims of crimes of their confidential resources, including the campus...
Title IX office, which provides confidential counseling and support for victims of sexual assault, domestic and dating violence and stalking. The Title IX officer also provides information about available campus/community resources and the rights and options regarding reporting the crime to the police.

3. According to prevailing federal law and College policy, the CSA shall not disclose to local law enforcement the identity of the victim or alleged perpetrator unless the victim consents to being identified after being informed of their right to remain anonymous unless the victim is a minor which may trigger separate mandated reporting obligations. If the victim does not consent to being identified, the CSA shall not identify the alleged perpetrator either.

For reports of crimes involving sexual assault, domestic violence, dating violence or stalking, and other instances of Prohibited Behavior as defined by PSC Policy on Sexual Violence and Sexual Harassment a CSA who is designated as a Responsible Employee under the UC Policy on Sexual Violence and Sexual Harassment shall also notify the campus Title IX Office of such reports in accordance with that policy and local campus procedures. Any CSA who knowingly fails to report a crime may be subject to disciplinary action.

### On Campus
- Title IX Coordinator, Dean of Compliance and Effectiveness (708) 709-3653 Office 2143
- Title IX Assistant Coordinator, Executive Director, Human Resources (708) 709-3585 Office 2403
- Prairie State College Police Department (708) 709-7777 Office 1100
- Counseling and Academic Advising Center (708) 709-3506 Office 1190
- Designated Confidential Advisor, Transfer Coordinator, (708) 709-3508 Office 2261
- Code of Conduct Office (Office, Dean Student Development and Academic Advising (708) 709-3518 Office 1200

### Matteson Area Center
- Manager of Continuing Education and Workforce Development-(708) 709-7881 – Room 102

### Off Campus Support
- Pillars (708) 745-5277  
  http://www.pillarscommunity.org/
- Pillars 24-hour sexual assault hotline (708) 482-9600

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<thead>
<tr>
<th>Official</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prairie State College Police Department</td>
<td>202 South Halsted, Main Building</td>
<td>(708) 709-7777</td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td>202 South Halsted, Main Building</td>
<td>(708) 709-3518</td>
</tr>
<tr>
<td>Office of Human Resources</td>
<td>202 South Halsted, Main Building</td>
<td>(708) 709-3585</td>
</tr>
<tr>
<td>Office of Equity &amp; Diversity/Title IX Coordinator</td>
<td>202 South Halsted, Main Building 2143</td>
<td>(708) 709-3653</td>
</tr>
<tr>
<td>Athletic Director and All Coaches</td>
<td>202 South Halsted, Main Building</td>
<td>(708) 709-7777</td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td>202 South Halsted, Main Building 1182</td>
<td>(708) 709-3518</td>
</tr>
<tr>
<td>Dean of Adult Education</td>
<td>202 South Halsted, ATOC Building 105</td>
<td>(708) 709-3684</td>
</tr>
<tr>
<td>Dean of Corporate and Continuing Education</td>
<td>202 South Halsted, ATOC Building 116</td>
<td>(708) 709-3795</td>
</tr>
<tr>
<td>Office of Academic Affairs</td>
<td>202 South Halsted, Main Building 2116</td>
<td>(708) 709-3542</td>
</tr>
<tr>
<td>Office of Dean of Dean of Math and Science</td>
<td>202 South Halsted, Main Building 2122</td>
<td>(708) 709-3689</td>
</tr>
<tr>
<td>Office of Counseling</td>
<td>202 South Halsted, Main Building 2262</td>
<td>(708) 709-3511</td>
</tr>
<tr>
<td>Manager of Matteson Area Center</td>
<td>4821 Southwick Drive, Matteson, Illinois 60443</td>
<td>(708) 709-3750 or 7881</td>
</tr>
</tbody>
</table>
• Chicago Rape Crisis Hotline – Rape Victim Advocates (888) 293-2080 http://www.rapevictimadvocates.org/
• YWCA of Metropolitan Chicago – Care Hotline (708) 748-5672 http://www.ywca.org/site/pp.asp?c=euRl7OZH&b=177298
• YWCA South Suburban Agency – 24-hour Crisis Line (708) 748-5672
• Mujeres Latinas en Accion (773) 890-7676 http://www.mujereslatinasenaccion.org/Home/about%20us
• Illinois Coalition Against Sexual Assault (217) 753-4117 http://www.icasa.org
• Illinois Department of Human Rights (312) 814-6200 http://www2.illinois.gov/dhr/FilingaCharge/Pages/Education.aspx
• Cook County State’s Attorney’s Office (Bridgeview Complex, 5th District) (708) 974-6250
• Crisis Center for South Suburba - 24-hour Domestic Violence Hotline (708) 429-SAFE (7233)
• City of Chicago Domestic Violence Help Line (24 hour/toll-free) (877) 863-6338

A complete version of the Title IX handbook can be found at: https://prairiestate.edu/assets/global/about-us/UpdatedSexualDiscriminationHarassment_Misconduct_Booklet61220.pdf

Exempt from Clergy Reporting

Although they may have significant responsibility for student and campus activities, pastoral and professional counselors are not campus security authorities. Prairie State College does not have policies or procedures that encourage professional counselors, if and when they deem appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, or to report aggregate statistical information.

What to do if you have been victimized

Get to a safe place as soon as you can. If the situation poses an immediate danger to you or anyone else, alert the police as soon as possible by calling 911. Once you are safe, contact someone you trust to be with you for support. This could be a friend, family member or even a specially trained victim’s advocate.

Preservation of Evidence following an incident of dating violence, domestic violence, sexual assault, or stalking

Prairie State College Police or other College entities including but not limited to the Vice President for Student Affairs and Institutional Effectiveness, Office of the Dean of Students, Executive Director of Human Resources, Counseling Center, will provide all known student or employee victims with written notification about services available both within the institution and in the community. Available services include counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid.

Additionally, the victim/survivor will be briefed on the importance of preserving evidence that may assist with an investigation or may be helpful in obtaining a protective order. Try to preserve all physical evidence even if you don’t know if you want to report the assault or press charges. Evidence may be maintained so that it will be available if you decide to move forward with criminal charges at a later point in time.

In cases of sexual assault, students will be advised not to eat, drink, bathe, shower, wash their hands, use the toilet or brush their teeth. Valuable evidence may be lost if they do not follow these instructions. Victims of sexual assault are also advised not to change clothes if possible, but if they need to change, place all of the clothes they were wearing in a bag and bring them to the police department or to any post assault medical exam. Victims are asked to take a minute to write down everything they remember about the assault, including a description of the assailant.

Evidence of violence, such as bruising or other visible injuries, should be documented including thorough photographs.

Stalking evidence including any communication, such as written notes, voice mail, social media postings, or other electronic communications should be saved without altering in any manner.

Follow-up Medical Care.

If a person has been a victim of any violence PSC police will ensure that they are treated for injuries through services provided by local hospitals. Assault victims should also seek follow-up medical and emotional care.
as soon as possible, even if they don’t have any apparent injuries. Victims can request information and assistance finding mental health practitioners from PSC Personal Counselors, Title IX Coordinator and PSC police.

Locally the following medical facilities service Prairie State College area:

- Advocate Immediate Care, (708) 481-8883, 4001 Vollmer Road, Olympia Fields, Illinois 60461
- Franciscan Health Olympia Fields, (708) 747-4000, 20201 South Crawford Avenue, Olympia Fields, Illinois 60471, Open 24 hours
- Palos Community Hospital, 12251 South 80th Avenue, Palos Heights, IL 60463, (708) 923-4000, Open 24 hours
- Advocate South Suburban Hospital, 17800 South Kedzie Avenue, Hazel Crest, IL 60429, (708) 799-8000, Open 24 hours

Support Services

There are a number of support services and rights to which students and employees of the College are entitled in matters of dating violence, domestic violence, sexual assault, and stalking. These rights and services are provided whether the conduct occurred on- or off-campus and whether or not a police report is filed.

Local Crisis Services Available 24/7

There are multidisciplinary community centers that are specially trained to deal with survivor/victims of dating violence, domestic violence, sexual assault, and stalking. Once notified, intake members of these organizations can send a trained advocate to be with you at the police department or in the emergency room, and, at your request, they can also be in contact with the Office of the Dean of Students at Prairie State College and make sure they are aware of the assault so that they can be prepared to give you the support you need.

Sexual Assault Hotline

Hotline Numbers (available 24 hours, seven days a week):
Phone: 708-748-5672 (For the South Suburbs)
Phone: 888-293-2080 (For the Chicago Metropolitan Area)

Members of the South Suburban Council on Alcoholism and Substance Abuse are able to provide low-cost treatment for anyone concerned about addictions to alcohol or controlled substances. The South Suburban Council on Alcoholism and Substance Abuse has been providing affordable and effective chemical dependency treatment and rehabilitation to residents of the greater Chicago Southland community for over thirty years.

Phone: (708) 647-3333
Web: http://www.sscouncil.org/

Protective Orders and No-Contact Directives

Protective orders, which would direct an assailant not to contact you under a court order, are available through the Chicago Heights City or Cook County Courts. College officials, upon request, can provide you with assistance in navigating this process. Additionally, the College can issue no-contact directives that direct a respondent not to contact you. Contact the PSC Police Department at (708) 709-7777 for these services.

Advocacy and Other Support Services.

Prairie State College provides its students with professional staff who can assist dating violence, domestic violence, sexual assault, and stalking victims with academic and advocacy/support services and the provision of interim remedial measures. These services are available whether an assault occurred on- or off-campus. Professional staff within the Office of the Dean of Student Office is available to assist students with the following:

- Coordination of services.
- Academic adjustments, including processing absence notifications or changing class sections.
- Housing reassignments and assistance with emergency housing needs.
- Support during the campus disciplinary process, including in-person attendance at all meetings and ongoing in-person support.
- Support during the law enforcement process, including in-person attendance at meetings with law enforcement and/or the States Attorney’s Office.
- Assistance in obtaining no-contact directives within the College.
- Assistance in obtaining a protective order through the Cook County Court system.
Confidentiality

Prairie State College recognizes the importance of ensuring the confidentiality of victims of dating violence, domestic violence, sexual assault, and stalking and others to the greatest extent practicable. For purposes of the Clery Act disclosures, Campus Security Authorities do not disclose the name of the victim or others as it pertains to FERPA in making their required reports without the express permission of victim. Further, Prairie State College will keep confidential any accommodations, remedial, or protective measures provided to victims to the greatest extent possible that does not otherwise prevent the College from providing such measures. Neither collected statistics nor required Clery logs will include information that may lead to the victim being identified.

Campus Disciplinary Procedure

Non-Criminal Process

Dating violence, domestic violence, sexual assault, and stalking are violations of the College’s Anti-Harassment Policy and will be addressed accordingly. This policy seeks to encourage faculty, staff, and students to report and address incidents of Harassment.

Supportive Measures

The College offers a wide range of resources for students and employees, whether as Complainants or Respondents, to provide support and guidance throughout the initiation, investigation and resolution of a report of discrimination or harassment. Upon receipt of a complaint, the College may take interim measures to address concerns regarding safety and well-being and facilitate the Complainant’s continued access to College employment or education programs and activities. These measures may be both remedial (designed to address a Complainant’s safety and well-being and continued access to educational opportunities) or protective (involving action against a Respondent).

Remedial and protective measures, which may be temporary or permanent, may include no-contact directives, changes in class or work schedules, academic modifications and support, interim suspension, College-imposed leave, suspension from employment, pre-disciplinary leave (with or without pay), or any other reasonably available measures that the College deems appropriate. Interim measures are available under both Informal and Formal Resolution Processes. Remedial measures are available regardless of whether a Complainant pursues a complaint or investigation under these Procedures. The ability to impose certain protective measures against a Respondent may require that the report be resolved through the Formal Resolution Process. The College will maintain the privacy of any remedial and protective measures provided to the extent practicable and will promptly address any violation of the protective measures.

Formal and Informal Processes

Complaints may be resolved by either the College’s informal or formal process of the Procedures for Resolving Complaints of Discrimination and Harassment (“Procedures“). Either process will be a prompt, fair, and impartial process from the initial investigation to the final result.

The Informal Resolution Process

Designed to empower the parties to an Informal Complaint to reach a mutually satisfactory agreement. The Informal Resolution Process will be concluded by one of the following: (1) a decision to stop further action on the Informal Complaint, (2) a resolution of the Informal Complaint by agreement of the parties or (3) initiation of the Formal Resolution Process.

The Campus Equity Office will attempt to conclude the Informal Resolution Process within 30 days. Within 10 days following conclusion of the Informal Resolution Process, the Campus Equity Office must complete and submit a Status Report Form. A copy of the Status Report Form is to be submitted to the Vice President for Ethics and Compliance.

A Formal Complaint may be filed as the first course of action or following an Informal Complaint if there is no mutually acceptable resolution during the Informal Resolution Process. The College also may initiate an investigation in the absence of a Formal Complaint by a Complainant.

To file a Formal Complaint, a Complainant must complete the Complaint Information Form online, in person or via electronic mail. The complaint must be dated by the Complainant and describe the alleged incident(s) with the relevant date(s), name(s) of the Respondent(s)
and name(s) of witnesses. The Campus Equity Office can provide assistance in completing the Complaint Information Form.

All formal complaints or College-Initiated Investigations in which a student, recognized student organization or employee, including faculty and staff, is named as a Respondent will be adjudicated by the Dean of Students. Formal Complaints or College-Initiated Investigations against employees, including faculty and staff, will be adjudicated by legal counsel representing the college.

### Disciplinary Process Steps

Within 10 days of receipt of a Formal Complaint, the Title IX coordinator(s) will assign a College Investigator to investigate the Formal Complaint. Members of the Title IX Compliance Team serve as college investigators. The College investigator must have sufficient training and/or experience to conduct a thorough and impartial investigation.

Persons eligible to serve as College Investigators shall be designated by the Vice President for Ethics and Compliance. The College Investigator must have sufficient training and/or experience to conduct a thorough and impartial investigation.

The Title IX Coordinator will provide prompt notification, including a copy of the Formal Complaint or notice of allegations, to the Complainant, the Respondent(s), to the department head or supervisor and to the appropriate Vice President, Dean or head of other major unit. The Formal Complaint or notice of allegations will be delivered through certified or express mail, electronic mail or hand delivery. The notification to the Respondent(s) will include a copy of the Formal Complaint, or, in College-Initiated Investigations, a statement of allegations, and a copy of or link to the relevant College Policy and these Procedures.

The Respondent(s) will be requested to respond in writing to the Formal Complaint within a reasonable time, not to exceed 10 days from the date of certified or express mailing, electronic mailing or hand delivery of the notification of the Formal Complaint. Any extension of time must be approved by the Title IX Coordinator. Any extension will also be extended to the other party.

In the event that an investigation is undertaken in accordance with Section I4 of these Procedures, a copy of all responses will be provided to each party.

In a College-Initiated Investigation, parties will be provided with written notice of the allegations forming the basis of the College-Initiated Investigation, and Section I of these procedures will govern such investigation to the greatest extent practicable.

A Complainant who may have been subject to discrimination or harassment that forms the basis of a College-Initiated Investigation shall (1) be provided with written notice that the College has commenced a College-Initiated Investigation; (2) receive a copy of any written response submitted by the Respondent(s); (3) be afforded an opportunity to review all investigation reports; (4) upon request, be afforded an opportunity to meet with the Title IX Coordinator in connection with the College-Initiated Investigation; (5) be provided with written notice of the determination of whether a violation of one or both of the Policies occurred and any sanction or remedial measures imposed in connection with the violation; and (6) be afforded the right to appeal such determination, sanctions or remedial measures in accordance with Section L.

As soon as practicable following appointment, the College Investigator will interview the Complainant. Within five days following the completion of his or her interview with the Complainant, the College Investigator will conduct an initial assessment and notify the President, Title IX Coordinator in writing as to (1) whether or not the allegations set forth in the Formal Complaint, if substantiated, would constitute a violation of one or both of the Policies and (2) whether or not there is reasonable cause to believe that the Respondent(s) has violated one or both of the Policies. If the College Investigator’s notification indicates that such allegations, if substantiated, would not constitute a violation of one or both of the Policies or that there is not reasonable cause to believe that the respondent(s) has violated one or both of the Policies, the Title IX Coordinator may dismiss the complaint provide information to appeal, as well as provide supportive measures. Formal complaint dismissals under Title IX adjudication does not prevent adjudication and disciplinary sanctions under the Student Code of Conduct or employee bargaining agreements.

In the event that the College Investigator’s initial assessment and notification indicates that the allegations set forth in the Complaint, if substantiated, would constitute a violation of College policy and that there is reasonable cause to believe that the Respondent(s) has violated one or both of the Policies, or if the Title IX Coordinator determines that the matter should be investigated, the College Investigator will conduct
a thorough fact-finding investigation and will meet separately with both parties to interview pertinent witnesses and review relevant documents regarding the Formal Complaint. The College Investigator may consider all relevant information, including evidence of pattern or prior misconduct by the Respondent, credibility of the parties and witnesses, and in very limited circumstances, any prior sexual history of the parties. Both parties will be provided the opportunity to provide information and names of witnesses to the College Investigator. The investigation shall be completed within reasonable time-frames following the assignment of the Formal Complaint to the College Investigator, unless an extension of time for good cause is approved by the Title IX Coordinator.

Within ten (10) days following the conclusion of the investigation, the College Investigator will prepare a preliminary report summarizing the information gathered and outlining the contested and uncontested investigation. The preliminary investigation report will not include any findings. The Complainant or impacted party in the case of a College-Initiated Investigation and the Respondent will be provided access to review the preliminary investigation report and may submit comments and additional information to the College Investigator in writing. The College Investigator will designate a reasonable time for this review and response by the parties, not to exceed seven days. In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the College Investigator during the designated review and response period will not be considered in the determination of responsibility for a violation of one or both of the Policies.

As soon as practicable following consideration by the College Investigator of any information provided by the Complainant (or impacted party in the case of a College-Initiated Investigation) and/or Respondent, the College Investigator will submit a final investigation report to the Title IX Coordinator and the colleges legal counsel. The report will include findings based upon a preponderance of the evidence that (1) the allegations cannot be substantiated or some or all of the allegations are substantiated, (2) a statement as to whether the Formal Complaint was knowingly false or malicious, and (3) if material to the determination as to whether or not a violation of one or both of the Policies has occurred, an assessment of the credibility of the Complainant and the Respondent(s).

No violation of College policy will be presumed unless a preponderance of the evidence standard supports the finding of a violation. This preponderance of the evidence standard requires that the facts and information supporting each finding are more convincing than the facts and information offered in opposition to such finding. The report will include the basis upon which the College Investigator reached their conclusions. The report and all investigative materials will be provided to the college’s legal counsel in order to conduct a live hearing and make the final determinations regarding violations of campus policy. In the event the charge of discrimination and/or harassment is not substantiated following the written determination of the decision maker, reasonable efforts may be taken to restore the respondents to their prior status.

The Title IX Coordinator will send parties the written determination and final outcome of the matter, including sanctions, if any, by certified or express mail, electronic mail or hand delivery. The determination will include the rationale, a description of the parties’ appeal rights and any changes in the outcome before it becomes final. The appropriate Dean is responsible for imposing the sanction.

Sanctions will be decided on a case-by-case basis and will be in accordance with College policy. Possible sanctions for employees include, but are not limited to, the following: a letter of reprimand, suspension or leave of absence without pay, reassignment of teaching or other responsibilities, denial of a merit pay increase, demotion, probation or termination. Sanctions for students are listed in Regulations Governing Student Conduct and may include without limitation verbal or written warnings, restrictions, probation, probated suspension, suspension or expulsion.

Except as provided herein, sanctions imposed pursuant to these Procedures may not be appealed or made the subject of a grievance under any other College policy.

If the accused is a faculty member and the sanction has been to recommend termination of employment, the procedures for termination of a faculty member (as outlined in Executive Memorandum No. B-48 or its successor) will be followed; provided, however, that the report of the College Investigator and the written determination of the President or HR Director shall be accepted into evidence at the faculty member’s termination hearing without the necessity of the Complainant or impacted party in the case of a College-Initiated Investigation testifying as a witness.
Remedial measures for students, faculty and staff will be decided on a case-by-case basis. Such measures may include providing an escort to ensure safe movement on campus; ensuring that the Complainant and Respondent do not share classes or extracurricular activities; tutoring or other academic support; arranging for extra time to complete or re-take a class or withdraw from a class without academic or financial penalty; job reassignment; targeted training for a group of students, faculty or staff; and other remedies that can be tailored to the needs of the parties.

The Complainant (or impacted party in the case of a College-Initiated Investigation) and the Respondent each have the right to appeal the decision and imposition of any sanction to the Vice President for Student Affairs and Institutional Effectiveness. The appeal must be in writing and filed in person, via courier, or via postal or electronic mail within 10 days of the issuance of notification of the decision with all supporting materials attached. Decisions not appealed within such time are deemed final.

The appeal shall consist of a concise and complete written statement outlining the grounds for appeal and all relevant information to substantiate the basis for the appeal. Appeals are not intended to open a new investigation of the complaint. In most cases, appeals are confined to a review of the written documentation and pertinent documentation regarding the grounds for appeal. The appeal will be conducted in an impartial manner.

The Vice President for Student Affairs and Institutional Effectiveness will issue a decision on the appeal to all parties involved. Normally this decision will be made within 10 days from the date the appeal was received. The Vice President for Ethics and Compliance may (1) uphold or reverse the finding, (2) decrease or increase the sanction(s), and/or (3) take other action as deemed appropriate:

**Possible Student Sanctions**

Sanctions for violations of the Anti-Harassment Policy are listed in Regulations Governing Student Conduct and may include without limitation the following types of disciplinary sanctions:

1. Warning.
2. Reprimand.
3. Restitution of Damages.
5. Probation.
6. Suspension.
7. Dismissal.
8. Expulsion.

A full explanation of student sanction can be found in Appendix “F” of this document.

**Possible Faculty/Staff Sanctions**

Sanctions for violations of the Anti-Harassment Policy include but are not limited to the following:

- Oral Warning;
- Formal Written Reprimand;
- Probation;
- Suspension, With or Without Pay; and,
- Recommendation for Termination of Employment for cause.

**Advisor**

Both a Complainant and a Respondent are entitled to an advisor or support person of their choice, and the advisor or support person may accompany the party to any meeting or proceeding under these Procedures. A Complainant may have an advisor or support person present when reporting discrimination and/or harassment or at any point in these Procedures. A Respondent also may have an advisor or support person present if and when the Respondent becomes a party to an Informal Resolution Process or a Formal Resolution Process. An advisor or support person may be an attorney. For parties without an advisor, one will be provided at no cost or penalty to the party. The college has the discretion to impose reasonable conditions upon the participation of an advisor or support person. The advisor or support person may not be a party or witness involved in the investigation.

The College has the discretion to impose reasonable conditions upon the participation of an advisor or support person. The advisor or support person may not be a party or witness involved in the investigation.

**Retaliation Prohibited**

As outlined in the College’s Anti-Harassment Policy, retaliation against any person for reporting or complaining of discrimination and/or harassment, assisting or participating in the investigation of a complaint of discrimination and/or harassment, or enforcing College Policies with respect to discrimination...
and/or harassment is strictly prohibited. Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation or harassment against an individual or group for exercising rights or performing duties under these Procedures will be subject to appropriate and prompt disciplinary or remedial action.

**Written Notifications**

Prairie State College provides written notification to all students and employees of existing services available for victims, both within the institution and within the Chicago Heights/Matteson area campuses. Prairie State College Police or other College entities including but not limited to the Office of the Dean of Students and Human Resources, also provide written notification to all student and employee dating violence, domestic violence, sexual assault, and stalking victims about existing counseling services, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

Such accommodations will be provided upon request, provided that they are reasonably available, regardless of whether the victim chooses to report the crime to campus local law enforcement. Written information about the rights, options, and services available to victims of dating violence, domestic violence, sexual assault, or stalking (described above), is provided to all students and employees who report such an instance. To request changes in, or assistance with how to request changes to academic, living, transportation, and working situations or protective measures, contact one of the services listed below.

The College is committed to providing a number of support services to College community members who experience Sexual Harassment, Sexual Violence, and Sexual Exploitation, Stalking or Relationship Violence incidents. Resources available to College community members include a variety of campus and community-based service providers and professionals.

Additionally, Prairie State College provides its students with professional staff who can assist students who have been subjected to Sexual Harassment, Sexual Violence, Sexual Exploitation, Stalking or Relationship Violence with academic and advocacy/support services. Professional staff within the Office of the Dean of Students is available to assist students with and including the following:

- Coordination of services.
- Academic adjustments, including processing absence notifications.
- Support during the campus disciplinary process, including in-person attendance at all meetings and ongoing in-person support.
- Support during the law enforcement process, including in-person attendance at meetings with law enforcement and/or the prosecutor’s office.
- Assistance in obtaining no-contact directives within the College.
- Assistance in obtaining a protective order through the local court system.

**Prairie State College Alcohol And Drug Abuse Policy**

Prairie State College is Drug and Alcohol free. In accordance with the Drug-Free Schools and Communities Act of 1989 and Policies of the Board of Trustees of Illinois Community College District 515, it is a violation of college policy for any member of the college community to engage in the sale, possession, use or distribution of any narcotic, drug, alcohol, or other addictive or hallucinogenic substance, except as permitted by law on the premises of, or in conjunction with, the operation of Prairie State College.

In addition to possible criminal prosecution under applicable local, state and federal laws that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol, students and staff also may be subject to the college’s internal disciplinary procedures with possible sanctions ranging up to expulsion or job termination.

**Mandated Statement In Accordance With The Drug-Free Schools And Communities Act Of 1989 Drug Policies**

The use of alcoholic beverages and illegal chemical substances is a concern on college campuses. The following information will serve to inform you of the health risks, available resources, current policies at PSC, and the legal ramifications regarding the use of drugs and alcohol.
Alcohol and Drug Policies

Board policies on student conduct in reference to drugs and alcohol state that the following conduct will be subject to disciplinary action:

1. The sale, possession, use, or distribution of any narcotic, drug, marijuana, or other addictive or hallucinogenic substance, except as permitted by law.

2. The possession and/or consumption of alcoholic beverages on campus, or at any off-campus college sponsored activity, regardless of age unless specifically authorized. Violators will be subject to disciplinary action that could lead to suspension or dismissal. Every effort will be made to assist the person to seek help with any suspected addiction.

Medical Cannabis (Marijuana):

Illinois allows for the use of cannabis for medicinal purposes. Individuals who are authorized to use cannabis must be registered with the Illinois Department of Public Health (IDPH) and secure a written certification from a physician licensed in Illinois. The IDPH will issue a registry ID card and a notation will be made on the registrant’s Illinois driving record, which will be available to law enforcement. A driver may not operate a motor vehicle while impaired by the use of cannabis prescribed for medicinal purposes and may not transport medicinal cannabis in a vehicle unless it is contained in a tamper-evident container and kept in an area that is inaccessible while the vehicle is on this campus.

Illegal Drugs

Illinois state law and College regulations prohibit the use, possession, or distribution of controlled substances without a valid prescription. Violators of drug policies are subject to the provisions of applicable state and federal laws as well as College disciplinary actions.

Prairie State College’s drug policy is published and distributed annually to students and employees. Prairie State College’s Alcohol and Drug-Free Campus and Workplace Policy. Assistance for both students and employees is available through College counseling programs. Drug abuse counseling is provided by the Employee Assistance Program (EAP). Personal counseling and referral are provided for students and their spouses through Counseling Services.

Legal Ramifications

State and federal penalties for possession or distribution of illicit drugs and alcohol vary a great deal, depending on the amount, type, and offense. This information is provided to you in accordance with the Drug-Free Schools and Communities Act of 1989. To conform to the Federal Drug-Free Schools and Communities Act of 1989 (20 U.S.C.S 5145, Public Law 101-226), the college hereby enacts this policy. In conformance with the act, the president shall develop and implement a program and rules to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

I. Definitions

A. The term “student” is defined as any person who is taking/attending any credit or non-credit class facilitated by Prairie State College.

B. The term “employee” is any full- or part-time employee of the college.

C. The term “controlled substance” is used as defined in the Federal Controlled Substances Act and the Illinois Controlled Substances Act.

D. The term “college property” is defined as any property or buildings owned, leased or controlled by the college whether on or off campus.

E. The term “illicit alcohol” is defined as alcoholic liquor which is possessed, used or distributed in violation of federal, state or local laws or college regulations.

II. Standards of Conduct No student, employee or visitor shall:

A. Possess, distribute or use any controlled substance or any substance containing cannabis, in violation of the Federal Controlled Substances Act, the Illinois Controlled Substance Act or the Cannabis Control Act on any college property or at any college activity.

B. Possess distribute or use any alcoholic liquor on any college property or at any college activity, regardless of their age, unless specifically authorized by the Office of the President.
III. Statement of Sanctions
A. Students: Discipline for violating the standards of conduct set out in Section II will be governed by college regulations and the student code of conduct, up to and including expulsion. Additionally, violators may be charged criminally under federal, state or local laws and ordinances.
B. Employees: Discipline for violating the standards of conduct set out in Section II will be governed by the college’s employee disciplinary policies and rules, up to and including termination. Additionally, violators may be charged criminally under federal, state or local laws and ordinances.
C. Visitors: Violations of the standards of conduct set out in Section II may result in criminal charges under federal, state or local laws and ordinances.

IV. Possible Legal Sanctions:
A. Alcohol
   Poss. under 21: Class B misdemeanor Up to 6 months in jail Up to $1,500 fine DUI: Class A misdemeanor Up to 1 year in jail Up to $2,500 fine
   Open in Vehicle: Class A misdemeanor Up to 1 year in jail Up to $2,500 fine
B. Cannabis/Marijuana
   Possession: Up to Class 1 Felony* Up to 15 years in jail Up to $25,000 fine
   Delivery: Up to Class X Felony* Up to 30 years in jail Up to $25,000 fine
C. Controlled Substances – Includes any substance controlled under the Illinois Controlled Substances Act or similar federal statutes. These include cocaine, heroin, methamphetamine, amphetamine, LSD, anabolic steroids, opiates, ketamine, PCP, methaqualone, pentazocine, ecstasy, barbiturates, peyote, hallucinogens, morphine, prescription drugs not prescribed to the holder, and any look alike substances.
   Possession: Up to Class X Felony* Up to 50 years in jail Up to $250,000 fine
   Delivery: Up to Class X Felony* Up to 50 years in jail Up to $250,000 fine
   • Penalties may be dependent on amounts possessed and prior convictions.
   • Penalties may be enhanced for possession or sale on or near college properties.
   • Convictions may result in loss of federal financial aid and other federal benefits.

Educational Drug And Alcohol Programs
The Office of the Dean of Students partners with a variety of campus offices to present preventative alcohol and drug education program.

- **Student organization officers and advisors** attend a mandatory orientation each where alcohol issues and policies are addressed.
- **Athletic training staff and coaches** discuss alcohol and drugs with every team prior to their respective season.
- **Bystander Intervention program**: Common goals of bystander programs are to develop ways to increase awareness of sexual assault, hazing, and alcohol abuse such as learning to make observations and recognizing warning behaviors that may require intervention; teach the appropriate skills to intervene safely and effectively, in both direct and indirect ways.
- **Alcohol program**: This program is an informational discussion about alcohol consumption, laws regarding alcohol use and possession and the effects and dangers of alcohol abuse.
- **Alcohol Awareness Program**: This educational program includes special presentations regarding the dangers of alcohol consumption and true experience from the officer’s point of view.
- **Drug Recognition and Identification**: This program provides education on a wide variety of drug related topics. The material is presented in a discussion format that is guided mostly by the interests of the students. Information on how to identify an individual under the intoxicating effects of drugs as well as how to identify specific drugs themselves is provided.

Prairie State College Amnesty Policy Training
This program provides education regarding the Prairie State College Cares Policy, as well as the Illinois Lifeline Law. Both the law and the policy provide different levels of protection to an individual if medical attention is needed in a situation where alcohol has been consumed. This program is presented in partnership with the Office of the Dean of Students.
Legal Assistance

Employees can obtain free and confidential assistance with drug and alcohol abuse concerns from our Employee Assistance Provider (EAP), Perspectives, Inc. at www.perspectivesltd.com or 800.456.6327 and employees with PPO or HMO coverage through our health insurance provider Blue Cross Blue Shield at www.bcbsil.com or 888.630.2583.

Confidential Reporting Of Unethical Or Illegal Activities

The purpose of this section is to describe the rules and procedures for recording and responding to confidential reports of perceived unethical or illegal activity, as required by Board Policy G-42, “Confidential Reporting of Unethical and Illegal Activity.”

Employees, students, and the public-at-large may report any perceived unethical or illegal activity to the designated PSC senior administrator, either in person or through a dedicated phone line: (708) 709-7789, or via email at confidentialreporting@prairiestate.edu. The report may be anonymous at the discretion of the complainant.

Emergency Preparedness

The Chief of Police is responsible for the emergency preparedness and planning activities on the Prairie State College campuses. The Chief of Police partners with the Chicago Heights Police, Chicago Heights Fire Department, and other local departments in developing the College Integrated Emergency Management Plan. Our goal is to provide a means to utilize all available resources to PREPARE for potential emergencies or disasters whenever possible and deal efficiently with the effects of inevitable events, RESPOND to save lives and protect property, and promote a means to RECOVER mission-critical business and academic operations.

Prairie State College has adopted the National Incident Management System (NIMS), which is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. A key part of NIMS is the Incident Command System (ICS). ICS is a field emergency management system designed for all hazards and levels of emergency response. It provides the framework for Prairie State College first responders to react to any incident or major event. Prairie State College Police and Chicago Heights Fire Department personnel meet all ICS training requirements.

Prairie State College Campus Emergency Response Plan

The Emergency Response Plan is the focal point for College planning and preparedness. It provides details for individual awareness and recommended response procedures in case of an emergency. The plans and procedures are a part of the Emergency Response Plan and are critical for individual preparedness and should be reviewed each semester. A synopsis may be located at https://prairiestate.edu/student-services/health-and-safety/police-and-campus-safety/index.aspx#emergency-evacuation

Emergency Procedures Guide (EPG)

The guide provides basic “how to” information to help the campus community respond to emergencies. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur in the future. Copies of the ERG have been placed in all business and classroom spaces throughout the campus. To obtain a copy visit the PSC police department in room 1100 of the Main building.

Annual Emergency Response and Evacuation Procedures Tests

Prairie State College endeavors to improve and maintain an effective emergency response to all environmental and man-made emergencies. Creative exercises are planned to test the ability of faculty and staff to effectively respond to the emergency. After each exercise, an After-Action Report (AAR) will be prepared and studied for future improvements.

Drills

In order to increase effective emergency responses, annual Active Shooter, fire and tornado drills are designed and scheduled each semester to test the campus community’s response to man-made and natural emergencies. Drills may include evacuations, lockdown’s, sheltering-in-place and Table Top exercises.
Building Emergency Plan (BEP)

The BEP is designed to provide students, faculty, staff, and visitors basic emergency information, including specific “shelter in place” locations and building evacuation procedures for natural and human-caused events (“shelter in place” simply means seeking shelter inside a building). All buildings are required to have an emergency plan.

Tornadoes

A tornado watch is issued when conditions are favorable for tornado formation. A tornado warning is issued when a tornado has been detected and may be approaching. In this locality, a continuous siren signal lasting approximately three minutes signifies a tornado warning. Tornado warnings are broadcast by the All-Hazards Outdoor Emergency Warning sirens, NOAA weather radios and by local commercial radio and television stations. When you hear a tornado warning, you should take shelter immediately in the nearest facility (preferably in a reinforced concrete building (like most buildings on campus) and proceed to the lowest level of the building away from windows and doors. If possible, avoid auditoriums, gymnasiums, and other areas with wide-span roofs. Be prepared to kneel and cover your head. If you are in a building with no basement, get under heavy furniture near the center of the facility. Do not remain in a trailer or mobile home. If you are outdoors, lie flat in the nearest depression, ditch, or ravine. Remain in the sheltered area until the all-clear signal is given via radio or television or the expiration of the original tornado warning.

National Weather Service Storm Ready Designation

Prairie State College is among the many Colleges in Illinois to receive Storm Ready designation. Storm Ready is a grassroots program sponsored by NOAA's National Weather Service that focuses on improving communication and severe weather preparedness in communities and universities. It helps community leaders and emergency managers strengthen local hazard mitigation and emergency response plans. Prairie State College partnered with Cook County Emergency Management Agency and incorporated the following processes into the College’s Emergency Preparedness Plan:

- Establish a 24-hour Warning Point and Emergency Operations Center
- Establish multiple ways to receive severe weather warnings and forecasts and to alert the public
- Outdoor All-Hazards Sirens
- Weather radios distributed to most buildings on campus
- Other Internet, radio, TV alerts
- Provides PSCALERT emergency notification messages.

Emergency Building Evacuations For Persons With Disabilities

Emergency evacuation procedures can be found on the Prairie State College website at: https://prairiestate.edu/student-services/health-and-safety/police-and-campus-safety/index.aspx#emergency-evacuation

Evacuation drills are a key element of the Prairie State College Emergency Operations Plan. Planning, training, and drills are the best insurance for protecting everyone on campus, and your safety is one of our highest priorities. In the event of a fire or other unforeseen emergency, it is imperative to have evacuation information in place for assisting people in wheelchairs or with mobility issues. In view of this, please read the following information carefully.

The College owns six Evacu-chairs, two for each floor of the main building. These specially-equipped chairs transport people across flat ground or maneuver down any stairway and are easy to use. Each chair is stored in a beige metal cabinet, located next to a stairway in the following places:

- 2nd Floor
  - NE side - near Room 2150
  - SE side - near Room 2106
- 3rd Floor
  - NE side - near Room 3136
  - SE side - near Room 3290
- 4th Floor
  - NE side - near Room 4130
  - SE side - near Room 4285

For any person or campus organization desiring to receive instructions on how to use the Evacu-chairs, please contact the police department in room 1100 of the main building.
Emergency Evacuation Areas (for persons needing assistance with evacuation)

Emergency Evacuation Areas are located in the north/east and south/east towers of the second, third, and fourth floors, and are marked with signs reading, “Emergency Evacuation Area.” In the event of an emergency, each Emergency Evacuation Area is equipped with Emergency Evacuation Devices to assist students, faculty, or staff members with mobility concerns. In the event of a fire or other emergency, anyone in a wheelchair or with a mobility issue should go immediately to one of the Evacuish chairs and stay there. This is where emergency personnel will look for them. Please assist in directing anyone to one of these sites.

Emergency Evacuation/General

In the event of an emergency that may require the evacuation of a campus building, the following procedures are recommended:

☑ If you are able to be evacuated, please do so at that time. Remember to use the stairs if able. Never use the elevator during a fire alarm.

☑ If not, “shelter in place” in an area with no immediate hazards and telephone 911. Advise the police dispatcher of your location. The use of 911 routinely identifies your location if you are calling from a Prairie State College land-line phone. Even if you are unable to speak, the dispatcher will automatically surmise that you may be in trouble and will respond accordingly.

☑ If you are unable to call 911, advise others around you of your location and have them inform emergency personnel.

☑ If you are in no immediate danger, remain where you are and wait for emergency personnel to arrive.

☑ If you are in immediate danger, move to an area where you can “shelter in place” (recommended areas such as a room with an outside window or a room with a sprinkler system, if available).

☑ You are also encouraged to carry a sounding device (like a small whistle), flashlight, and cell phone to alert emergency personnel of your location.

☑ Having a plan for evacuation assistance and practicing it may save your life. It is best to pre-plan for such an eventuality. Arrangements can be made to reasonably assure that assistance is provided to anyone who requires it.

Other Campus Services And Systems At PSC

Office of Disability Services: Prairie State College is committed to providing reasonable accommodations for enrolled or admitted students with documented disabilities. The Office of Disability Services ensure the College maintains academic standards while providing equal access and support services to students who are able to benefit from college-level course work, have the commitment to succeed and have a documented disability.

Reasonable accommodations are determined on an individual case by case basis to meet the needs presented by the student’s disability. Students must submit supporting documentation before accommodations can be provided. If a student does not have supporting documentation, they should meet with the Office of Disability Services to see what accommodations may be available to them.

Vehicle Assistance: Vehicle assistance - including jump starts, lockouts and motorist emergency notifications, is available to persons that are properly registered and display the required PSC parking permit/sticker.

PSC Emergency Panic System provides individual panic buttons for staff who work in areas where they feel isolated or where they could become involved in confrontational situations. Upon activation these buttons send a prerecorded message to all PSC Police radios as well as to Police Dispatch. Currently this system is available on the main campus.

PSC Camera System consists of approximately 105 cameras located throughout the main campus and the MAC.

Automatic External Defibrillators (AEDs): AEDs are distributed strategically throughout the main campus and the MAC. Training is provided periodically to staff members on AED use and First Aid.
Fire Safety Report

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions that maintain on-campus housing facilities to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. Beginning October 1, 2010 it became a Clery Act obligation as well. Prairie State College does not support any housing or have any contractual commitments for student housing and therefore is exempt from this HEA requirement.
Appendix A

Prairie State Policy C-6: Campus Emergencies and Emergency Closing

Adoption Date: 03/16/92 | Revision Date: 05/18/98 | Revision Date: 08/26/08 | Revision Date: 02/25/14

Prairie State College shall seek to provide basic protection and assistance for the life and health of persons on campus through the dissemination of information covering established emergency procedures. The college has adopted the National Incident Management System ("NIMS") as the foundation of its emergency planning and response program.

In the event of circumstances which may seriously impair the fulfillment of the College’s daily activities and/or may prove hazardous to College employees, students, or the public, the College may close operations. Such closing shall be upon the specific direction of the College President or other officials as designated by the President.

Information regarding an emergency closing is to be made available via the media and PSC Alert.

The President shall be authorized to established administrative procedures regarding emergency/crisis to provide for the safety and security of College facilities, employees, students, and the public.
Appendix B

Prairie State Policy C-8: Possession of Weapons

Adoption Date: 03/06/92 | Revision Date: 05/18/98 | Revision Date: 09/23/08 | Revision Date: 12/17/13

Except as provided for in paragraph 4 of this policy, in Policy C-8.1 and pursuant to the Firearm Concealed Carry Act, 430 ILCS 66, no person shall possess, on the Prairie State College campus or in any other location hosting College-sponsored activities, any dangerous or deadly weapon as enumerated in Article 24, Section 24-1 of the Illinois Criminal Code of 2012, 720 ILCS 5/24-1. This prohibition shall extend to carrying such weapon(s) about the person, in any vehicle, or in any place of storage on the campus.

A violation of this policy by an employee or student shall be an irremediable offense warranting disciplinary action up to and including dismissal or expulsion.

Any violator of this policy shall be subject to being reported promptly to appropriate authorities.

The prohibition set forth in this policy does not apply to current or retired sworn peace officers with proper credentials, College personnel who are required as a condition of employment to carry a weapon, or anyone who obtains express written approval in advance from the College President.
Appendix C

Prairie State Policy C-9: Sexual Harassment

Adoption Date: 03/16/92 | Revision Date: 05/18/98 | Review Date: 08/26/08 | Review Date: 12/04/18

Prairie State College shall support and protect the right of all employees and students to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is, therefore, unacceptable conduct for College employees and students and is subject to sanctions and disciplinary actions up to and including dismissal or expulsion. Sexual harassment is illegal under state and federal law.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of an unwelcome, sexual nature shall constitute sexual harassment. Typically, sexual harassment occurs when such conduct would be deemed hostile or abusive by a reasonable person, and/or when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or education;

B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an employee/student;

C. Such conduct has the purpose or effect of substantially interfering with professional or academic performance; and/or

D. Such conduct creates an intimidating, hostile, or offensive employment, educational or living environment.

A violation of this policy may result in discipline up to, and including, discharge, suspension or expulsion. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge, suspension or expulsion.

The College President shall be responsible for causing administrative procedures to be developed by which an employee or student may file a complaint based upon perceived sexual harassment conduct; such practices shall be developed to protect the confidentiality of complaints and responses pending disciplinary action.

Information and communication of this policy shall be made a part of the orientation materials for employees and students and shall be published in appropriate College documents for the information of employees and students. Furthermore, the President shall be authorized to initiate the development of employee codes of conduct, the inclusion of sexual harassment policy statements in negotiated agreements and grants, and the further dissemination of the policy through appropriate student and employee awareness programs
Appendix D

Prairie State Policy C-14: Alcoholic Beverages on College Property

Adoption Date: 09/17/90 | Revision Date: 05/18/98 | Revision Date: 09/23/08 | Revision Date: 10/13/17

Prairie State College generally prohibits the sale and/or consumption of alcoholic beverages on College property without the consent of the Board of Trustees of Prairie State College.

Alcoholic beverages, however, may be served or sold on campus under the control of Prairie State College for public events that are not student-related activities, including, but not limited to concerts, plays, entertainment events, fundraisers, exhibitions, chamber of commerce events, and association events. Such events shall be authorized and approved, in advance, by the College President, or his/her designee, in accordance with the Liquor Control Act of 1934 and College Procedure C-14. Prairie State College reserves the right to place restrictions on events at which alcohol is sold or served.

Prairie State College, in its sole discretion, reserves the right to deny the sale or service of alcohol at any event to be held at Prairie State College. All proposed events serving or selling alcohol will be reviewed individually. Standing approvals are not allowed.
Appendix E

Prairie State Policy C-19: Crime Awareness and Campus Safety and Security

Adoption Date: 11/16/92 | Revision Date: 06/29/98 | Revision Date: 12/04/18

Campus Safety and Security

*Prairie State College shall protect and secure College property, facilities, employees, students and the public through establishing essential security and safety programs and provisions.

These efforts shall be designed to work cooperatively with employees, students, and the public, to interface with law enforcement and other public agencies, and to assure adherence to all Board of Trustees’ policies and to all other applicable statutes and regulations. Primary emphasis shall be upon problem-solving, respect for the dignity and worth of all people, positive intervention and collaborative solutions, and protection of Constitutional rights. The primary focus shall be enforcement of conduct codes through socialization into the College's norms and expectations for campus life.

In efforts to assure a safe and secure environment, “community” shall be considered not only as the service district but also as the climate and condition to be created on and within the campus. Every effort shall be made by those assigned to uphold exemplary standards of professional conduct and ethics in the performance of duties.

Crime Awareness and Reporting

In compliance with the Federal Crime Awareness and Campus Security Act of 1990, as amended, Prairie State College shall develop programs to enhance campus security and crime awareness and shall publish and distribute procedures which appropriately address crime awareness and campus safety and security.

Procedures shall be issued to include:

A. Reporting of criminal activities;
B. Security and access to campus facilities;
C. Availability and authority of Police Department personnel;
D. Availability of informational programs on campus safety and crime prevention;
E. Recording of crime through local police and state agencies; and
F. Possession, use, and sale of alcohol and drugs.

The College shall prepare, publish, and distribute statistical reports that identify the occurrence of campus crime and the number of related arrests consistent with the Act requirements. These procedures and statistical reports shall be published and made available to students and employees, as well as prospective students and the higher education community, upon request.
Appendix F

Prairie State Policy C-16: Discipline of Students

Adoption Date: 06/15/92 | Revision Date: 12/16/02 | Revision Date: 09/23/08 | Review Date: 01/29/19

In accordance with the College’s right to establish standards of student conduct, Prairie State College possesses the corollary disciplinary responsibility to enforce said standards when methods of example, counseling, guidance, and admonition are deemed ineffectual or inappropriate.

The enforcement of the College’s standards of student conduct will adhere to the following provisions and principles:

A. A student may not be disciplined for conduct or actions which do not occur on College property and are unrelated to the College or its activities.

B. Any employee, student, or other person who feels that a student or group of students has violated a policy, rule or regulation of the College which would warrants disciplinary action, is to report the incident for appropriate referral. If in doubt as to the appropriate referral, report should be made to the Vice President of Student Life. The incident is then to be promptly investigated and appropriate disciplinary measures taken, as warranted.

C. Types of disciplinary action include:

1. **Warning.** Notice to students that continuation or repetition of specified conduct may be cause for other disciplinary action;

2. **Reprimand.** Official statement to the student that he/she has been found guilty of misconduct. Such reprimand may be entered upon the student’s College record, either permanently or for a specific period of time, and may also include the loss of certain campus privileges for a designated period of time.

3. **Restitution of Damages.** The student may be directed to pay for damages caused by his/her action. Such restitution may also include the loss of certain campus privileges for a designated period of time. Failure to pay damages will result in additional disciplinary actions being applied.

4. **Behavioral Contract.** Written agreement whereby the student consents to modify his/her behavior. Failure to fulfill terms of the contract could result in additional disciplinary actions being applied.

5. **Probation.** An official warning regarding a student’s behavior that may result in the withdrawal of one or more of the following student privileges:

   a. The holding of an office in a campus organization;

   b. The attending of non-academic activities at the College; or

   c. The representation of the College in any intercollege events;

Probation shall be imposed for a specific period of time and the student shall be automatically removed from probation when the imposed period expires. Any subsequent violation of conduct, as described in the Board of Trustee’s policy on Student Conduct, during the probationary period may result in more severe disciplinary actions.

6. **Suspension.** Exclusion from classes and other activities for reasons set forth in a notice of suspension:

   a. Suspension is not to exceed seven (7) days pending the final determination of an alleged violation; and

   b. The President, through the College’s judicial officer, as designated by the College President, may impose suspension immediately for reasons relating to the student’s physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, employees or College property;

7. **Dismissal.** Termination of student status for a period not to exceed one (1) term. After the period of dismissal, the student must appeal in writing to the judicial officer for reinstatement. This action may be imposed only after review by the College President.

8. **Expulsion.** Termination of student status for a period not to exceed one (1) calendar year. After the expulsion period, the student must appeal in writing to the judicial officer who will act on the appeal or refer the matter to the Student Appeals Committee. Reinstatement is not automatic and decisions must be reviewed by the College President.
D. In the role as judicial officer and in keeping with the Mission of the College, the primary emphasis shall be on the student’s learning of responsible behavior, acceptance that there are consequences for actions, and effective resolution of conflict. The judicial officer shall attempt to handle student misconduct matters within the counseling/guidance mode. However, he/she is empowered to impose disciplinary actions as outlined.

E. The disciplinary action taken should be appropriate to the nature and severity of the particular infraction.

F. Disciplinary actions imposed are subject to appeal in accordance with the Board of Trustees’ policy or Student Due Process.

G. The student who violates the law may incur penalties prescribed by civil authorities; however, College authority shall never be used merely to duplicate the function of general laws. Only where the interest of the College as an academic community is distinctly and clearly involved will the special authority of the College be asserted.

H. Disciplinary actions as a result of violations of this policy should be taken independent of and free from community pressure. Such actions should be guided by institutional and student interests.

I. Discipline for violation of College policies, on College campuses/locations, or at College functions may be imposed whether or not such violations are violations of civil or criminal law.
Appendix G

Prairie State Policy G-19: Discipline of Administrative Employees and Manager/Professional Employees

Adoption Date: 09/17/90 | Revision Date: 10/19/98 | Review Date: 08/26/08 | Revision Date: 12/20/11 | Revision Date: 02/28/12 | Review Date: 12/04/18

The College President or designee may discipline an administrative employee or manager/professional employee, appropriate to the misconduct.

Such discipline may include, but is not limited to, the following actions:

A. Oral Warning;
B. Formal Written Reprimand;
C. Probation;
D. Suspension, With or Without Pay; and,
E. Recommendation for Termination of Employment for cause.

All discipline (A-E) shall be in writing and a copy shall be tendered to the employee who shall acknowledge receipt of the same. All discipline shall be placed in the employee’s official personnel file.

One or more Oral Warnings may be appropriate prior to any of the more severe disciplinary actions set forth in B - E above. Oral Warning(s) may be given by the supervisor; the senior executive officer of the area should be advised when an Oral Warning occurs.

Disciplinary action B - E shall be discussed by the supervisor with the employee in a disciplinary meeting, and a thorough written record shall be maintained describing the incident(s), disciplinary procedures followed, and final disciplinary action taken (collectively the “written record”). The supervisor and the senior executive officer of the area shall be present at this meeting during which the incident(s) is presented and the disciplinary action discussed, unless the President determines otherwise.

This written record described in the preceding paragraph shall be maintained in the employee’s official personnel file.

In no case shall a supervisor proceed with disciplinary action B (Written Reprimand) without prior approval of the senior executive officer as the President’s specifically designated representative. In no case shall action C or D (Probation or Suspension, with or without pay), occur without prior approval by the College President. Termination may occur only upon prior recommendation to, and action by, the College President and the Board of Trustees.

If immediate disciplinary action is required such that the senior executive officer is unavailable, the College President may authorize the appropriate action. If immediate disciplinary action is required and the College President is unavailable, only his/her designated senior executive officer may authorize action C or D and only after review by College Counsel.

Oral Warnings, Formal Written Reprimands, and Suspensions with Pay are not appealable. However, the employee may file a rebuttal to said discipline which shall be placed in the employee’s official personnel file.

If an employee is placed on probation or suspended without pay by a senior executive officer other than the President, the employee may appeal said discipline to the President by submitting a written appeal to the President within five (5) work days after receiving said discipline. The employee and the President shall meet to discuss the discipline and appeal within ten (10) work days after the President receives the appeal. The President shall issue a written decision regarding the appeal within five (5) work days of said meeting.

If an employee is (a) placed on probation or suspended without pay by the President, or (b) not satisfied with the result of his/her appeal of discipline to the President as described in the preceding paragraph, or (c) discharged by the Board, the employee may request a hearing before the Board by submitting a written request to the President within five (5) work days after receiving said discipline or the President’s written decision on the employee’s appeal, respectively. The President shall advise the Board of the appeal within five (5) work days after receiving said appeal. The Board, in its sole discretion, may designate a hearing officer, who may or may not be a member of the Board, or may designate a three (3) person committee (which may consist of not more than two (2) members of the Board and not more
than two (2) senior executive officers) to conduct the hearing. Alternatively, the entire Board may hear the appeal. The Board shall advise the employee of the date, time, and location of the hearing as well as who will be presiding over the hearing at least fourteen (14) calendar days prior to the hearing. Every effort should be made to hold the hearing within forty-five (45) calendar days of the employee’s request for a hearing.

Where the Board designates a hearing officer or a committee to conduct the hearing, the hearing officer or committee shall submit his/her/its findings and recommendations to the full Board, and the ultimate decision shall be made by a majority of the full membership of the Board. If the Board determines discipline should have issued, it shall accept, reduce, or increase the discipline issued. If the Board determines discipline should not have issued, the Board shall direct the discipline be removed from the employee’s official personnel file and make the employee whole. The Board shall notify the employee of its decision within thirty (30) calendar days of the hearing.
Appendix H

Prairie State Policy G-40: Drug-Free and Alcohol-Free Workplace

Adoption Date: 09/17/90 | Review Date: 06/29/98 | Review Date: 12/04/18

Prairie State College shall provide a drug-free workplace. Accordingly, the College shall prohibit the use, unlawful manufacture, distribution, or possession of controlled substances in its workplace in accordance with the Drug-Free Workplace Act of 1988. The College shall also prohibit the distribution, consumption, use, possession or being under the influence of alcohol while on College premises or while performing work for the College except during certain special events taking place on College property and properly approved in advance consistent with Policy C-14, Alcoholic Beverages on College Property, and approved by the College President. However, all College employees in attendance at such special events as a part of their assigned College duties, shall be prohibited from consumption, use, possession or being under the influence of alcohol.

Alleged violations of this policy shall be reported to the Campus and Public Safety Office, and a written report shall be forwarded to the College President or designee. A conference will be conducted to discuss an alleged violation(s) with the employee(s).

Prairie State College certifies that it will provide a drug-free and alcohol-free workplace by:

A. Posting this policy in a place where other information for employees is posted;
B. Publishing this policy and distributing a copy of it to all employees;
C. Notifying each employee that as a condition of their employment they shall abide by the policy statement;
D. Conducting periodic seminars/workshops for all employees to educate them about the dangers of drug/alcohol abuse in the workplace;
E. Making a good-faith effort to continue to maintain a drug-free and alcohol-free workplace for the overall health and safety of its employees;
F. Requiring employees to report any convictions of a state or federal criminal statutory drug offense occurring in the workplace within five (5) days of the event to the Human Resources Office;
G. Reporting employee convictions to the appropriate federal grant agency within ten (10) days and issuing appropriate disciplinary action against such employee within thirty (30) days; and
H. Making a good faith effort to continue to maintain a drug-free workplace for the overall health and safety of its employees.

As a condition of employment, each employee shall:

A. Abide by this policy statement; and
B. Notify his/her supervisor of his/her conviction under any criminal drug statute for a violation occurring on the College premises or while performing work for the College, no later than five (5) days after such conviction.

Violations of this policy may result in one or more of the following disciplinary actions:

A. Mandatory participation in a drug/alcohol rehabilitation program approved by the College and state/local health board;
B. Written reprimand; or
C. Suspension or termination of employment.

The College shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.
Appendix I

Prairie State Policy G-42: Confidential Reporting of Unethical or Illegal Activity

Adoption Date: 12/15/09 | Revision Date: 03/129/11 | Review Date: 12/04/18

Prairie State College is committed to maintaining the highest ethical standards and to conducting its operations in compliance with state and federal laws, rules, and regulations.

Prairie State College has developed policies and procedures for enforcing standards of conduct and behavior. Additionally, College employees are expected to abide by applicable state and federal laws, rules, and regulations. Furthermore, an employee cannot be compelled by a supervisor or College official to violate an applicable state or federal law, rule or regulation. In the interest of the College, an employee who has particular knowledge of specific acts which he or she reasonably believes constitute unethical or illegal conduct should disclose the conduct to the designated College official.

Unethical or illegal activities may include, but are not limited to:

- criminal acts
- civil violations of the law or governmental regulations
- fraud or financial irregularity
- improper use of College authority, resources, funds, property or other assets
- corruption, bribery or blackmail
- endangering the health or safety of an individual
- harming College property
- abuse of students, staff, College guests, or visitors
- other unethical conduct

The College will not tolerate retaliation, harassment or victimization (or the threat thereof) of any employee who refuses to participate in an activity that would result in a violation of a state or federal law, rule, or regulation. Additionally, the College will not tolerate retaliation, harassment or victimization (or the threat thereof) of any employee who reports unethical or illegal activities who has reasonable cause to believe that the information discloses a violation of state or federal law, rule, or regulation.

The College will take appropriate action to protect the identity of persons who so report as long as maintaining confidentiality does not interfere with conducting an investigation of the specific allegations or taking corrective action.

The names of individuals alleged to have engaged in unethical or illegal activity may be disclosed only upon completion of a thorough investigation and only if the reported unethical or illegal activity is found to be supported by sufficient evidence to warrant legal or disciplinary action.

The President will designate a senior administrator who will have overall investigatory authority and responsibility for the maintenance and operation of this policy. Where the complaint involves the senior administrator with this oversight responsibility or his/her immediate staff, the allegations may instead be submitted to the President.

The senior administrator will maintain a record of concerns raised and related outcomes. The President will provide the Board with an annual report of complaints received and actions taken, although the Board may ask for reports at any time. Should a complaint involve the President, the senior administrator will notify the Chair of the Board immediately upon receipt of the same. Complaints involving a Board member will be brought to the Board’s attention by the President upon receipt of the same. The Board will be notified of substantial changes made to procedures related to this policy.

Nothing in this policy is intended to interfere with legitimate employment decisions.
Appendix J

Prairie State Policy C-8.1: Fire Arm/Concealed Carry

Adoption Date: 12/17/13

Introduction and Statement of Purpose

The Illinois General Assembly has adopted Public Act 98-0063, “The Firearm Concealed Carry Act” (the “Act”), 430 ILCS 66. Subject to the overall supervision and regulation of the Illinois State Police, the Act authorizes qualified individuals to carry a concealed firearm. For purposes of this policy, a “concealed firearm” is a loaded or unloaded “handgun” carried on or about that person completely or mostly concealed from view of the public, or is within a vehicle owned by that person. For purposes of this policy, a “handgun” means any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. “Handgun” does not include: (1) a stun gun or taser; (2) a machine gun as defined in item (i) of paragraph (7) of subsection (a) of Section 24-1 of the Illinois Criminal Code of 2012; (3) a short-barreled rifle or shotgun as defined in item (ii) of paragraph (7) of subsection (a) of Section 24-1 of the Illinois Criminal Code of 2012; or (4) any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels a single globular projectile not exceeding .18 inch in diameter, or which has a maximum muzzle velocity of less than 700 feet per second, or which expels breakable paint balls containing washable marking colors.

This Policy has the following purposes:

A. To reaffirm the Board’s position that the presence of firearms on campus, in any of the College buildings, or in any of the College’s facilities, or on the College’s campuses in general is dangerous and contrary to the mission of the College.

B. To recognize that the Act affords certain limited rights to individuals possessing a valid license to carry a concealed firearm (such qualified individual is referred to in this Policy as a “Licensee”).

C. To clearly delineate the rights and responsibilities of Licensees on College property.

D. To set forth consequences and penalties for a violation of this Policy on the part of Licensees and non-Licensees alike.

Reaffirmation of Prohibition

Except as provided elsewhere in this Policy, no individual shall possess, carry, or have control of a firearm either on his or her person, or in his or her vehicle, on any property owned, leased, or otherwise controlled by the College. This prohibition includes the College’s main campus in Chicago Heights, as well as the Matteson Area Center in Matteson. This prohibition includes, without limitation, the following areas:

A. Any building or portion of a building, whether leased or owned, under the control of the College.

B. Anywhere on the grounds of the College.

C. Anywhere on the College’s parking areas, sidewalks, and common areas.

D. Any property on campus where the College grants permission for a public gathering, such as Jazz Concerts and meetings held on campus.

Special Regulations Applicable to College Employees

A. Accept as provided elsewhere in this Policy, no firearm may be carried or transported in any motor vehicle owned by the College.

B. Sworn members of the College Police Department are authorized to carry firearms in accordance with the state law and department regulation and may do so in vehicles owned by the College.

C. Subject to Board pre-approval, firearm use or possession may be permitted where such use or possession is part of the instruction and course curriculum of official recognized programs, including but not limited, to military science and law enforcement training programs.

Special Regulations for Licensees

A. Licensee carrying a firearm who enters the College’s Chicago Heights or the Matteson campus in a motor vehicle must:

1. Upon parking his or her vehicle in any of the College’s designated parking spaces, the Licensee must immediately either (a) store his or her firearm and ammunition in a secure case or locked container (that completely encloses the firearm and ammunition) placed out of plain view within the vehicle, or (b) store the firearm within the vehicle’s trunk. If the Licensee stores a firearm in the trunk of his or her vehicle, the Licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle only for the limited purpose of storing or
retrieving a firearm within the vehicle’s trunk, provided that the Licensee ensures that the firearm is unloaded at the time the Licensee exits the vehicle; and

2. At the Chicago Heights campus, park in Lots A, B, C, D, E, or F, unless the Chief of Police has posted signage temporarily prohibiting the storage of firearms in vehicles parked in a parking lot due to the College hosting a special event on campus, i.e., commencement, sporting event... Licensees are strictly prohibited from parking in the Child Care Parking Lot at the Chicago Heights campus. At the Matteson campus, park in any parking space on the Matteson Campus, unless the Chief of Police has posted signage temporarily prohibiting the storage of firearms in vehicles parked in a parking lot due to the College hosting a special event on campus.

3. Keep on his or her person a valid state I.D. and/or Valid Driver’s License, valid Firearms Owner Identification Card (“F.O.I.D.”) and valid Illinois Concealed Carry Licenses.

B. If the Licensee is stopped in his or her vehicle prior to safe storage of his or her firearm on the College property by a College Police Officer, it is the responsibility of the Licensee under the training received under the Illinois Concealed Carry Act to inform Law Enforcement that he or she has a concealed firearm on or about his or her person.

Penalties for Violation

Persons who violate any of the terms of this Policy shall be subject to all civil and criminal penalties as provided by law. In addition:

A. Any student found to be in violation of this Policy is subject to suspension or expulsion from the College.

B. Any College employee found to be in violation of this Policy is subject to suspension or termination of employment.

C. Any third person (meaning, an individual who is neither an employee nor a student) found to be in violation of this Policy is subject to exclusion from any College property or facility for a period of not less than one (1) calendar year.

Posting

A. In accordance with the Act, the College shall post at its entrances the standard 4 inch by 6 inch No Firearm signage designed by the Illinois State Police.

B. The College shall post signage prohibiting the storage of firearms in all vehicles parked in the Child Care Parking Lot on the Chicago Heights campus.

C. The College shall post signage temporarily prohibiting the storage of firearms in vehicles parked in a parking lot due to the College hosting a special event on campus, i.e., commencement, sporting event, when the College deems, in its sole discretion, allowing the storage of firearms in vehicles parked in certain parking lots would present unacceptable risks based on the type of and attendance at a special event hosted by the College on campus.
Appendix K

Prairie State Policy F-12: Student Rights and Responsibilities

Adoption Date: 12/17/13
Adoption Date: 06/15/92  |  Revision Date: 06/29/98  |  Revision Date: 09/23/08  |  Revision Date: 12/04/18

Prairie State College shall support student rights of free inquiry, expression, association, peaceful assembly, redress of grievances, and due process. Concomitant with these rights are responsibilities and obligations as members of the College community.

In affirming the rights of its students, the College also affirms the obligations to preserve an atmosphere of orderly behavior and free exchange of ideas and a respect for the rights and dignity of all of its members. The College expects its students to act as responsible adults in an academic community and to be informed about, and abide by, College regulations and the standards of behavior necessary for the ongoing operations of the College and accomplishment of the College’s Mission. These rights, responsibilities, and procedures shall be disseminated through appropriate official College publications.

The President shall be authorized to establish administrative procedures to safeguard these rights and ensure the discharge of these responsibilities.

Appendix L

Prairie State Policy F-13: Grievances and Complaints by Students

Adoption Date: 03/16/92  |  Revision Date: 12/23/02  |  Revision Date: 09/23/08  |  Review Date: 02/26/19

Prairie State College shall provide an avenue through which students may request the review and consideration of an alleged, unjust, or improper practice or harassment on the part of the College, a member of the Board of Trustees, one or more employee(s), or other student(s).

Efforts to address and resolve grievances/complaints are to be made in a timely manner and in accordance with the following principles and general sequence:

A. Every attempt is to be made to resolve the matter at the point of origin.

B. If resolution is not forthcoming at the point of origin, the matter is to be appealed to the supervisor/coordinate of the area concerned.

C. If the matter is yet unresolved, a written appeal (outlining the nature of the situation, steps taken to resolve it, and the outcome of these efforts) is to be submitted to the director or dean responsible for the area concerned.

D. If the situation is yet unresolved, the student may submit a written appeal and related correspondence/records to the executive officer responsible for the area concerned. Appeals which allege capricious grading will be addressed by following the procedures for the review of alleged capricious grading.

E. Following receipt of a written response from the appropriate vice president, and if still dissatisfied, the student may submit a written appeal and related correspondence/records to the College President for consideration.

F. As a final College recourse, the student may appeal the decision of the President by submitting the matter in writing to the Board of Trustees.

The Vice President of Student Affairs and Institutional Effectiveness, or designee, shall serve to assist students, as necessary, in implementing or utilizing this policy. Confidentiality shall be maintained.
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