



VIOLENCE PREVENTION PLAN 2018



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Letter from the President



As President of College of DuPage, I encourage all members of our campus community to understand the Campus Violence Prevention Plan.

While we can never predict every possible emergency scenario, this plan is a guide to ensuring a safe and secure educational environment. It was developed by a team of College staff led by our Police Chief Joe Mullin, Chair of the Campus Violence Prevention Committee, and Sue Jerak, head of the Behavioral Intervention Team, Dean of Students and Title IX Coordinator.

I approve this plan, as it reflects our mission of education by keeping our community informed while ensuring the wellbeing of our students. We thank everyone involved in creating this comprehensive plan and recognize their dedication to the safety of our students, employees and visitors.

In abiding service,

A handwritten signature in black ink that reads "Ann E. Rondeau". The signature is fluid and cursive.

Dr. Ann E. Rondeau

President, College of DuPage

REGISTER OF VIOLENCE PREVENTION PLAN CHANGES

Date	Section(s) Changed	Change made by:
11/20/2009	Completed first edition of this document to meet the new IEMA rules (29 IL. Adm. Code 305) in response to changes in the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881).	Campus Violence Prevention Committee and Risk Assessment Team
11/24/2010	Reviewed and made minor changes	Chief Mark Fazzini/Staff
12/20/2011	Reviewed and made minor changes	Chief Mark Fazzini
6/17/2017	Overall rewrite for Ready to Respond Campus.	Chief Joe Mullin/Sue Jerak
6/13/2018	Added record of changes, distribution list, team membership section, coordination of violence prevention related activities section. Revised approval and revisions section.	Chief Joe Mullin

VIOLENCE PREVENTION PLAN DISTRIBUTION LIST

The following is a list of employees, groups and organizations that receive a complete copy of the College of DuPage Campus Violence Prevention Plan each time it is updated.

The document will be delivered through either the internal College mail system, hand delivered by the COD Police Department or mailed to the following recipients:

COD President

COD Administrators

COD Incident Management Team Members

COD Police Department Command Officers

COD Police Dispatch Center

COD Police Squad Room

COD Campus Violence Prevention Committee Members

COD Behavioral Intervention Team (BIT)

COD Off Main Campus Site Supervisors

COD Campus Portal (minus come sensitive information)

Village of Glen Ellyn Police Department

Lisle-Woodridge Fire Department

Village of Wheaton Police Department

Village of Wheaton Fire Department

DuPage County Office of Homeland Security and Emergency Management

Illinois Community College Board (at campussecurity@illinois.gov)

DuPage County Health Department—Behavioral Health

PURPOSE

College of DuPage is committed to creating and maintaining a safe and secure educational environment for all employees, students and visitors. The purpose of this plan is to outline violence prevention measures, support systems, resources and strategies through the integration of College policies and procedures regarding violence and threatening behavior, and the prohibition of violence. In compliance with the Campus Security Enhancement Act (110 ILCS 12), the College created a Campus Violence Prevention Committee and a Threat Assessment Team, who identified protocols to prevent and respond to acts of violence outlined in the Campus Emergency Operations Plan, and has identified resources for victims of violence. This plan is created to provide methods and means under which violence and threats of violence may be prevented, addressed and responded to, ensuring the safety of the campus community.

This document reaffirms that the College supports and encourages a zero tolerance policy toward violence on campus.

APPLICABILITY

This plan shall set forth the College's expectations with regard to violence prevention for the campus community, including employees, students, visitors, contractors and vendors. All persons in these categories, with the exception of visitors, shall be responsible for reviewing this plan and complying with the provisions herein. The College of DuPage Police Department is responsible for providing this information to employees. The Marketing Department is responsible for providing information to the students in various communications. The Facilities Department is responsible for providing this information to contractors doing work on campus. The Purchasing-Business Affairs Office is responsible for providing this information to regular vendors on campus. This plan, and any related policies and procedures, shall cover all College-owned or controlled property, buildings and facilities.

RESPONSIBILITY OF COMMUNITY

The College is committed to the development of preventive measures, including campus violence prevention and threat assessment committees, security planning for at-risk individuals, pre-employment screening for selected positions, training and general programs to increase employee and student awareness. All persons are strongly encouraged to be aware of their surroundings, to be alert for behavior that may be threatening or lead to violence, and to report such behavior to the appropriate College official.

- **Responsibility to Report:** It is the responsibility of all campus community members (students, employees and visitors) to promote and maintain an environment free from violence at all College of DuPage facilities. Such responsibility includes, but is not limited to, being aware of one's surroundings and immediately reporting incidents, behaviors or actions of others that seem unusual, disruptive, suspicious, threatening or violent in nature.
- **Reporting Process:** In order to report and document unusual, disturbing or suspicious behaviors or incidents of threats or violence involving students, employees or visitors on campus, the College expects reports to be filed with either the in-charge faculty member, Dean of Students Office, Counselor's Office or with the College of DuPage Police Department on main campus. For off campus sites, in place of the College of DuPage Police Department, incidents should be reported to the local police authority. The College of DuPage Police Department will be responsible for transmitting information they receive to the appropriate offices and/or departments, along with the Threat Assessment Team (if applicable).

A few general examples of behaviors that should be reported include, but are not limited to:

- A slow or radical change in a person's behavior, academic or workplace performance, appearance or conduct
 - Aggressive or irrational behavior through words or actions.
 - Severe depression, unhappiness or irregular emotional behavior.
 - Inability to control anger, confrontational or disturbing words or actions.
 - Unusual overreaction to normal circumstances.
 - Lack of compassion or empathy for others.
 - Any threat or act of violence.
 - Damage to property.
 - Unusual nervousness, tension or anxiety.
 - Expression of suicidal thoughts, feelings or acts.
 - Any other action, word or behavior that one may reasonably believe could lead to violence.
 - Threatening statements, displays, photos or other publications in electronic format or communication.
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- **Immediate Attention Required:** Any incident or behavior that creates an imminent threat or actual violence should be reported directly to the College Police Department at (630) 942-2000 immediately. For off campus facilities, it should be reported to the local police department by dialing 911.
 - **Other Applicable Policies:** If an incident involves conduct or behavior of a student, employee or visitor that is regulated or enforced by a more specific applicable College policy (i.e. Code of Student Conduct or employee personnel policy), state or federal law or regulation, appropriate action shall be taken by the College office or department responsible for handling such matters in conjunction with this plan.
 - **Administrative Resources:** The following College officers, departments and officials, or their designees, shall be responsible for the implementation and enforcement of this plan:
 - Office of the President
 - College of DuPage Police Department
 - Dean of Students Office
 - Office of the Vice President for Administrative Affairs
 - Office of Human Resources
 - Counseling and Advising Office
 - Center for Access and Accommodations

CAMPUS VIOLENCE PREVENTION COMMITTEE AND THREAT ASSESSMENT TEAM

Campus Violence Prevention Committee:

- **Committee:** A Campus Violence Prevention Committee is formed as an additional resource to provide support, assistance, research and policy review in regard to violence prevention on campus. Membership of the committee shall include representatives from the various constituency groups on campus, along with participation from the College of DuPage Police Department, Human Resources, Access and Accommodations, as well as other departments or units when deemed appropriate. The chairperson will be designated by the College president, currently the chief of police.
- **Campus Violence Prevention Committee Charge:** The Campus Violence Prevention Committee will be an interdisciplinary, multijurisdictional committee tasked with creating a plan designed to integrate existing violence reduction strategies and promote violence reduction through the introduction and support of policies and programs addressing violence in all of its forms.

The resulting Campus Violence Prevention Plan shall include:

- Integration of existing campus programs and policies that deal with associated issues (e.g., workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention).
 - Incorporation of violence prevention strategies into related policies and/or procedures.
 - Encouragement of zero tolerance policy statements that reaffirm violence prevention strategies.
- **Strategies:** The committee shall develop strategies toward the prevention of violence on campus, which may include but not be limited to determining methods of communication and education of the College community with regard to violence prevention, safety measures and environmental security enhancement of College property.
 - **Bylaws:** The committee may create bylaws and policies under which it shall operate in order to fulfill its purpose.

Threat Assessment Team

A Threat Assessment Team is formed as an additional resource to provide support, assistance, research and case studies with regard to potential or actual threats to the College community. Membership of the team shall include representatives from the offices of Human Resources, College of DuPage Police Department and Counseling Services, as well as other units when appropriate. This team is commonly referred to as the BIT—Behavioral Intervention Team.

The team shall:

1. Assess, review and analyze incidents involving potential or imminent danger or violence to determine if a threat of violence is present. This may include but not be limited to creating detailed and fact-based assessments of students, employees or other individuals who may present a threat to the College community.
2. Work with the affected unit to develop and implement an appropriate action plan to alleviate repercussions of incidents of violence and to prevent future incidents.
3. Conduct noncriminal investigation and any necessary follow-up as appropriate.
4. Provide information and make recommendations to appropriate College functional units for appropriate corrective action to prevent future incidents of violence.

Once the Threat Assessment Team is notified of an incident, the team will confer as soon as reasonably possible to determine what response from the team is necessary. If the team determines that a threat is present, the team shall inform the proper College officials or representatives to initiate reasonable, appropriate and timely response.

PREVENTIVE MEASURES AND PROGRAMS

The following information outlines the type of measures implemented by the College in order to prevent, deter and address violence and threats of violence on the College campus:

- **College Police:** College of DuPage maintains a full-time law enforcement agency (“College of DuPage Police Department”) on campus in order to protect and serve the campus community on a 24-hour basis. The College of DuPage Police Department is staffed with full- and part-time sworn police officers who are responsible for providing law enforcement services to the Glen Ellyn campus. The College of DuPage Police Department is a 24/7 operation. It is responsible for dispatching officers to all types of campus emergencies. The College of DuPage Police Department communicates regularly with other law enforcement agencies and emergency responders in order to more effectively and efficiently respond to incidents on campus. The department uses radio systems and portable radios that provide for a wider range of communication with other agencies and responders. They will provide escort services to anyone requesting assistance.
- **NIMS Compliance:** Members of the College of DuPage Police Department and members of the Campus Incident Management Team have completed the National Incident Management System (NIMS) and Incident Command System training, which encompasses the need for clear lines of communication when dealing with an emergency.
- **Campus Emergency Operations Plan:** The College has an Emergency Operations Plan that incorporates a number of emergency policies and procedures on behalf of the College community in the event of an emergency. This plan outlines numerous methods of communication that may be used in an emergency situation, including an Emergency Notification Text Messaging System (Campus Alert) in order to provide timely notification to the campus community in the event of an imminent threat or event. The types of emergency notifications currently in place include: email, text messaging, telephones, all clear system, plasma screens, message board, website, telephone messages, WDCB radio station and local media outlets to name a few.
- **Emergency Phones:** The College installs and maintains Call 24 Emergency Phones in parking lots and other selected areas on the Glen Ellyn campus in order to provide a means of communication directly to the College of DuPage Police Department in the event of an emergency or for assistance.
- **Fire Alarm Systems:** The College maintains fire alarm systems with an emergency PA system. The Facilities Department is responsible for regular testing of this system.

TRAINING

The College provides opportunities for training of employees and students with regard to College-related issues, including but not limited to workplace violence, sexual harassment and emergency response.

The College of DuPage Police Department provides regular training for its police officers and command staff focusing on a wide range of law enforcement matters. All College police officers are trained as first responders and have CPR and AED training, in addition to semiannual firearm qualification training.

The College of DuPage Police Department is a member of the North East Multi-Regional Training Consortium that provides in-service training on numerous topics for police staff, including weapons training, police liability, sex crimes investigation training, use of force training, verbal judo training, active shooter training, communication skills, fighting tactics, first responder decision making, crowd control, etc.

The College of DuPage Police Department has developed a *Faculty and Staff Emergency Response Handbook* that is available in every classroom and office area on campus. This document is a quick reference tool in emergency situations. A streaming video titled Emergency Response for understanding how to use the handbook and a second video titled Crisis Response can be found on the Police Department website at cod.edu/public_safety/ers.htm.

MENTAL HEALTH

In addition to the above, Illinois law provides for training of qualified personnel in the early identification of mental health disorders and crisis management in addition to being well versed on the Illinois Mental Health and Developmental Disabilities Code. (See 405 ILCS 5/1 et seq.) (effective June 1, 2008) This code regulates the manner in which College the involuntary commitment and treatment of an individual should be considered.

The College has created a Threat Assessment Team /Behavioral Intervention Team in order to review incident and/or behaviors involving employees, students or visitors with regard to potential threats of violence or harm.

CRIME PREVENTION PROGRAMS

- **Presentations on Crime Prevention:** The College offers regular crime prevention-related programs and presentations to the College community in order to create awareness and education on how to prevent violence and promote safety. These programs are provided by various College departments and offered to students and employees, and supplemented by educational materials. They include workshops on workplace violence, along with training on diversity and anti-harassment training.
- **Publications:** The College Class Schedule, Catalog, Police Annual Security Report and other documents include crime prevention information to employees and students.
- **Facilities/Infrastructure Safety Measures:** The College facilities and infrastructure are assessed from time to time through the Office of Risk Management to determine whether safety measures are in place to adequately address and respond to the incidents of violence and/or threats to the campus community.

The College conducts ongoing reviews of its facilities and infrastructure to determine whether it is reasonable and necessary to modify or enhance its methods of security and warning systems within each building accessed by the campus community and/or the general public.

Current security enhancing systems utilized on campus include:

- Surveillance Cameras
- Key Mark Medeco Key System
- Locations Restricted by Continental Access Control System
- Computer Aided Police Dispatch System
- Honeywell Emergency PA System

INTERNAL COLLEGE POLICIES AND PROCEDURES

The following policies are in place in order to incorporate violence prevention strategies to prevent, address and resolve issues of violence and safety at College of DuPage:

- Policy 10-105 Facilities Usage
- Policy 10-110 Assemblage on College Facilities
- Policy 10-135 Emergency, Disaster and Evacuation Plan
- Policy 10-140 Environmental Health and Safety
- Policy 10-145 Campus Security Act Policy
- Policy 10-150 Reporting Criminal Acts and Emergencies
- Policy 15-11 Prohibition of Sexual Harassment
- Policy 15-30 Drug and Alcohol Free College
- Policy 15-40 Possession or Use of Weapons
- Policy 20-35 Code of Student Conduct

FEDERAL AND STATE LAWS AND REGULATIONS

The following federal and state laws provide regulatory compliance with regard to issues of campus safety and violence at public institutions of higher education:

- The Federal Student Right to Know and Campus Security Act (Clery)
- Federal Safety and Drug Free Schools and Communities Act
- Federal Drug Free Workplace Act of 1988
- Higher Education Act of 1998
- Higher Education Opportunity Act (signed Aug. 14, 2008—deals with changes in fire safety; drug and alcohol incidents; and emergency communication systems)
- Uniform Crime Reporting (both state and federal)
- Federal and State Alcohol, Drug and Weapon Laws
- Illinois Campus Security Enhancement Act
- Illinois Victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender)
- Illinois Education Sexual Assault Awareness Act
- Illinois Fire Sprinkler Dormitory Act
- Illinois Campus Demonstrations Act
- Illinois Meningitis Information Law
- Illinois Firearm Owners Identification Card Act
- Illinois Mental Health and Developmental Disabilities and Confidentiality Act
- Violence Against Women Act

TASK FORCES, COMMITTEES AND MEMBERSHIPS

The following organizations, committees, task forces and memberships are currently utilized by the College in order to remain current on issues of violence, campus safety and terrorism:

- Illinois Law Enforcement Alarm System
- FBI's Anti-Terrorism Task Force
- U.S. Attorney's Law Enforcement Core Committee
- DuPage County Office of Homeland Security and Emergency Management
- DuPage Metropolitan Drug Enforcement Task Force (DUMEG)
- Tri City Emergency Response Group
- Illinois Association of Chiefs of Police
- DuPage Chiefs of Police Association
- South Suburban Police Chiefs Association
- International Chiefs of Police Association
- North East Multi-Regional (NEMRT) ASSIST Team #3
- COD Risk Assessment Team
- COD Incident Management Team
- COD Health, Environmental and Safety Committee

TEAM MEMBERSHIP

Joe Mullin (Chief of Police)

Jim Nehls (Deputy Chief of Police)

Kent Munsterman (Lieutenant)

Tom Brady (Associate Dean and Director of Continuing Education/Homeland Security Education Center)

Dan Krakora (Manager of Fire Science and EMS Programs)

Joe Gilles (Faculty)

Phil Gieschen (Coordinator of Risk Management)

Murray Snow (Director of DuPage County Office of Homeland Security and Emergency Management)

Ralph Hinkle (Director of Milton Township Community Emergency Response Team)

Bob Acton (Deputy Chief, Glen Ellyn Police Department)

Keith Krestan (Fire Chief, Lisle-Woodridge Fire Department)

Chuck Steele (Manager of Student Life)

Nathania Montes (Associate Dean, Counseling and Advising)

Mia Igyarto (Interim Vice President, Human Resources)

COORDINATION OF VIOLENCE PREVENTION RELATED ACTIVITIES

The Threat Assessment Team utilizes a centralized reporting and recordkeeping system designed to enhance the College's ability to collect, maintain, reference, coordinate and track concerning or threatening behaviors, as well as assessments and interventions associated with specific individuals.

Members of the Threat Assessment Team refer to information maintained in the central recordkeeping system in an attempt to better understand the totality of the circumstances surrounding behavior. Members of the team share information, observations, mutual support and when necessary, designate a single point to centralize the collection of information and to assess concerns.

CRISIS INTERVENTION ACTIVITIES

The Counseling and Advising Office provides crisis intervention services. These services work to respond to the special situations of students and employees in need of intervention.

APPROVAL AND REVISIONS

This plan has been approved by the president of College of DuPage. This document will be reviewed, no less than annually, by the College of DuPage Police Department, with input from members of the Violence Prevention Committee, DuPage County Health Department—Behavioral Health, and other College staff.

EMERGENCY NUMBERS

COD MAIN CAMPUS

425 Fawell Blvd. Glen Ellyn, IL 60137

COD Police Department

(630) 942-2000

Interior Campus Phone Line2000

ADDISON CENTER

301 Swift Road, Addison, IL 60101

Addison Police

Emergency. 911

Non-Emergency (630) 543-3080

Addison Fire

Emergency. 911

Non-Emergency (630) 450-7225

CAROL STREAM CENTER

500 N. Kuhn Road, Carol Stream, IL 60188

Carol Stream Police

Emergency. 911

Non-Emergency (630) 668-2167

Carol Stream Fire

Emergency. 911

Non-Emergency.....(630) 668-4836

NAPERVILLE CENTER

1223 Rickert Drive, Naperville, IL 60540

Naperville Police

Emergency. 911

Non-Emergency (630) 420-6666

Naperville Fire

Emergency. 911

Non-Emergency (630) 420-6124

WESTMONT CENTER

650 Pasquinelli Drive, Westmont , IL 60559

Westmont Police

Emergency. 911

Non-Emergency (630) 981-6300

Westmont Fire

Emergency. 911

Non-Emergency (630) 981-6400

LISLE

2525 Cabot Drive, Lisle, IL 60532

Lisle Police

Emergency. 911

Non-Emergency (630) 271-4200

Lisle/Woodridge Fire Protection District

Emergency. 911

Non-Emergency (630) 964-2233



College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137
cod.edu/police