



Lincoln Land
Community College

2026 Annual Security Report



Containing Policy Information for the 2026-2027 Academic Year

Including Crime Statistics for Calendar Years 2023-2025

Information for the LLCC Springfield campus and Beardstown, Litchfield, Jacksonville, Taylorville, Medical District and Levi, Ray and Shoup, Inc. Aviation Center locations.

Report prepared by the Lincoln Land Community College Police Department.

This information is provided in compliance with federal law, known as the Clery Act, and the Illinois Campus Security Enhancement Act.



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

The full text of this report and crime statistics are available online at llcc.edu/police/jeanne-clery-act. The LLCCPD website includes other practical information regarding crime prevention and emergency planning and procedures, please visit llcc.edu/police for more information. A copy of the report can also be obtained from the LLCC Police Department at Sangamon Hall South, 5250 Shepherd Road, Springfield, IL 62703.

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Message from the Lincoln Land Community College Police Department

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

In 2024, Congress passed the Stop Campus Hazing Act amending the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to include campus hazing policy and statistical information and renaming the law the Jeanne Clery Campus Safety Act, still known as the Clery Act. In 1998, Congress passed amendments to the Crime Awareness and Campus Safety Act of 1990 renaming the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act. This law requires colleges and universities receiving federal funds to do several things, including publish an annual report disclosing campus security policies and three years of selected crime and fire statistics; provide warning and notifications to the campus community about incidents that pose an immediate, serious, or continuing threat; and create, maintain and make available a daily crime log and campus hazing transparency report.

The purpose of the Clery Act is to provide current and prospective students and employees with accurate and important information about crimes and campus safety so they can make informed decisions. The 2026 report includes campus policies in effect for the 2026-2027 academic year and crime statistics that were reported in the 2023, 2024 and 2025 calendar years. Crime statistics for the 2026 calendar year will be published in next year's Annual Security Report.

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

This report will provide you with information on safety and security at each of the LLCC locations: Springfield campus, Beardstown, Litchfield, Jacksonville, Taylorville, LLCC-Medical District and the Levi, Ray and Shoup, Inc. Aviation Center at LLCC. Inside you will find information on LLCCPD policies and procedures for reporting crime, safety and security prevention and protection programs, victim assistance services, drug and alcohol abuse awareness and prevention programs, and other material to assist you in maintaining your safety and security.

This report is provided in compliance with the Jeanne Clery Campus Safety Act (Clery Act) and the Higher Education Opportunity Act (HEOA). Compliance in this report with any of the provisions of the Clery Act, the Violence Against Women Reauthorization Act of 2003 and the Stop Campus Hazing Act does not constitute a violation of the Family Education Rights and Privacy Act of 1974 (FERPA).

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

Key Points Concerning the Annual Security Report and Lincoln Land Community College.

All policies within this report apply college-wide for all campuses, unless otherwise noted.

LLCC does not operate any on-campus student housing, therefore policies for missing students, fire safety disclosures and fire statistics will not be included as they do not pertain to LLCC.

History of Lincoln Land Community College

LLCC History

The family of students, faculty and staff known as Lincoln Land Community College began as an idea from visionaries who opened the doors on Sept. 23, 1968. The founding members of the LLCC Board of Trustees, administrators and faculty, along with local citizens, built a legacy upon which we continue to grow today.

Those visionaries, who were primarily farmers, took advantage of the Public Community College Act of 1965 to provide high-quality, accessible and cost-effective educational opportunities in the central Illinois area. The founding president, two administrators and seven trustees recruited a team of fewer than 30 faculty and staff members to a temporary facility on the southern edge of Springfield. About 850 students registered for the college's first-class offerings. Those first students were offered a choice of 13 electronic data processing courses at a time when EDP was on the cutting edge of career choices. Those students also were offered 115 courses under the umbrella of arts and sciences and an additional group of 103 subjects labeled vocational and technical courses.

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

Preparation of the Annual Security Report

The Lincoln Land Community College Police Department (LLCCPD) is responsible for preparing and publishing the College's Annual Security Report (ASR). The report is published annually, by Oct. 1st unless extended by the Department of Education, in compliance with the Clery Act. Each year, an email notification is made to all enrolled students, faculty and staff about the availability of the report. Potential students and employees are also notified of the availability of this report via the Consumer Information & Student-Right-to-Know and Human Resources' Employment Opportunities webpages. Paper copies may be requested at any time by contacting LLCCPD at 217- 786-2278. The statistics provided in this report can also be accessed by visiting the U.S. Department of Education Campus Safety and Security website at ope.ed.gov/campussafety/#.

This report, and the data included in it, are compiled by collecting data, programs, policies and other information from Campus Security Authorities, local, state, and federal law enforcement agencies with jurisdictions within or bordering LLCC properties, and the offices of LLCC Student Services, Title IX and Human Resources, to list a few.

In January 2026 LLCC terminated its contract with the Hillsboro Farm Bureau located at 102 N. Main Street in Hillsboro, IL, classes were last held at this location in June 2025. The Hillsboro Farm Bureau is no longer a Lincoln Land Community College location, statistics for this location are not included in the 2026 Annual Security Report.

The Lincoln Land Community College Police Department

Mission

The mission of the police department is to provide law enforcement services that assist community members in maintaining a self- and well-ordered campus environment in which the educational mission of the college can be realized.

The Lincoln Land Community College Police Department (LLCCPD) protects and serves the college by providing professional law enforcement services and actively promoting community involvement through progressive community policing strategies and a commitment to education. Under the Illinois Public Community College Act 110 ILCS 805/3-42.1, the LLCCPD has full law enforcement authority, including the authority to affect arrests in any county wherein the college and any of its branches or properties are located. Its jurisdiction includes all property owned or controlled by the college, as well as streets adjacent to and running through the college campus. The department employs both sworn police officers (with arrest authority) and non-sworn community service officers and public safety assistants who patrol campus and respond to emergencies. Additional staff members work other support positions in the department. LLCC police officers complete state mandated training requirements established for law enforcement officers and have the same legal authority as any other police officer in Illinois. Law enforcement personnel who are authorized to possess weapons may do so within scope of their authority. No other persons are permitted to possess weapons on college property.

The Lincoln Land Community College Police Department is located in Sangamon Hall South at LLCC-Springfield, 5250 Shepherd Road, Springfield. LLCCPD officers maintain a 24/7 patrol of campus, 365 days a year. The police department investigates all reports of criminal activity that occur on college property. It also maintains a daily crime log which contains all alleged criminal incidents, including non-Clery Act crimes, and is available to the public during regular business hours, Monday through Friday, 8 a.m. to 5 p.m. Summer and holiday hours vary, please contact LLCCPD at 217-786-2278 to inquire.

Many visitors and first-time students are unaware of the services LLCCPD provides. The following is a list of some of the services provided:

- Emergency assistance in the case of injury or severe illness
- Protections of persons and property – officers on foot patrol and the use of fully marked police vehicles allow flexibility and mobility in patrolling the campus
- Motorist assists – vehicle jumpstarts and lockouts
- Maintain the college's lost and found service
- Walking escort service to your vehicle or from building to building
- Emergency message service – in the event of a family emergency the LLCCPD will attempt to deliver the emergency message to any student, faculty or staff member, if on campus
- Crime prevention and safety presentations, programs and reporting
- Make emergency notifications
- Parking and traffic enforcement
- Enforce state and federal laws, local ordinances and LLCC policies

LLCCPD officers and public safety assistants do not patrol the Levi, Ray and Shoup, Inc. Aviation Center at LLCC, however LLCCPD does provide emergency communications for this campus.

Working Relationships

LLCCPD staff frequently works with city, county, state and federal law enforcement authorities and all appropriate agencies of the criminal justice system. Agencies cooperate whenever possible on investigations and crime prevention programs to provide the best possible police services to our campus and local communities. The

LLCCPD also has a written memorandum of understanding with the University of Illinois Springfield Police Department, and close working relationships with the Sangamon County Sheriff's Department, Springfield Police Department, Illinois State Police and other local law enforcement agencies. LLCC does not operate any on- or off- campus housing; however, many students live in the neighborhoods surrounding LLCC locations. Responsibility for providing police services in these neighborhoods rests primarily with local police agencies (depending on location). Any incidence of crime involving LLCC students engaged in activities at off-campus locations with student organizations officially recognized by LLCC should be reported to the LLCCPD by that organization's staff advisor or coordinator.

Reporting Procedures

Any crime, emergency or suspicious situation should be reported immediately to the LLCCPD. Individuals are encouraged to report crimes to the LLCCPD for various security and safety reasons, including the purpose of making timely warning reports and the annual statistical disclosure to the community. A number of emergency call stations are positioned around the campus for use in contacting the police department. The LLCCPD emergency telephone number, answered 24 hours a day, is 217-786-2222. All college employees are encouraged to report to the LLCCPD any crime reported to the employee that occurred at the college.

When reporting crimes or suspicious situations, gather important information such as suspect's sex, race, hair color and length, body size, clothing description, scars and other noticeable characteristics, modes of travel, and type of vehicle including its color and license information.

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

Campus Security Authorities

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

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

- Campus police/security department. All department personnel, including contract security and local law enforcement who have a written agreement or contract with the institution to provide security services.
- Individuals who have responsibility for campus security but who do not constitute a campus police/security department. Such as an individual who monitors access into a campus facility, acts as event security, or escorts students around campus.
- Individuals or organizations, other than the police/security department, who are specified in an institution's statement of campus security policy as an individual or organization to which students and

employees should report criminal offenses.

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

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

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

General Procedure for Reporting a Crime or Emergency

LLCCPD encourages students, employees, visitors and members of the campus community to report criminal activity, suspicious behavior and other emergencies occurring on campus, on public property running through and immediately adjacent to the campus, in other property that is owned or controlled by LLCC, or near any LLCC campuses accurately and promptly to the campus police department, or to other appropriate police agencies, even when the victim of a crime elects not to or is unable to make such a report. We understand that there are instances where a victim of a crime may be unable to, or unsure if they want to, report a crime, however we encourage them to do so and assure them that they will be treated with dignity and respect throughout the process. By working together, the college community and the police can reduce crime on campus. Members of the college community may report criminal activities or other emergencies in several different ways. While we encourage all campus community members to promptly report all crimes and other emergencies directly to LLCCPD, we recognize that some may prefer to report to other individuals or college offices. As an alternative to LLCCPD, members of the community may report crimes to the vice president of student services or their designee or the associate vice president of human resources or their designee. Victims of sexual discrimination or sexual violence may report the incident directly to the Title IX coordinator. A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure is included in the [“resources” section](#) of this document.

LLCCPD Response to Reported Crime

In response to a call of a reported crime or emergency, the LLCCPD will take the required action, either dispatching an officer or asking the victim to report to the police department to file an incident report. All victims and witnesses will be interviewed, and any available evidence will be collected. The incident will be documented, and a police report and complete investigation will be conducted. This documentation and investigation will allow LLCCPD to identify potential problem areas, provide resources and assistance to victims, and refer the accused individual to the appropriate department for disciplinary review. All LLCCPD incident reports are reviewed, and when appropriate, assigned to an officer for follow-up investigation and/or forwarded to the State Attorney’s Office for prosecution.

All LLCCPD incident reports and information obtained via any investigation involving students are forwarded to the associate vice president of student development for review for potential disciplinary action, where appropriate.

All incident reports and information obtained via any investigation involving employees are forwarded to the associate vice president of human resources for potential disciplinary action, where appropriate. All LLCCPD incident reports involving sexual harassment, sexual assault, domestic violence, dating violence and stalking are forwarded to the Title IX coordinator for review. If assistance is required from the local police departments, the LLCCPD will contact the appropriate department. If a sexual assault or rape should occur, staff on the scene, including the LLCCPD, will offer the victim a wide variety of services.

Confidential Reporting

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

Confidential Advisors

LLCC has an agreement with the Prairie Center Against Sexual Assault (PCASA) to provide confidential advisors to any students in need of these services.

PCASA offers confidential support for any student who has ever experienced sexual misconduct, domestic or dating violence or stalking. Confidential advisors will assist students with information on reporting to law enforcement agencies, seeking emergency medical treatment, campus and community support services while protecting the student's privacy and rights under the law.

Discussions between a confidential advisor and a survivor pertaining to incidents of sexual violence will remain confidential unless the survivor provides written consent, or the report falls within certain exceptions. In the event that a report cannot be kept confidential, students will be informed. Students may contact Prairie Center Against Sexual Assault at the 24-hour hotline: (217) 753-8081.

Emergency Call Boxes

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

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

To Report a Crime

What to Report

When reporting an incident to the police, please try to provide the following information:

- Your name (optional but strongly encouraged so that law enforcement can follow-up if necessary)
- Location of incident (be as specific as possible)
- Type of incident (tell the LLCC telecommunicator/LLCCPD officer what happened/is happening)
- Description of suspect, vehicles or other important information
- Return telephone number (optional but strongly encouraged so that law enforcement can follow-up if necessary)

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

Springfield

Emergency: 217-786-2222 or 911

Non-Emergency: 217-786-2278

On-Campus Phone Emergency Extension: 6-2222

Non-Emergency Extension: 6-2278

Beardstown, Jacksonville, Litchfield, Taylorville and LLCC-Medical District

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

LLCC-Beardstown Main Desk 217-323-4103

LLCC-Jacksonville Main Desk 217-243-6699

On-site Extension: 2-6699

LLCC-Litchfield Main Desk 217-786-3401

On-site Extension: 6-3401

LLCC-Taylorville Main Desk 217-786-2754

On-site Extension: 6-2754

LLCC-Medical District Main Desk 217-782-7436

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

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

Timely Warnings

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

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

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

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

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

Campus Security and Access

Springfield Campus

During the regular school year, the Springfield campus (Springfield) is open to the public from 6:00 a.m. to 10:00 p.m., Monday through Thursday and 6 a.m. to 5 p.m. on Friday. Summer and holiday hours may vary. The campus is closed on Saturday and Sunday except for classes and scheduled events. During normal business hours, access is denied only to those who abuse the privilege of using campus facilities. After normal business hours, the campus is closed to the general public. Students are not allowed on campus after normal business hours without prior faculty or staff authorization and supervision. LLCCPD officers patrol the academic and administrative buildings on a regular basis.

Jacksonville, Litchfield, and Taylorville Outreach Centers

During the regular school year, the Jacksonville (Jacksonville), Litchfield (Litchfield), and Taylorville (Taylorville) outreach locations are open to the public from 7:30 a.m. to 9:00 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. Friday. Summer and holiday hours may vary. During normal business hours, access is denied only to those who abuse the privilege of using campus facilities. After normal business hours, the outreach locations are closed to the general public. Students are not allowed on site after normal business hours. LLCCPD public safety assistants (PSA) patrol the buildings on a regular basis. At times when the PSA is not on duty, local law enforcement agencies who have jurisdiction in Jacksonville, Litchfield and Taylorville provide emergency response.

Beardstown Outreach Center

During the regular school year, the Beardstown (Beardstown) outreach location is open to Beardstown students and staff during scheduled office and class times only. Access is denied only to those who abuse the privilege of using campus facilities. LLCCPD PSA patrol LLCC's leased space of the building on a regular basis. At times when the PSA is not on duty, local law enforcement agencies who have jurisdiction in Beardstown provide emergency response.

LLCC-Medical District

During the regular school year, the LLCC-Medical District campus, located in downtown Springfield, is open to the public from 7:30 a.m. to 9:30 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. on Friday. Evening scheduled class times may vary. Summer and holiday hours may vary. During normal business hours, access is denied only to those who abuse the privilege of using the site's facilities. After normal business hours, the center is closed to the general public. Students are not allowed on site after normal business hours. LLCCPD officers patrol the building on a regular basis.

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

During the regular school year, the Levi, Ray and Shoup, Inc. Aviation Center at LLCC, located in Springfield at the Abraham Lincoln Capital Airport, is open to aviation students and staff during scheduled office and class times only. Access is denied only to those who abuse the privilege of using campus facilities. LLCCPD does not patrol the Levi, Ray and Shoup, Inc. Aviation Center at LLCC, the Springfield Airport Authority Police is the law enforcement agency of jurisdiction and provides emergency response.

Security Maintenance

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

LLCC Beardstown facilities and landscaping are maintained with a concern for safety and security and in a manner that minimizes hazardous conditions by LLCC Facilities Services and the site owner. Members of the college community should promptly report malfunctioning lights and other unsafe physical conditions to LLCCPD, 217-786-2278, or to Facilities Services, 217-786-2304.

Levi, Ray and Shoup, Inc. Aviation Center at LLCC facilities and landscaping are maintained with a concern for

safety and security and in a manner that minimizes hazardous conditions by the Springfield Airport Authority. Members of the college community should promptly report malfunctioning lights and other unsafe physical conditions to LLCCPD, 217-786-2278, or to Facilities Services, 217-786-2304.

Crime Statistics

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

Crime statistics are compiled in accordance with Clery Act reporting guidelines, which may result in variations between crime statistics listed here and campus incident information reported in accordance with other legislative mandates. The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. The LLCCPD submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by ED is available to the public through the ED website. In addition, LLCCPD maintains a daily crime log. The crime log includes all crimes reported to the LLCCPD for the required geographic locations, not just Clery Act crimes. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the college community obtained from the following sources: LLCC campus security authorities, campus community members, LLCCPD, University of Illinois-Springfield Police Department, Springfield Police Department, Taylorville Police Department, Litchfield Police Department, Hillsboro Police Department, Jacksonville Police Department, Beardstown Police Department, Springfield Airport Authority, Sangamon County Sheriff's Office, Christian County Sheriff's Office, Montgomery County Sheriff's Office, Morgan County Sheriff's Office, Cass County Sheriff's Office and the Illinois State Police. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

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

Reporting is compiled separately for each of Lincoln Land Community College's campuses including Springfield, LLCC Outreach Centers, LLCC-Medical District, and the Levi, Ray and Shoup Inc. Aviation Center at LLCC. Statistics gathered from all sources are disclosed as a single entity rather than segmented by source.

Crime statistics reported in the Annual Security Report do not contain the identity of the victim or the person accused of the crime.

LLCC does not operate any on-campus student housing, therefore residential housing statistics and fire statistics will not be included as they do not pertain to LLCC.

Daily Crime Log

The daily crime log is meant to give you information and record all criminal incidents, and alleged criminal incidents that are reported to the Lincoln Land Community College Police Department (LLCCPD) and occurred

within the Clery geographical boundaries of the LLCC-Springfield, Beardstown, Jacksonville, Litchfield, Taylorville, LLCC-Medical District and the Levi, Ray and Shoup, Inc. Aviation Center at LLCC campuses during the previous 60 days. LLCCPD completes one crime log for all LLCC campuses.

It should be noted that the crime log includes all crimes reported to the LLCCPD for the required geographic locations, not just Clery Act crimes. Therefore, there may be variations between crimes listed on the daily crime log and those counted for statistical purposes.

LLCCPD does not provide the Daily Crime Log in an electronic format. The daily crime log is available for review during regular business hours, Monday through Friday, 8 a.m. to 5 p.m. at the Lincoln Land Community College Police Department, Sangamon Hall South, Room 1148, LLCC-Springfield, 5250 Shepherd Road, Springfield, Illinois 62794. Summer and holiday hours vary, please contact LLCCPD at 217-786-2278 to inquire.

Clery Act Crimes and Offenses

Crime Definitions

Aggravated Assault:

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

Arson:

Any willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary:

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

Drug Abuse Violations:

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

Intimidation:

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

Liquor Law Violations:

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

Motor Vehicle Theft:

The theft or attempted theft of a motor vehicle.

Murder and Non-Negligent Manslaughter:

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

Robbery:

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

Sex Offenses:

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

Rape:

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

Fondling:

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

Incest:

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

Statutory Rape:

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

Simple Assault:

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

Weapons Law Violations:

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

Domestic Violence:

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

Dating Violence:

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

Stalking:

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

Hazing:

Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that, (1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including: (aa) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; (bb) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity; (cc) causing, coercing, or otherwise inducing another

person to consume food, liquid, alcohol, drugs, or other substances; (dd) causing, coercing, or otherwise inducing another person to perform sexual acts; (ee) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; (ff) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and (gg) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Clery Act Geography

Geography Definitions

For purposes of reporting statistics, the college must distinguish criminal offenses according to where they occur. Geographic locations are defined as follows:

On-Campus:

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including any building or property that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

Non-Campus Building or Property:

Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property:

All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus/ location or immediately adjacent to and accessible from the campus/ location. LLCC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus/location boundaries.

Hate Crimes

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

LLCC-Springfield – Zero (0) hate crimes for the years 2023, 2024 and 2025.

LLCC-Beardstown – Zero (0) hate crimes for the years 2023, 2024 and 2025.

LLCC-Jacksonville – Zero (0) hate crimes for the years 2023, 2024 and 2025.

LLCC-Litchfield – Zero (0) hate crimes for the years 2023, 2024 and 2025.

LLCC-Taylorville – Zero (0) hate crimes for the years 2023, 2024 and 2025.

LLCC-Medical District – Zero (0) hate crimes for the years 2023, 2024 and 2025.

Levi, Ray and Shoup Inc. Aviation Center at LLCC – Zero (0) hate crimes for the years 2023, 2024 and 2025.

Unfounded Crimes

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

LLCC-Springfield – Zero (0) unfounded crimes for the years 2023, 2024 and 2025.

LLCC-Beardstown – Zero (0) unfounded crimes for the years 2023, 2024 and 2025.

LLCC-Jacksonville – Zero (0) unfounded crimes for the years 2023, 2024 and 2025.

LLCC-Litchfield – Zero (0) unfounded crimes for the years 2023, 2024 and 2025.

LLCC-Taylorville – Zero (0) unfounded crimes for the years 2023, 2024 and 2025.

LLCC-Medical District – Zero (0) unfounded crimes for the years 2023, 2024 and 2025.

Levi, Ray and Shoup Inc. Aviation Center at LLCC – Zero (0) unfounded crimes for the years 2023, 2024 and 2025.

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

Jeanne Clery Campus Safety Act Calendar Year (CY) 2023-2025

Mandatory Report – Criminal Offenses

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

Offenses	2023	2024	2025
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1 (NC)
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	2	3	1
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	1 (NC)
Weapons Law Violation Referrals for Disciplinary Action	0	0	0
Hazing	N/A	N/A	0

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

Jeanne Clery Campus Safety Act Calendar Year (CY) 2023-2025

Mandatory Report – Criminal Offenses

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

Offenses	2023	2024	2025
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0
Hazing	N/A	N/A	0

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

Jeanne Clery Campus Safety Act Calendar Year (CY) 2023-2025

Mandatory Report – Criminal Offenses

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

Offenses	2023	2024	2025
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0
Hazing	N/A	N/A	0

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

Jeanne Clery Campus Safety Act Calendar Year (CY) 2023-2025

Mandatory Report – Criminal Offenses

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

Offenses	2023	2024	2025
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	1 (PP)	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0
Hazing	N/A	N/A	0

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

Jeanne Clery Campus Safety Act Calendar Year (CY) 2023-2025

Mandatory Report – Criminal Offenses

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

Offenses	2023	2024	2025
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0
Hazing	N/A	N/A	0

Campus Crime Statistics for LLCC – Medical District 130 W. Mason, Springfield, IL

Jeanne Clery Campus Safety Act Calendar Year (CY) 2023-2025

Mandatory Report – Criminal Offenses

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

Offenses	2023	2024	2025
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0
Hazing	N/A	N/A	0

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

Jeanne Clery Campus Safety Act Calendar Year (CY) 2023-2025

Mandatory Report – Criminal Offenses

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

Offenses	2023	2024	2025
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violation Arrests	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	0	0	0
Drug Abuse Violation Arrests	0	0	0
Drug Abuse Violation Referrals for Disciplinary Action	0	0	0
Weapons Law Violation Arrest	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	0	0	0
Hazing	N/A	N/A	0

Crime Prevention

The LLCCPD provides important services to the LLCC community, but nothing we do can replace your actions in maintaining security and safety on campus. LLCC offers many programs designed to inform students and employees about campus security procedures and practices. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. Take time to learn about crime prevention and safety – for yourself and your fellow community members.

Information and awareness are your best weapons against crime and accidents. Upon request by students, staff, faculty or other employees, LLCC police staff will provide educational programs addressing related safety matters including self-defense, crime prevention, safe driving, alcohol laws or other safety topics. The frequency of programs facilitated in person varies from year to year and is based on requests for programs by the LLCC campus community.

Safety Awareness

Escort Service

The LLCC-Springfield campus and LLCC-Medical District, Beardstown, Jacksonville, Litchfield and Taylorville Outreach Centers provide walking security escorts around campus for students, faculty, staff and visitors who request it.

LLCC-Springfield Campus:

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

LLCC-Medical District:

Stop by the Security desk located on the first floor.

LLCC-Beardstown, Jacksonville, Litchfield, Taylorville:

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

Sexual Assault Prevention and Response

As part of LLCC's commitment to providing a safe learning environment for students, LLCC offers safety and awareness training and resources focused on preventing and responding to sexual violence.

LLCC has an agreement with the Prairie Center Against Sexual Assault (PCASA) to provide confidential advisors to any students in need of these services. PCASA offers confidential support for any student who has ever experienced sexual misconduct, domestic or dating violence or stalking. Confidential advisors will assist students with information on reporting to law enforcement agencies, seeking emergency medical treatment, campus and community support services while protecting the student's privacy and rights under the law.

Resources, awareness information and more are also available at lcc.edu/new-returning-transfer/student-services/office-student-success/compliance-prevention/resources Within the community there are several organizations that offer crisis intervention as well as informational resources.

Tips for Your Safety

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

- Report all suspicious activity to the LLCCPD immediately.
- Program the LLCCPD phone number, 217-786-2278, into your cell phone.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded or that have too many people drinking excessively.
- Try to avoid walking alone at night, travel with friends or request an escort from the LLCCPD.
- Be aware of your surroundings. Instead of texting or looking down at the ground, watch the cars and people around you.
- Never leave valuables unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock your car doors and close windows when leaving your car.
- Do not leave valuables in your car, especially not in plain view.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Non-Discrimination, Prohibition of Harassment and Discrimination and Prohibition of Sexual Harassment and Sex Discrimination Policies

On August 1, 2024, LLCC implemented several policy changes in order to ensure its continued compliance with federal law, including new Title IX regulations issued by the Department of Education. These policies, include Board Policy 1.6 Non-Discrimination, Board Policy 1.7 Prohibition of Harassment and Discrimination and Board Policy 1.25 Prohibition of Sexual Harassment and Sex Discrimination.

On January 9, 2025, a federal district court issued a decision vacating the 2024 Final Rule. The Department's 2020 Title IX Rule is now back in effect and is the basis for OCR enforcement of Title IX.

Prohibition of Sexual Harassment and Sex Discrimination Policy Number 1.25

Policy Statement:

Lincoln Land Community College (the "College") is committed to maintaining a safe and healthy educational and employment environment that is free from sexual violence, dating violence, domestic violence, stalking (hereinafter collectively referred to as "sexual violence") and sex discrimination, which includes discrimination and harassment based on sex, sex stereotypes, sex characteristics, pregnancy and related conditions, sexual orientation, and gender identity and expression. Sexual violence jeopardizes the physical and emotional welfare of the College's faculty, staff and students, diminishes individual dignity, and interferes with educational, social, and employment opportunities. This policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in the College's program or activities, including education and employment.

It is the policy of Lincoln Land Community College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Illinois Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex discrimination will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

As required under Title IX, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education programs and activities that it operates. The College's commitment not to discriminate and prohibition on discrimination extends to admissions and employment.

The College has designated the Associate Vice President, Human Resources, as the Title IX Coordinator, who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

Jurisdictional Statement:

The College has jurisdiction to investigate any alleged violations of this policy that occur in the context of College programs or activities or that otherwise affect the College's working or learning environments, regardless of whether that conduct occurs on or off campus. In circumstances where alleged sexual violence occurs outside of the context of College programs or activities or off campus, and where one or more of the parties are not members of the College community, the College's ability to investigate and/or impose appropriate disciplinary sanctions may be limited. In such circumstances the College reserves the right to take such steps as it shall deem appropriate to investigate allegations of misconduct and provide appropriate resources to any student who is an alleged victim of sexual violence. Such resources shall include referral to appropriate medical facilities, community-based crisis centers, and law enforcement authorities.

Procedure:

I. Purpose

The College is committed to maintaining a safe and healthy educational and employment environment that is free from harassment and other forms of discrimination based on sex, sexual orientation, gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. The purpose of these Procedures is to implement the College's Policy Prohibition of Sexual Harassment and Sex Discrimination and Policy 1.7 Prohibition of Harassment and Discrimination, ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the *Education Amendments of 1972* ("Title IX"), which prohibits discrimination on the basis of sex in the College's education programs or activities; relevant sections of the *Violence Against Women Reauthorization Act* ("VAWA"); Title VII of the *Civil Rights Act of 1964* ("Title VII"), which prohibits discrimination on the basis of sex in employment; relevant sections of the *Illinois Human Rights Act*, which prohibits discrimination on the basis of sex, sexual orientation, and gender-related identity; the *Jeanne Clery Campus Safety Act* ("Clery Act"), which requires timely warning to the community of certain immediate threats; the *Preventing Sexual Violence in Higher Education Act*; and other applicable law and local ordinances.

The College has an affirmative duty to act promptly and effectively once it has knowledge of an act of sex-based discrimination, sexual harassment or other sex-based misconduct in any of its educational or employment programs or activities. The College will promptly and equitably investigate any complaints of sex-based discrimination, harassment and/or other misconduct in accordance with the procedures set forth below.

II. Application and Scope

The College's Policy Prohibition of Sexual Harassment and Sex Discrimination and these implementing Procedures apply to everyone in the College's education programs and activities, including students, faculty and staff, applicants for admission or employment, and third parties, whenever the alleged sex-based misconduct

occurs:

- A. On College property; or
- B. Off College property if:
 1. The conduct was in connection with a College or College-recognized program or activity; or
 2. The conduct may have the effect of creating a hostile environment for a member of the College community.

These Procedures govern sexual harassment and sex discrimination in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework prevent the College from addressing an act of misconduct that falls within the scope of these Procedures or other applicable College policies and procedures.

Sections I-VI and VIII-IX include provisions relevant to sexual harassment and sex discrimination in all its forms. For any complaints of sexual harassment and sex discrimination that does not fall under Title IX, the grievance procedures under Board Policy 1.7 Prohibition of Harassment and Discrimination will apply.

Section VII, which describes a grievance process with a required live hearing, applies only to formal Title IX complaints and complaints alleging sexual violence, domestic violence, dating violence or stalking.

Appendix A provides definitions for these Procedures.

III. Administration and Enforcement

A. Title IX Coordinator

The College has designated the Associate Vice President, Human Resources as the Title IX Coordinator(s). Contact information for the Title IX Coordinator(s) is as follows:

Nicole Ralph
Associate Vice President, Human Resources
Location: Menard Hall, Room 1226
Phone: 217-786-2342
Email: Nicole.Ralph@lcc.edu

Responsibilities of the Title IX Coordinator(s) include, but are not limited to:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
- With respect to Title IX complaints that relate to a College employee as the complainant or as the respondent, the Title IX Coordinator(s) will partner with the Department of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
- The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and

coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.

- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Monitoring students' participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student's access to equal educational opportunities.
- Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.
- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

Questions regarding these Procedures or the College's compliance with Title IX and related laws may be directed to the Title IX Coordinator. References in these Procedures to the Title IX Coordinator include any individual designee that the Title IX Coordinator may delegate to perform specific duties.

B. Office of Human Resources

The Office of Human Resources will partner with the Title IX Coordinator with respect to any complaints of sexual harassment and/or sex discrimination that involve a College employee as the complainant or as the respondent. For any such complaints that involve a College employee as the respondent and fall outside the scope of Title IX, the Office of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

For complaints of sexual harassment and/or sex discrimination that involve a College employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to these Procedures.

C. External Agencies

Inquiries concerning the application of Title IX may be referred to the Assistant Secretary for Civil Rights at the United States Department of Education:

Office for Civil Rights, Chicago Office

U.S. Department of Education

John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, IL 60604

Telephone: (312) 730-1560 Email: OCR.Chicago@ed.gov

Additionally, the Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 a.m. to 5:00 p.m., at (877) 236-7703.

IV. Options for Assistance Following an Incident of Sexual Harassment and/or Sex Discrimination

A. Emergency Services

Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below:

Lincoln Land Community College Police Department
5250 Shepherd Rd.
Springfield, IL 62703
Police emergency:

- 217-786-2222
- 911
- 62222 (campus phone)

Police non-emergency:

- 217-786-2278
- 62278 (campus phone)

Office Location: Sangamon Hall South

Email: Police@llcc.edu

The Springfield Police Department 800 E. Monroe St.
Springfield, IL 62701 Emergency TDD and Voice: 911
Non-Emergency Voice: 217-788-8311
Non- Emergency TDD Only: 217-789-2186

Taylorville Police Department 108 W. Vine St.
Taylorville, IL 62568
Emergency: 911
Phone: 217-824-2211

Jacksonville Police Department 200 West Douglas Ave.
Jacksonville, Illinois 62650
Emergency: 911
Phone: 217-479-4630

Litchfield Police Department 120 E Ryder St.
Litchfield, IL 62056
Emergency: 911
Phone: 217-324-5991

B. Crisis Response Services

The following off-campus resources can provide a confidential response in a crisis situation, as well as ongoing assistance and support:

Off-Campus Confidential Resources:

*Prairie Center Against Sexual Assault 24 Hour Hotline: 217-753-8081
Office: 217-744-2560

3 W Old State Capitol, Suite 206 Springfield, IL 62701 www.prairiecasa.org

Cass, Christian, Greene, Logan, Macoupin, Mason, Menard, Morgan, Montgomery, Sangamon, and Scott counties

Illinois Coalition Against Sexual Assault
(217) 753-4117
100 North 16th Street Springfield, IL 62703 www.icasa.org

Sojourn Shelter & Services (Domestic Violence) 24 Hour Hotline: 217-726-5200
Office: 217-726-5100
1800 Westchester Blvd
Springfield, IL 62704
Sangamon, Christian, Montgomery, Logan and Menard counties

Crisis Center Foundation (Domestic Violence) 24 Hour hotline: 217- 243-4357
325 9th Avenue
Jacksonville, IL 62650 www.crisiscenterfoundation.org
Morgan, Scott, Cass, and Greene counties

Illinois Coalition Against Domestic Violence
Illinois Domestic Violence Hotline : (800) 799-7233
National Domestic Violence Hotline: (877) 863-6338 www.ilcadv.org

*Indicates Confidential Advisors, as defined in Appendix A.

Note: While the above-listed individuals may maintain a reporting of a person's confidentiality vis-à-vis the College, they may have reporting or other obligations under State law.

C. Medical Services

Individuals may seek treatment for injuries, preventative treatment for sexually transmitted disease, and/or other health services by contacting one of the following health care providers:

*Springfield Memorial Hospital
Address: 701 N 1st St, Springfield, IL 62781 Phone: (217) 788-3000
Emergency Room: Open 24 hours

*HSHS St. John's Hospital
Address: 800 E Carpenter St, Springfield, IL 62769 Phone: (217) 544-6464
Emergency Room: Open 24 hours

*Lincoln Memorial Hospital
Address: 200 Stahlhut Dr., Lincoln, IL 62656 Phone: 217-732-2161
Emergency Room: Open 24 hours

Jacksonville Memorial Hospital
Address: 1600 W. Walnut St, Jacksonville, IL 62650 Phone: 217-245-9541
Emergency Room: Open 24 hours

Taylorville Memorial Hospital
Address: 201 E. Pleasant St., Taylorville, IL 62568 Phone: 217-707-5555
Emergency Room: Open 24 hours

HSHS St. Francis Hospital
Address: 1215 Franciscan Dr, Litchfield, IL 62056 Phone: 217-324-2191
Emergency Room: Open 24 hours

*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost, pursuant to the *Sexual Assault Survivors Emergency Treatment Act* (410 ILCS 70). Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Off-campus health care providers will generally maintain confidentiality and not share information with the College unless the reporting person requests the disclosure and signs a consent or waiver form.

Note, however, that while these health care providers may maintain a reporting person's confidentiality vis-à-vis the College, they may have other reporting obligations under State law.

V. Reporting Sexual Harassment and/or Sex Discrimination

The College encourages individuals who have experienced sexual harassment and/or sex discrimination to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately.

A. Reporting Options and Notification Requirements

Different employees on campus have different notification obligations when they receive information about conduct that may reasonably constitute sexual harassment and/or sex discrimination. The following sections detail the various reporting options for students, employees and other individuals, along with the applicable notification requirements for each option. Regardless of to whom a report is made, the College will provide the person alleged to be the victim, if identified, a concise notification, written in plain language, of the person's rights and options pursuant to these Procedures.

1. Reporting Officials

Individuals are encouraged to report alleged incidents of sexual harassment and/or sex discrimination to the appropriate reporting official below:

Kirsten Taylor (Employee Reporting Official)
Director, Employment and Benefits
Deputy Title IX Coordinator
Location: Menard Hall, Room 1225
Phone: 217-786-2258
Email: EOCO@lcc.edu

Shelley Vaughan (Student Reporting Official)
Compliance and Prevention Coordinator
Deputy Title IX Coordinator
Title IX Compliance/Risk Management
Location: Menard Hall, Room 1127
Phone: 217-786-3682
Email: StudentRights@lcc.edu

2. Reporting to Responsible Employees

All College employees (referred to as "Responsible Employees") are required to notify the Title IX Coordinator or appropriate reporting official when they have information about conduct that may reasonably constitute sexual harassment and/or sex discrimination. This notification must include all relevant details about the alleged sexual harassment and/or sex discrimination, including the date, time and specific location of the alleged incident(s) and

the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling the College's response to the report. However, the College may be required to disclose information as part of its response, in order to help maintain a safe and healthy educational and employment environment that is free from harassment and other forms of discrimination.

B. Confidential Reporting

Individuals who wish to confidentially report an incident of sexual harassment and/or sex discrimination may make a *confidential report to the following off-campus confidential advisor:

Off-Campus Confidential Advisor

*Prairie Center Against Sexual Assault

Hotline: 217-753-8081

Office: 217-744-2560

3 W Old State Capitol Plaza, Suite 206 Springfield, IL 62703

*Indicates Confidential Advisor, as defined in Appendix A.

The confidential advisor listed in this section is not required to report any information about an alleged incident to the Title IX Coordinator without the reporting party's permission.

Note: While the confidential advisor listed above may maintain an individual's confidentiality vis-à-vis the College, they may have reporting or other obligations under State law. Any College employee who suspects or receives knowledge that a person may be an abused or neglected child must: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the College determines that a person alleged to be the perpetrator of sexual harassment and/or sex discrimination poses a serious and immediate threat to the College community, the College may be required to issue a timely warning to the College community. Any such warning will not include any information that identifies the person alleged to be the victim.

C. Reporting to Other College Employees

While only designated Responsible Employees are required to notify the Title IX Coordinator when the Responsible Employee has information about conduct that may reasonably constitute sexual harassment and/or sex discrimination all members of the College community (including students) are encouraged to notify the Title IX Coordinator when they have information about such incidents.

D. Electronic Reporting and Anonymous Reports

The College maintains an online system for electronic reporting, which can be found at the following link: [Online Reporting Form](#). The reporting party may choose to provide their identity or may choose to report anonymously. The system will notify the reporting party, before they enter information, that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Where a reporting party chooses to provide their identity and contact information through the online system, the College will respond to the reporting party within 12 hours with a concise notification, written in plain language, of rights and options pursuant to these Procedures.

E. Student Participation in Public Awareness Events

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents are not considered notice to the College of sexual harassment and/or sex discrimination for purposes of triggering an obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students’ rights at these events.

F. Immunity for Good-Faith Reporting

Students who in good faith report an alleged violation of the College’s Policy Prohibiting Sexual Harassment and Sex Discrimination will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

G. Knowingly False Reporting and Statements

A person who knowingly makes a false report of sexual harassment and/or sex discrimination may be subject to disciplinary action, up to and including suspension, expulsion, or termination. The College will not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sexual harassment and/or sex discrimination occurred. The College is still permitted to address false reports and statements by initiating a disciplinary process under its Student Code of Conduct or employee policies as long as there is evidence independent of the determination of whether sexual harassment and/or sex discrimination occurred.

H. Retaliation Prohibited

Retaliation, including intimidation, threats, coercion, adverse educational or employment actions, or discrimination against any person because they have, in good faith, reported or disclosed alleged discrimination, filed a complaint, or otherwise participated or declined to participate in an investigation into allegations of discrimination, is strictly prohibited.

VI. College Response to Reports of Alleged Sex Discrimination, Harassment or Other Misconduct

A. Processing of Report

Upon receipt of a report, the Title IX Coordinator or appropriate reporting official will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the *Preventing Sexual Violence in Higher Education Act*, the Title IX Coordinator (or designee) will promptly contact the person alleged to be the victim (hereinafter “complainant”) to:

1. Discuss the availability of supportive measures (*see* Section VI.B below);
2. Consider the complainant’s wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain to the complainant the process for filing a formal complaint.

B. Supportive Measures

Supportive measures (also referred to as “interim protective measures”) are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent. Supportive measures are designed to restore or preserve equal access to the College’s education program or activity without unreasonably burdening a party, including measures designed to protect the safety of all parties or the College’s educational environment, or to deter sexual harassment. Supportive measures can be offered irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

A report of alleged sexual harassment and/or sex discrimination may also prompt the College to consider broader remedial action, such as increased monitoring, supervision or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to the College’s policies and practices.

The College will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the College’s ability to provide the supportive measures.

The Title IX Coordinator (or designee) is responsible for coordinating the College’s implementation of supportive measures.

C. Emergency Removals and/or Administrative Leave

Prior to initiating or completing the Grievance Process in response to a formal complaint, described further in Section VII below, or in the absence of a formal complaint, the College may remove a respondent from the College’s education program or activity on an emergency basis. Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the College will effectuate an emergency removal only where the College has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the College will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, the College may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

D. Clery Act Reporting Obligations

Pursuant to the *Jeanne Clery Campus Safety Act* (“Clery Act”), 20 U.S.C. § 1092(f), the College will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The *Clery Act* also requires the College to maintain a public crime log and publish an Annual Security Report (“ASR”) available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights

guaranteed to victims of sexual assault.

VII. Grievance Process for Complaints Alleging Title IX Sex Discrimination, Sexual Harassment, and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence or stalking in violation of the *Preventing Sexual Violence in Higher Education Act*; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in the College's education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or appoint a qualified person to undertake the investigation on their behalf.

The College, as it deems appropriate, may extend the timeframes provided in this Grievance Process and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. If the College grants one party's request for an extension or postponement, that extension or postponement will be made available on an equal basis to both parties.

A. Notice of Allegations

Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator or appropriate reporting official will provide written notice to the parties who are known of the following:

1. This Grievance Process, including the informal resolution process, where applicable.
2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the *Preventing Sexual Violence in Higher Education Act*, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations described in the formal complaint or the notice of allegations, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
6. The College Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

B. Informal Resolution

At any time after receiving the initial notice of allegations (*See* Section VII.A above), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal

resolution process. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the Grievance Process with respect to the formal complaint.

The College does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a College employee toward a student.

C. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

D. Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment and/or sex discrimination under regulations implementing Title IX even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal—either of a complaint altogether, or of a complaint for purposes of Title IX—the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint for purposes of Title IX does not preclude action under this Grievance Process or other College policies and procedures. In cases where the College determines that Title IX is not applicable but the College still intends to apply this Grievance Process or other policies and procedures to resolve the alleged misconduct, the College will inform the parties that Title IX is inapplicable but that this Process or other applicable policies and procedures will nevertheless be applied.

E. Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross-examination during the live hearing (*see* Section VII.F below). A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the Investigator's completion of their investigative report, the Investigator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations described in the formal complaint and notice of allegations, in electronic format. The parties will have 10 business days to submit a written response to the evidence which the Investigator will consider prior to completion of their investigative report.

After receiving and reviewing the parties' written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence and will forward a copy of their report to the Title IX Coordinator. Upon receipt of the Investigator's Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

1. Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and
2. Send to each party (and the party's advisor, if any) the investigative report in electronic format for their review and written response.

F. Virtual Title IX Hearings

If the complaint alleges Title IX violations, then the Title IX Coordinator shall appoint a three-member hearing panel, and the hearing panel shall select a Chair who shall preside over the hearing and rule on issues of relevance and any procedural issues that may be raised by the parties or their advisors. The Title IX Coordinator shall provide hearing panelists with the investigative report and any written statements from the parties at least 10 days prior to the hearing. Hearings shall be conducted virtually and shall be recorded. The complainant and respondent shall be required to appear and testify at the same time with the investigators and such witnesses as shall be requested or authorized to appear by the Chair. Each party's advisor shall be allowed to cross-examine the other party and any witnesses. Cross examination shall be limited to relevant questions as determined by the Chair. At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the College will provide the party with an advisor of the College's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the College that they do not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Chair, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The Hearing Panel will not draw an inference about the determination regarding responsibility based solely on a

party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions. The College will make all evidence obtained as part of the investigation that is directly related to the allegations described in the formal complaint or the notice of allegations available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

Upon conclusion of the hearing, the panel shall convene to deliberate and render a decision by majority vote. The Chair shall then prepare a written decision which shall include:

1. The allegations;
2. A description of the procedural steps undertaken during the investigative process;
3. The decision regarding whether the respondent has violated College policy;
4. Findings of fact that support the panel's decision in respect to each allegation;
5. Sanctions and/or remedies to be implemented for any findings that the respondent has violated College policy; and
6. The procedures and basis for appeal by either party of the hearing panel's decision. The decision of the Hearing Panel shall be made within 10 business days of the conclusion of the hearing and shall be simultaneously shared with the parties, their advisors, and the Title IX Coordinator.

G. Disposition of Other Than Title IX Cases

If, or to the extent that, a complaint does not involve Title IX violations, then the investigators shall make a determination whether a violation of policy has occurred and shall submit findings in writing to the complainant, the respondent, the Title IX Coordinator, and appropriate College administrative officials, including but not limited to, the immediate supervisor (if the respondent is an employee), the Vice President of Student Services (if the respondent is a student), the Vice President of Academic Services (if the respondent is a faculty member or student), the Associate Vice President of Human Resources (if the complainant or respondent is an employee), and the President. The report of investigative finding shall be rendered within 30 business days of the investigators' receipt of the formal written complaint and shall include the procedures and basis for appeal by either party.

H. Disciplinary Action

For violations under this policy as it relates to Title IX, the Title IX Coordinator shall implement any sanctions for the respondent and any remedies for the complainant as directed by the hearing panel.

For all other violations of this policy and in accordance with College Disciplinary Policies and Procedures, the Supervisor (if the respondent is an employee) or the Vice President of Student Services or designee (if the respondent is a student) shall consult with appropriate College administrative officials regarding formal disciplinary actions to be taken against the respondent. In making a decision regarding discipline, the appropriate College administrative officials shall consider records of previous misconduct and the seriousness of the violation. A complaint made more than 12 months after an alleged incident may not be the basis for taking formal disciplinary action. However, where there are allegations made within the 12-month period that a pattern or practice exists or prior complaints have been confirmed, the appropriate College administrative official shall consider the totality of information in determining appropriate discipline. The appropriate College administrative officials may review any part of the investigative records.

Appropriate discipline for employees may range from verbal warning or written reprimand up to and including termination/dismissal for cause. Appropriate discipline for students may range from written warning up to and including suspension or expulsion. The respondent and the Reporting Official shall be notified in writing of the disciplinary decision. The Reporting Official shall, in turn, notify the complainant regarding the resolution of the complaint and the corrective actions to be taken and/or discipline to be imposed.

I. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to a third party designated by the College. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator or Hearing Panel member had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the third party or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the third party or designee will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the third party or designee has concluded their review of the appeal, the third party or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The third party or designee's decision is final.

VIII. Written Record of Complaints, Investigations and Resolutions/Decisions

Written or electronic records of complaints shall be marked "CONFIDENTIAL" and shall be retained in a separate and secure file in the office of the appropriate Reporting Official. Records shall be retained as required by law. Written records relating to a finding in support of a policy violation shall be placed in the respondent's official personnel file (if an employee) or official College file (if a student) and shall be retained according to retention policies.

IX. Conflict of Interest

The complainant or respondent may allege a conflict of interest with an investigator, advisor, hearing panel member, or hearing officer (in the event of an appeal) by reporting their concerns to the Title IX Coordinator. If the Title IX Coordinator determines that any party involved in these procedures has a conflict of interest with either party to a complaint or who shall otherwise be unable to render objective service under these procedures, the Title IX Coordinator shall excuse that individual and appoint a successor. If the Title IX Coordinator is deemed to have a conflict of interest, then the Title IX Coordinator shall be replaced with a successor designated by the College President.

X. Board Member Allegations

Members of the College's Board of Trustees and other elected officials should promptly report claims of sexual harassment and/or sex discrimination against a Board member to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sexual harassment and/or sex discrimination is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the

Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel.

XI. Prevention and Education for Students

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its SHARE (Sexual Harassment/Assault Response & Education) Task Force established pursuant to the *Campus Security Enhancement Act of 2008* (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

XII. Training

The Title IX Coordinator(s), campus law enforcement, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors, receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to *Preventing Sexual Violence in Higher Education Act* offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the College's education program or activity; the Title IX and College definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the College's Grievance Process outlined in Section VII, above. Decision-makers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

All Confidential Advisors receive 40 hours of training on sexual violence before being designated a Confidential Advisor. Annually thereafter, Confidential Advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential Advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's Grievance Process pursuant to Section VII above.

The College, in conjunction with its SHARE (Sexual Harassment/Assault Response & Education) Task Force established pursuant to the *Campus Security Enhancement Act of 2008* (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment and/or sex discrimination.

APPENDIX A

Definitions for the College's Sex-Based Misconduct Procedures

- A. Bystander Intervention: see Section 5 of the *Preventing Sexual Violence in Higher Education Act*, 110 ILCS 155/5.
- B. Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment and/or sex discrimination.
- C. Confidential Advisor: a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as "Responsible Employees" in Section V of these Procedures are not Confidential Advisors.
- D. Consent: knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability.
- E. Dating Violence: violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be 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.
- F. Domestic Violence: includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the State of Illinois and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who:
- is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
 - is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - shares a child in common with the victim; or
 - commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the State of Illinois.
- G. Education Program or Activity: a location, event, or circumstance over which the College exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.
- H. Hate Crime: an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of their sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.

- I. Hostile Environment Caused by Sexual Harassment: a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- J. Incapacitation: when a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- K. Intimidation: to intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Policy Prohibiting Sex-Based Misconduct and these Procedures.
- L. Preponderance of the Evidence: when considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.
- M. Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment and/or sex discrimination.
- N. Responsible Employee: a College employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty. Section V of these Procedures lists categories of employees who are Responsible Employees for the College. Any employee of Lincoln Land Community College is deemed a responsible employee under Title IX.
- O. Retaliation: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct, or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited and may violate the protections of the *State Employees and Officials Ethics Act*, the *Whistleblower Act*, and the *Illinois Human Rights Act*. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sex-Based Misconduct Policy and these Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- P. Sexual Assault: any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.
- Q. Sex-Based Misconduct: Misconduct on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.

- R. Sex Discrimination: discrimination on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.
- S. Sexual Exploitation: when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
- T. Sexual Harassment: Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made explicitly or implicitly a term or condition
 - of an individual's employment, academic advancement, evaluation, or grades;
 - Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
 - Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
 - Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature may include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.
 - Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
 - Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.
- U. Sexual Harassment as defined by Title IX: conduct on the basis of sex that satisfies one or more of the following:
- An employee of the College conditioning the provision of an aid, benefit or service of the College on an individual's participation in unwelcome sexual conduct;
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
 - "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).
- V. Sexual Violence: physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.
- W. Survivor: an individual who has experienced sexual violence, domestic violence, dating violence, or stalking

while enrolled, employed, or attending an event at a higher education institution.

- X. Survivor-Centered: See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
- Y. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for their safety or the safety of others; or 2) suffer substantial emotional distress.
- Z. Threat: any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.
- AA. Trauma-Informed Response: See Section 5 of the *Preventing Sexual Violence in Higher Education Act*, 110 ILCS 155/5.

Violence Against Women Act Definitions

Violence:

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

Threats:

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

Domestic Violence:

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

Dating Violence:

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

Sexual Assault:

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

State of Illinois Definitions

The following are excerpts from Illinois Compiled Statutes.

Criminal Sexual Assault 720 ILCS 5/11-1.20:

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

Sexual Penetration 720 ILCS 5/11- 0.1:

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

Consent 720 ILCS 5/11-1.70:

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

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

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

aggravated criminal sexual assault if that person commits an act of sexual penetration with a victim who is a severely or profoundly intellectually disabled person.

Domestic Violence 750 ILCS 60/103:

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

Stalking 740 ILCS 21/10:

- (a) A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to: (1) fear for his or her safety or the safety of a third person; or (2) suffer other emotional distress. (a-3) A person commits stalking when he or she, knowingly and without lawful justification, on at least two separate occasions follows another person or places the person under surveillance or any combination thereof and: (1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint, and the threat is directed towards that person or a family member of that person; or (2) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person. (a-5) A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion: (1) follows that same person or places that same person under surveillance; and (2) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person. For purposes of this Section: (1) “Course of conduct” means two or more acts, including but not limited to, acts in which a defendant directly, indirectly or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens or communicates to or about a person, engages in other nonconsensual contact or interferes with or damages a person’s property or pet. A course of conduct may include contact via electronic communications. (2) “Electronic communication” means any transfer of signs, signals, writings, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo-

optical system. “Electronic communication” includes transmissions by a computer through the internet to another computer. (3) “Emotional distress” means significant mental suffering, anxiety or alarm. (4) “Family member” means a parent, grandparent, brother, sister or child, whether by whole blood, half-blood or adoption and includes a step-grandparent, stepparent, stepbrother, stepsister or stepchild. “Family member” also means any other person who regularly resides in the household, or who, within the prior six months, regularly resided in the household. (5) “Follows another person” means (i) to move in relative proximity to a person as that person moves from place to place or (ii) to remain in relative proximity to a person who is stationary or whose movements are confined to a small area. “Follows another person” does not include a following within the residence of the defendant. (6) “non-consensual contact” means any contact with the victim that is initiated or continued without the victim’s consent, including but not limited to, being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased or occupied by the victim; or placing an object on or delivering an object to, property owned, leased or occupied by the victim. (7) “Places a person under surveillance” means: (i) remaining present outside the person’s school, place of employment, vehicle, other place occupied by the person or residence other than the residence of the defendant; or (ii) placing an electronic tracking device on the person or the person’s property. (8) “Reasonable person” means a person in the victim’s situation. (9) “Transmits a threat” means a verbal or written threat or a threat implied by a pattern of conduct or a combination of verbal or written statements or conduct.

Dating Violence:

Dating violence is not defined in the Illinois Criminal Code.

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

Victim’s rights provided under Illinois law:

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

Student Discipline Range

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

* LLCC applies discretionary sanctions with the intent of preventing recurrence of the misconduct by educating the responding party and introducing corrective behaviors. Discretionary sanctions are often applied with other sanctions.

Definition of Discipline Terms for Students:

Discretionary sanction:

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

Disciplinary probation:

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

Restricted access:

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

Suspension:

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

Expulsion:

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

Employee Discipline Range

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

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

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

In connection with any allegation of misconduct, the president or Board may grant administrative leave with pay pending the investigation of such allegation. Additionally, the appropriate vice president or associate/assistant vice president may implement leave with pay for up to one work day when, in such administrator's judgment, the employee would benefit from a "cooling off" period in connection with any allegation of misconduct.

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

Verbal Reprimand:

Supervisor will discuss facts and circumstances leading to errant behavior with the employee who will be given an opportunity to respond. Each verbal reprimand shall be documented and signed by the employee and the supervisor. If the employee refuses to sign, the supervisor will note that on original document. A copy will be given to the employee and a copy will be placed in the employee's personnel file.

Written Reprimand:

Supervisor will meet with employee to explain the circumstances leading to a written reprimand. The written reprimand shall include a remediation plan with a reasonable time period for completion established. Any written reprimand shall be provided to the employee, and a copy of such reprimand shall be placed in the employee's personnel file.

Suspension:

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

Dismissal by the Board:

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

Prohibition of Harassment & Discrimination Policy Number 1.7**Policy Statement:**

Lincoln Land Community College (the “College”) is committed to maintaining a learning and working environment that is free from all forms of harassment and discrimination against a person because of their actual or perceived race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, political affiliation, or any other such status protected by the provisions of the Illinois Human Rights Act or other applicable laws.

Harassment and discrimination are prohibited under Titles VI and VII of the Civil Rights Act of 1964, as amended in 1991, Title IX of the Educational Amendment of 1972, the Illinois Workplace Transparency Act, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination Act of 1975, and the Illinois Human Rights Act. Any individual who believes they have experienced harassment, discrimination, or unreasonable denial of an educational or employment benefit based on an actual or perceived protected status may seek redress through this policy as outlined in the procedures. Claims of discrimination on the basis of sex that fall under Board Policy 1.25: Prohibition of Sex Discrimination should be pursued under that policy and its accompanying procedures. Inquiries and/or grievances may also be directed to the Assistant Secretary of the Department of Education, the Illinois Department of Human Rights or the Equal Employment Opportunity Commission. Discrimination by a student or employee shall be cause for disciplinary action including, but not limited to, expulsion of the student or termination of the employee. The preponderance of evidence shall be used in determining whether a violation of this policy has occurred. Retaliation for making a good-faith complaint of harassment or discrimination or for participating in an investigation is also prohibited by law.

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

Procedure:**I. Procedure**

The College has adopted the following procedures to promptly and fairly address concerns and complaints regarding harassment or discrimination that would constitute a violation of Policy 1.7. Any complaint of conduct that would constitute a violation of Policy 1.7 shall be subject to the procedures set forth below.

II. General Provisions

All members of the College community, including volunteers and other college representatives, are required to comply with this policy and the procedures outlined to address complaints. In addition to the procedures outlined herein, complaints may be filed with the Illinois Department of Human Rights, the U.S. Equal Employment

Opportunity Commission, the U.S. Department of Education, Office for Civil Rights, or a law enforcement agency. Any complaint filed under this policy shall be processed by the College even if the complainant also files a complaint with an outside agency. The College shall not tolerate retaliation against any person who makes a complaint or participates in the complaint process. The College, in its discretion, may at any point in the complaint or appeal process take such administrative or disciplinary measures as it shall deem appropriate to assure the safety and security of students and staff.

The College shall:

- a. Respond to every complaint under the policy;
- b. Implement supportive measures, as appropriate, through the course of an investigation;
- c. Take action to provide remedies when a complaint is founded;
- d. Impose appropriate sanctions on offenders on a case-by-case basis; and
- e. Protect the privacy of all involved in the complaint and investigative process to the extent possible.

III. Discrimination

Discrimination includes not only intentional discrimination based on race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation but also practices that have the effect of discrimination. For example, discrimination includes the denial or threatened denial of educational or employment opportunities or benefits where such denial or threatened denial is motivated by race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation.

IV. Non-Sex-Based Forms of Harassment

- A. Verbal or physical conduct relating to an individual's race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation when:
 1. The harassing conduct is sufficiently severe, persistent, or pervasive that affects a reasonable individual's ability to participate in or benefit from his/her education or employment or creates an intimidating, threatening, or abusive educational or employment environment;
 2. The harassing conduct has the purpose or the effect of substantially or unreasonably interfering with a reasonable individual's full enjoyment or advantage of educational or employment opportunities; or
 3. The harassing conduct otherwise adversely affects a reasonable individual's
 4. educational or employment opportunities.
- B. Examples of race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation harassment include, but are not limited to, the following:
 1. Intimidation and implied or overt threats of physical violence motivated by race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation;
 2. Physical acts of aggression or assault upon another or damage to another's property that is motivated by the individual's race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation;
 3. Depending upon the circumstances and context, demeaning jokes, taunting, slurs and derogatory nicknames, innuendos, or other negative or derogatory remarks relating to race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation;
 4. Depending upon the circumstances and context, graffiti and/or slogans or visual displays such as cartoons, posters, or bumper stickers depicting slurs or derogatory sentiments directed at race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection

- status, military status, unfavorable discharge from military service, or political affiliation; or
5. Criminal offenses directed at persons because of their race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation.

Harassment based on race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

V. Application and Scope

This policy applies to all members of the College community, including students, employees, visitors, volunteers, and other representatives of the College and governs conduct by and between all such persons, whether on College property or while participating in a College-sponsored activity off campus. Under certain circumstances this policy also applies to third parties, such as College contractors and subcontractors, sales representatives, repair persons, and vendors of products or services to the College.

VI. Rights and Responsibilities

It is the responsibility of each individual student, employee, volunteer, or other College representative to refrain from any type of harassment or discrimination, and it is the right of each individual student and employee to learn and work in an environment free from harassment or discrimination. Any person who violates this policy shall be subject to

disciplinary action up to and including expulsion or discharge from employment and referral to appropriate law enforcement authorities. Disciplinary action shall depend on the repetitive nature of any misconduct and/or the magnitude or severity of the misconduct.

VII. Education and Training

The College shall take measures to periodically educate and train employees regarding conduct that could constitute a violation of this policy. All personnel are required to participate in such education and training and to be knowledgeable concerning the College's policy, including to whom and how to report such conduct. In addition, students are expected to be knowledgeable concerning the College's policy.

VIII. Investigation of Complaints

Unless otherwise provided herein, investigation of complaints shall be the responsibility of the College's Equal Opportunity Compliance Officer and/or Compliance and Prevention Coordinator ("Resolution Coordinator"). The President has the authority to appoint an alternate Resolution Coordinator as circumstances require and in the President's sole discretion. The procedures outlined herein shall still control in the event an alternate Resolution Coordinator is appointed under any provision of this policy.

The Resolution Coordinator may gather information from any sources deemed necessary in an effort to fully investigate and resolve the complaint.

IX. Resolution Coordinators

The College has designated two Resolution Coordinators, who shall conduct the initial intake of information related to potential violations of this policy and shall facilitate the processing of all reports and/or complaints under these procedures.

Students who report conduct wherein a student may have experienced any form of identity-based harassment and/or discrimination shall be referred to the College's Compliance and Prevention Coordinator ("the Student Resolution Coordinator"). Employees who report conduct wherein an employee may have experienced any form of identity-based harassment and/or discrimination shall be referred to the College's Equal Opportunity Compliance Officer ("the Employee Resolution Coordinator").

If a report involves both students and employees and/or members of the public, then the report may be placed with either the Student Resolution Coordinator or the Employee Resolution Coordinator, and these Resolution Coordinators shall work collaboratively to process the report.

Contact information for the Resolution Coordinators is as follows:

Student Resolution Coordinator
Shelley Vaughan
Compliance and Prevention Coordinator
Location: Menard Hall, Room 1127
Phone: 217-786-3682
Email: StudentRights@llcc.edu

Employee Resolution Coordinator
Kirsten Taylor
Equal Opportunity Compliance Officer
Location: Menard Hall, Room 1225 Phone: 217-786-2258
Email: EOCO@llcc.edu

X. Conflict of Interest

The complainant, respondent, and/or Resolution Coordinator may allege that the Resolution Coordinator has a conflict of interest.

In that event, details supporting the alleged conflict of interest must be submitted in writing to the President within five business days of the date the person alleging the conflict has notice of the Resolution Coordinator's identity. The President shall determine whether a conflict of interest may exist, and if so, the President shall appoint an alternate Resolution Coordinator in an expeditious manner. The President's decision is final. In the event a request for an alternate Resolution Coordinator is made and/or an alternate Resolution Coordinator must be appointed, the specific timelines provided herein shall be suspended pending that appointment.

XI. Confidentiality

Complaints shall be addressed as confidentially as possible, considering the specific circumstances of the allegations, to protect the rights of both the complainant and the respondent(s). Reasonable efforts shall be made to protect the privacy of those involved in complaints to the extent possible. Disclosure of information regarding a complaint and investigation shall be limited to those people who have a legitimate reason to know at the discretion of the Resolution Coordinator. All individuals involved in the investigation of complaints are expected to make such reasonable effort.

XII. Retaliation

The College prohibits retaliation against any individual because they have participated in, or declined to participate in, the College's complaint resolution procedures, or because they have opposed conduct that they reasonably and in good faith believe to be harassing or discriminatory. Any retaliatory behavior should be

reported to the Resolution Coordinator. A person adjudged to have engaged in retaliatory conduct shall be subject to disciplinary action as otherwise provided by Board Policy.

XIII. Amnesty Provision

A student who in good faith participates in the complaint/investigative process hereunder shall not be removed from an education program or activity or receive a disciplinary sanction for misconduct that is revealed in the course of such complaint/investigative process (e.g., underage drinking) except in circumstances where the College reasonably determines that the student's misconduct was sufficiently egregious to risk the health and/or safety of others.

XIV. False Accusation

Any person making a knowingly false accusation shall be subject to disciplinary action as otherwise provided by Board policy.

XV. Written Record of Complaints

Written or electronic records of complaints shall be marked "CONFIDENTIAL" and shall be retained in a separate and secure file in the office of the appropriate Resolution Coordinator. Records shall be retained as required by law. Written records relating to a finding in support of a policy violation shall be placed in the respondent's official personnel file (if an employee) or official College file (if a student) and shall be retained according to retention policies.

XVI. Reporting Suspected Violations of Policy

All members of the College community, employees, and students are required to promptly report conduct that could be in violation of this policy. Individuals who believe they may have experienced harassment or discrimination or who believe that they have observed harassment or discrimination taking place are to report this information immediately. Students who wish to report an alleged violation of Policy 1.7 shall submit the report to the College's Student Resolution Coordinator. Employees who wish to report an alleged violation of Policy 1.7 shall submit the report to the College's Employee Resolution Coordinator. Reports can also be filed through the College's online reporting form that can be found at LLCC's Equal Opportunity Webpage, llcc.edu/equal-opportunity. Anonymous reporting is available through the College's online reporting form, although it should be noted that anonymous reporting may prohibit the College from conducting a thorough investigation.

All employees have a responsibility to maintain a work and educational environment free of unlawful harassment and discrimination. Any employee who becomes aware of any possible harassment or discrimination is obligated to report the matter to an appropriate Resolution Coordinator. Supervisors who become aware of any possible harassment or discrimination are required to report the matter immediately to the Employee Resolution Coordinator.

The names and telephone numbers of the individuals holding the positions of the Employee Resolution Coordinator and Student Resolution Coordinator shall at all times be posted outside the Office of Human Resources and Office of Student Life as well as on the College's website.

If a complainant does not wish for his/her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the complainant may make such a request to one of the Resolution Coordinators, who will evaluate the request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor such request. In cases where the complainant requests confidentiality and the circumstances allow the College to honor that request, the College will offer supportive measures and remedies to

the complainant but will not otherwise pursue formal action. A complainant has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures.

XVII. Supportive Measures and Emergency Removals

Upon receiving a report related to a potential violation of this policy, the Resolution Coordinator must provide all parties with information about supportive measures available to them. Supportive measures are temporary, reasonable, non-disciplinary, non-punitive, individualized services offered as appropriate, reasonably available, and without fee or charge to either party. Supportive measures can be provided before or after the filing of a formal complaint, or where no formal complaint has been filed. Such measures are designed to restore and preserve access to the recipient's employment or education program or activity, without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipients' educational environment, working environment, or deter behavior(s) prohibited by this policy. Supportive measures shall be provided confidentially, to the extent that they can be, without interfering with the College's ability to provide them.

Upon receipt of all allegations which may constitute a violation of this policy, the Resolution Coordinator will initiate an individualized safety and risk analysis in accordance with the College's threat assessment procedures to determine whether there is an immediate threat to the health or safety of any member(s) of the campus community arising from the allegation. In cases where a safety and risk analysis indicate an immediate threat to the health or safety of the campus community, the Resolution Coordinator shall initiate an emergency removal of this individual from the College's educational programs and activities or, in cases with an employee as a respondent, place on administrative leave to the extent necessary. The Respondent will be provided with written notice of the emergency removal containing information regarding the parameters of the emergency removal as well as their right to challenge the decision.

XVIII. Initial Assessment

Upon receipt of a report of a potential Policy 1.7 violation from a complainant or any other source, the Resolution Coordinator shall meet and/or confer with the potential complainant to gain a basic understanding of the nature and circumstances of the report. The potential complainant shall be provided with information about College supportive measures (see Section XVII hereof, Supportive Measures and Emergency Removals) and remedial options under this policy.

The Resolution Coordinator will gather relevant information to make a jurisdiction determination. If, based on the initial assessment and evaluation of jurisdiction, the alleged conduct would constitute a violation of Policy 1.7, then the Resolution Coordinator shall advance the complaint pursuant to the following procedures. An informal complaint or report by itself will not activate the formal grievance process.

If the alleged conduct does not indicate a potential violation of Policy 1.7 or identifies conduct that is not related to any education program or activity of the College that is within the administrative control of the College, then the Resolution Coordinator may forward the information to appropriate Student Services or Human Resources officials for consideration under other College policies and procedures.

XIX. Informal Resolution Process

Individuals who feel they have been harassed or discriminated against may desire to resolve their complaints informally. Informal complaints are not required to be made in writing. An example of an informal complaint resolution is one where the complainant requests only that an appropriate college official counsel the respondent to cease and desist the alleged conduct and requests no other specific action(s) be taken against the respondent. The College shall attempt to balance the wishes of a complainant who does not want to file a formal complaint

with the College's responsibility to respond to serious allegations and take prompt, appropriate corrective action. The College reserves the right in all cases to implement such disciplinary or employment actions as it shall deem necessary if it is determined that this policy has been violated.

Any information obtained during the informal process may be used in the subsequent formal resolution process.

Attempts to resolve an informal complaint shall be completed within 30 business days from the date of receipt of the complaint by the Resolution Coordinator. The complainant and the respondent shall be informed in writing of the outcome of the informal process.

XX. Formal Complaint Process

A. Filing a Complaint

Upon filing of the complaint, the respondent shall be entitled to a presumption of innocence and supportive measures pending resolution of the complaint. Formal complaints must be submitted as identified in Section XVI. The formal complaint must be filed as soon as possible after the alleged incident occurred or after attempts to resolve the situation informally have been unsuccessful. The formal complaint shall include the following information:

- Details concerning the incidents or conduct giving rise to the complaint;
- Dates and locations of incidents;
- Names of any witnesses to the alleged incidents or conduct; and
- Action requested to resolve the complaint and prevent future violations of the policy.

B. Notifying the Respondent/Supervisor

The respondent shall be provided with a copy of the complaint along with any supplemental information gathered during the initial assessment by the Resolution Coordinator within five business days of the Resolution Coordinator's receipt of the complaint. The Resolution Coordinator shall notify the supervisor of the respondent (if the respondent is an employee) or the Vice President, Student Services (if the respondent is a student) and other appropriate College administrative officials regarding the complaint in order that appropriate supportive measures and/or temporary remedial actions may be taken during the investigation (i.e., temporary reassignment, investigatory leave of absence, etc.).

C. Investigative Process

The respondent, or designee, shall be required to submit a written response to the complaint within five business days of receipt of the complaint, a copy of which shall be provided to the complainant by the Resolution Coordinator. The Resolution Coordinator shall interview the complainant and the respondent. The Resolution Coordinator may also interview witnesses, supervisors, and/or any other persons who may have information about the alleged incident and may review personnel and other records relevant to the complaint. The complainant and the respondent shall be permitted to suggest witnesses and/or other evidence to be considered by the Resolution Coordinator.

D. Investigative Findings

The standard of proof for determining whether a violation has occurred shall be that a preponderance of the evidence supports such a finding. Within 30 business days of receiving the formal written complaint the Resolution Coordinator shall determine whether a violation of the policy has occurred and shall submit findings in writing to the complainant, the respondent, and appropriate College administrative officials, including but not limited to, the immediate supervisor (if the respondent is an employee), the Vice President, Student Services or designee (if the respondent is a student), the Vice President, Academic Services (if the respondent is a faculty

member), the Associate Vice President, Human Resources (if the respondent is an employee), and the President. The written determination of findings shall include the procedures and basis for appeal by either party.

XXI. Disciplinary Action

In accordance with College disciplinary policies and procedures, the supervisor (if the respondent is an employee) or the Vice President-Student Services or designee (if the respondent is a student) shall consult with appropriate College administrative officials regarding formal disciplinary actions to be taken against the respondent. In making a decision regarding discipline, the appropriate College administrative officials shall consider records of previous misconduct and the seriousness of the violation. A complaint made more than 12 months after an alleged incident may not be the basis for taking formal disciplinary action. However, where there are allegations made within the 12-month period that a pattern or practice exists or prior complaints have been confirmed, the appropriate College administrative official shall consider the totality of information in determining appropriate discipline. The appropriate College administrative officials may review any part of the investigative records. Appropriate discipline for employees may range from verbal warning or written reprimand up to and including termination/dismissal for cause. Appropriate discipline for students may range from written warning up to and including suspension or expulsion.

Within ten business days of receiving the Resolution Coordinator's findings, the supervisor (if the respondent is an employee) or the Vice President, Student Services (if the respondent is a student) and other appropriate College administrative officials shall meet with the respondent to discuss the findings and recommendations for appropriate disciplinary action.

The respondent and the Resolution Coordinator shall be notified in writing of the disciplinary decision. The Resolution Coordinator shall, in turn, notify the complainant regarding the resolution of the complaint and the corrective action(s), if any, shall be taken, and/or, in general, whether any discipline shall be imposed.

XXII. Appeals

Both the complainant and respondent shall have the right to appeal a final determination of responsibility and/or the resulting disciplinary sanction or other remedy on the grounds of a material procedural error that affected the outcome of the complaint and/or new evidence not reasonably available during the investigation. Written request for appeal must be submitted to the Resolution Coordinator within five business days following delivery of the Resolution Coordinator's findings and any subsequent discipline or remedy and shall include the grounds for appeal.

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

Prevention and Awareness

In addition to ongoing efforts to eliminate, address, and prevent forcible and non-forcible sex offenses, domestic violence, dating violence, and stalking at all LLCC locations, LLCC provides students, staff and faculty with annual educational and personal safety programs. These programs are intended to provide the LLCC community with the knowledge and resources necessary to help prevent sexual and intimate partner violence and support survivors within our community. personal safety lectures that provide information on how to reduce the risk of sexual assault and what to do if one is the victim of such crimes. Campus police officers receive training on this topic as well and are sensitive to the issues and needs of victims of sexual assault and domestic/dating violence.

Educational programs addressing sexual violence, intimate partner violence and stalking are facilitated by the LLCC Compliance & Prevention Office, community and campus partners. Educational programs are provided in a variety of formats in order to reach a wide audience of members of the LLCC community.

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

Annual Awareness Events:

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

Employee Responsibility Trainings:

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

Introductory Programs:

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

Online Training:

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

Peer Educator Programming:

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

Resource Campaigns:

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

Resource Collaboration Program:

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

Please contact the Compliance and Prevention Office at 217-786-3682 for more information about these programs.

Primary and Ongoing Prevention Programs Held in 2025

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

Date(s)	Program Name	Program Type	Location(s)	Covered Behavior(s)	Audience	Primary / Ongoing
Offered year round	Real Talk-Campus Conversations	In-Person	All locations	SA, DoV, DaV	Students, Employees	On-going
Offered year round	Poster Campaign-Stalking Awareness/Facts posters	Publications /Resource Materials	All locations	S	Students	On-going
Offered year round	Poster Campaign – Domestic Violence	Publications /Resource Materials	All locations	DoV	Students, Employees	On-going
Offered year round	Poster Campaign – Sexual Assault	Publications /Resource Materials	All locations	SA	Students, Employees	On-going
Offered year round	Preventing Sexual Assault at Community Colleges Primary Training	Online Training	All locations	SA, DaV, DoV	Students	On-going
Offered year round	Responsible Employee Training	Online and In-person	All locations	SA, DoV, DaV, S	Employees, Student Employees	On-going
Offered Annually	Confidential Advisor Training	In-person Training	Springfield – Main Campus	SA, DoV, DaV, S	Confidential Advisors	On-going
Jan 1–31, 2025	Stalking Awareness Month	Awareness Events	All locations	S	Students, Employees	Primary
Jan 21, 2025	Stalking Awareness Resource Table	In-person Education/Awareness	Springfield – Main Campus (Commons)	S	Students, Employees	Primary
Jan 22, 2025	Athlete Presentation (Softball) – Consent and Bystander Intervention	In-person Training	Springfield – Main Campus (Cass Gym)	SA, DaV, S	Students (Student-Athletes)	Primary
Jan 23, 2025	Stalking Awareness Resource Table	In-person Education/Awareness	Taylorville Campus	S	Students, Employees	Primary
Jan 24, 2025	Athlete Presentation (Baseball) – Consent and Bystander Intervention	In-person Training	Springfield – Main Campus (Cass Gym)	SA, DaV, S	Students (Student-Athletes)	Primary

Date(s)	Program Name	Program Type	Location(s)	Covered Behavior(s)	Audience	Primary / Ongoing
Jan 28, 2025	Stalking Awareness Resource Table	In-person Education/Awareness	Montgomery Hall	S	Students, Employees	Primary
Jan 28, 2025	Stalking Awareness Resource Table	In-person Education/Awareness	Jacksonville Campus	S	Students, Employees	Primary
Jan 29, 2025	Stalking Awareness Resource Table	In-person Education/Awareness	Litchfield Campus	S	Students, Employees	Primary
Jan 30, 2025	Stalking Awareness Resource Table	In-person Education/Awareness	LLCC Medical District	S	Students, Employees	Primary
Feb 6, 2025	Teen Dating Violence Resource Table	In-person Education/Awareness	Taylorville Campus	DaV	Students, Employees	Primary
Feb 10, 2025	Athlete Presentation (Women's Soccer) – Consent and Bystander Intervention	In-person Training	Springfield – Main Campus (Cass Gym)	SA, DaV, S	Students (Student-Athletes)	Primary
Feb 11, 2025	Teen Dating Violence Resource Table	In-person Education/Awareness	Jacksonville Campus	DaV	Students, Employees	Primary
Feb 12, 2025	Athlete Presentation (Volleyball) – Consent and Bystander Intervention	In-person Training	Springfield – Main Campus (Cass Gym)	SA, DaV, S	Students (Student-Athletes)	Primary
Feb 12, 2025	Teen Dating Violence Resource Table	In-person Education/Awareness	Jacksonville Campus	DaV	Students, Employees	Primary
Feb 14, 2025	Self-Love & Consent Resource Table (Valentine's Day)	In-person Education/Awareness	Springfield – Main Campus	SA	Students	Primary
Feb 19, 2025	Teen Dating Violence Resource Table	In-person Education/Awareness	Litchfield Campus	DaV	Students, Employees	Primary

Date(s)	Program Name	Program Type	Location(s)	Covered Behavior(s)	Audience	Primary / Ongoing
Apr 1–30, 2025	Sexual Assault Awareness Month (SAAM)	Awareness Event	All locations	SA	Students, Employees	Primary
Apr 11, 2025	SHARE Task Force Meeting	In-person Education & Training	Springfield – Main Campus	SA, DoV, DaV, S	Students, Employees, Faculty, Community Partners	Bi-Annual
Apr 14, 2025	What Were You Wearing? Exhibit	In-person Awareness Event	Springfield – Main Campus (Commons)	SA	Students, Employees	Primary
Apr 15, 2025	What Were You Wearing? Exhibit	In-person Awareness Event	Springfield – Main Campus (Commons)	SA	Students, Employees	Primary
Apr 21, 2025	What Were You Wearing? Exhibit	In-person Awareness Event	Taylorville Campus	SA	Students, Employees	Primary
Apr 23, 2025	Sober Fest- Date Rape Drug Awareness - Resource Table	In-person Event	Springfield- Main Campus	SA	Students	Primary
Apr 24, 2025	Resource Table; Sexual Harassment Presentation	In-person Education	Springfield – Main Campus (Commons)	SA	Students, Employees	Primary
Apr 28, 2025	What Were You Wearing? Exhibit	In-person Awareness Event	Jacksonville Campus	SA	Students, Employees	Primary
Apr 28, 2025	Athlete Presentation (Men's Basketball) – Consent and Bystander Intervention	In-person Training	Springfield – Main Campus	SA, DaV, S	Students (Student-Athletes)	Primary
Apr 30, 2025	Denim Day	In-person Awareness Event	All locations	SA	Employees	Primary
Apr 30, 2025	Resource Table; Bystander Intervention	In-person Education	Springfield – Main Campus (Commons)	SA	Students, Employees	Primary
Apr 30, 2025	What Were You Wearing? Exhibit	In-person Awareness Event	Montgomery Hall	SA	Students, Employees	Primary

Date(s)	Program Name	Program Type	Location(s)	Covered Behavior(s)	Audience	Primary / Ongoing
Aug 19, 2025	New Faculty Orientation	In-person Training	Springfield – Main Campus	SA, DoV, DaV, S	Faculty	Primary
Aug 20, 2025	Athlete Presentation (Volleyball/Soccer) – Consent and Bystander Intervention	In-person Training	Springfield – Main Campus (Krehr Building)	SA, DaV, S	Students (Student-Athletes)	Primary
Sep 15, 2025	Athlete Presentation– Consent and Bystander Intervention	In-person Training	Springfield – Main Campus (Krehr Building)	SA, DaV, S	Students (Student-Athletes)	Primary
Sep 22, 2025	Athlete Presentation– Consent and Bystander Intervention	In-person Training	Springfield – Main Campus (Krehr Building)	SA, DaV, S	Students (Student-Athletes)	Primary
Sep 22-27 2025	Hazing Prevention Week	In-person Awareness Event	Springfield- Main Campus- CASS Gym	SA, DaV, DoV,	Students	Primary
Oct 1–31, 2025	Domestic Violence Awareness Month	Awareness Event	All locations	DoV, DaV	Students, Employees	Primary
Oct 10, 2025	National Coming Out Day	In-person Awareness Event	Springfield – Main Campus	SA	Students	Primary
Oct 13, 2025	Silent Witness Display	In-person Awareness Event	Litchfield Campus	DoV, DaV	Students, Employees	Primary
Oct 13, 2025	Silent Witness Display	In-person Awareness Event	Jacksonville Campus	DoV, DaV	Students, Employees	Primary
Oct 14, 2025	Silent Witness Display	In-person Awareness Event	Jacksonville Campus	DoV, DaV	Students, Employees	Primary
Oct 14, 2025	SHARE Task Force Meeting	In-person Education & Training	Springfield – Main Campus	SA, DoV, DaV, S	Students, Employees, Faculty, Community Partners	Bi-Annual
Oct 15, 2025	Silent Witness Display	In-person Awareness Event	Jacksonville Campus	DoV, DaV	Students, Employees	Primary

Date(s)	Program Name	Program Type	Location(s)	Covered Behavior(s)	Audience	Primary / Ongoing
Oct 16, 2025	Purple Thursday / Silent Witness Display	In-person Awareness Event	Jacksonville Campus	DoV, DaV	Students, Employees	Primary
Oct 17, 2025	Silent Witness Display	In-person Awareness Event	Jacksonville Campus	DoV, DaV	Students, Employees	Primary
Oct 27, 2025	Domestic Violence Resource Table	In-person Education/Awareness	LLCC Workforce Development	DoV, DaV	Students, Employees	Primary
Oct 28, 2025	Silent Witness Display	In-person Awareness Event	LLCC Workforce Development	DoV, DaV	Students, Employees	Primary
Oct 28, 2025	Domestic Violence Resource Table	In-person Education/Awareness	Taylorville Campus	DoV, DaV	Students, Employees	Primary
Oct 29, 2025	Domestic Violence Resource Table	In-person Education/Awareness	LLCC Workforce Development; Montgomery Hall	DoV, DaV	Students, Employees	Primary
Oct 30, 2025	Domestic Violence Resource Table	In-person Education/Awareness	LLCC Workforce Development; Montgomery Hall	DoV, DaV	Students, Employees	Primary
Nov 7, 2025	Online Student Training Awareness-resource table	Awareness	Springfield – Main Campus- Commons area	DoV, DaV, SA	Students	Primary
Nov 11, 2025	Online Student Training Awareness-resource table	Awareness	Springfield – Main Campus- Commons Area	DoV, DaV, SA	Students	Primary
Nov 12, 2025	Online Student Training Awareness-resource table	Awareness	Springfield – Main Campus- Montgomery Hall	DoV, DaV, SA	Students	Primary
Nov 13, 2025	Online Student Training Awareness-resource table	Awareness	Springfield – Main Campus- Menard Hall	DoV, DaV, SA	Students	Primary
Nov 17, 2025	Online Student Training Awareness-resource table	Awareness	Springfield – Main Campus- CASS Gym	DoV, DaV, SA	Students	Primary

Date(s)	Program Name	Program Type	Location(s)	Covered Behavior(s)	Audience	Primary / Ongoing
Nov 19, 2025	Online Student Training Awareness-resource table	Awareness	Springfield – Main Campus-Krehr	DoV, DaV, SA	Students	Primary
Dec 4, 2025	Online Student Training Awareness-resource table	Awareness	Springfield – Main Campus-Menard Hall	DoV, DaV, SA	Students	Primary

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

Although fewer programs were held than in previous years due to the COVID-19 pandemic, LLCC remains committed to the prevention and awareness of domestic violence, dating violence, sexual assault and stalking.

How to be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes being aware of what is happening, identifying when someone needs help, choosing to help and deciding how to best help that person. Techniques for helping include directly confronting the situation, distracting the focus to interrupt the situation, and/or getting someone to intervene.

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

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

Risk Reduction

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims, promote safety and to help individuals and communities address conditions that facilitate violence.

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

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Avoid isolated areas.
- Walk with a purpose. Even if you don't know where you're going, act like you do.

- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be. If you feel unsafe, go with your gut and leave immediately.
- Some things you can try to get out of an uncomfortable situation:
 - Be true to yourself – don't feel obligated to do anything you don't want to do.
 - Have a code word with your friends or family so that you can communicate your discomfort without the person you are with knowing. Friends or family can then come to get you or make up an excuse for you to leave with them.
 - Lie. Make up a reason to leave.
- Make sure your cell phone is with you, that it is charged, and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to social gatherings, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. If a friend seems out of it, very intoxicated or is acting out of character, get him or her to a safe place immediately.
- Don't leave your drink unattended while dancing, talking or using the restroom. If you have left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it. Watch it being poured and carry it yourself. At parties, don't drink from punch bowls or other large, shared open containers.
- If you suspect that you or a friend has been drugged, call 911 immediately.

Compliance

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

Response to Sexual Violence

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

Prevention and Education Programs

LLCC offers educational programs to promote the awareness of rape, acquaintance rape and other forcible and non- forcible sex offenses. personal safety lectures that provide information on how to reduce the risk of sexual assaults and what to do if one is the victim of such crimes. The LLCC compliance and prevention office offer educational campaigns and workshops on sexual assault, intimate partner violence and stalking awareness and prevention. In addition, all enrolled students have the opportunity to take an online course about preventing sexual assault and intimate partner violence at community colleges. Please contact the Compliance and Prevention

Office at 217-786-3682 for more information. Campus police officers receive training on this topic as well and are sensitive to the issues and needs of victims of sexual assault.

Reporting To LLCCPD

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

Title IX Reporting

Individuals may also consider reporting a sexual violence incident to LLCC’s Title IX coordinator, who can provide assistance in addressing the incident through consultation, administrative review and/or formal investigation. LLCC Prohibition of Sexual Harassment and Sex Discrimination Policy and Procedures can be located at www.llcc.edu. The identity of LLCC’s Title IX coordinator is posted outside the human resources office, as well as in other off-campus locations as outlined in College policy. To report an incident to LLCC’s Title IX coordinator, go to llcc.edu/about-llcc/equal-opportunity

Counseling and Emotional Support

LLCC has an agreement with the Prairie Center Against Sexual Assault (PCASA) to provide confidential advisors to any students in need of these services.

PCASA offers confidential support for any student who has ever experienced sexual misconduct, domestic or dating violence or stalking. Confidential advisors will assist students with information on reporting to law enforcement agencies, seeking emergency medical treatment, campus and community support services while protecting the student’s privacy and rights under the law.

PCASA confidential advisors inform the student of common emotional reactions and discuss coping methods that may assist the student immediately following the assault and later. The student may contact Prairie Center Against Sexual Assault at the 24-hour hotline: (217) 753-8081.

Discussions between a confidential advisor and a survivor pertaining to incidents of sexual violence will remain confidential unless the survivor provides written consent, or the report falls within certain exceptions. The hotline is available 24 hours a day/7 days a week.

LLCC has partnered with Talkspace to provide online therapy. Through Talkspace, LLCC is providing all registered LLCC students with a free monthly 30 minute live (synchronous) video session and free unlimited text, voice and video therapy messaging with a Talkspace therapist. Students have the ability to choose therapists based on all sorts of needs/interests including race/ethnicity, gender, sexual orientation, veteran status, religious preference, language preference, etc. Talkspace uses a secure and confidential HIPAA and FERPA compliant app. You can learn more by going to [Talkspace](#) and use the keyword found in your LLCC email or on Canvas. More information can be found at llcc.edu/student-well-being.

Medical Resources

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

College Disciplinary Action

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

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

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

On August 1, 2024, LLCC implemented several policy changes in order to ensure its continued compliance with federal law, including new Title IX regulations issued by the Department of Education. These policies, include Board Policy 1.6 Non-Discrimination, Board Policy 1.7 Prohibition of Harassment and Discrimination and Board Policy 1.25 Prohibition of Sexual Harassment and Sex Discrimination.

On January 9, 2025, a federal district court issued a decision vacating the 2024 Final Rule. The Department's 2020 Title IX Rule is now back in effect and is the basis for OCR enforcement of Title IX.

Procedures and the standard of evidence used during any disciplinary proceeding on campus and Notification of Disciplinary Decisions, Appeals, Retaliation and Confidentiality

The preponderance of evidence shall be used in determining whether a violation of this policy has occurred.

College Response to Reports of Alleged Sex Discrimination, Harassment or Other Misconduct

A. Processing of Report

Upon receipt of a report, the Title IX Coordinator or appropriate reporting official will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the *Preventing Sexual Violence in Higher Education Act*, the Title IX Coordinator (or designee) will promptly contact the person alleged to be the victim (hereinafter “complainant”) to:

1. Discuss the availability of supportive measures (*see* Section VI.B below);
2. Consider the complainant’s wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain to the complainant the process for filing a formal complaint.

B. Supportive Measures

Supportive measures (also referred to as “interim protective measures”) are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent. Supportive measures are designed to restore or preserve equal access to the College’s education program or activity without unreasonably burdening a party, including measures designed to protect the safety of all parties or the College’s educational environment, or to deter sexual harassment. Supportive measures can be offered irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

A report of alleged sexual harassment and/or sex discrimination may also prompt the College to consider broader remedial action, such as increased monitoring, supervision or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to the College’s policies and practices.

The College will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the College’s ability to provide the supportive measures.

The Title IX Coordinator (or designee) is responsible for coordinating the College’s implementation of supportive measures.

C. Emergency Removals and/or Administrative Leave

Prior to initiating or completing the Grievance Process in response to a formal complaint, described further in Section VII below, or in the absence of a formal complaint, the College may remove a respondent from the

College's education program or activity on an emergency basis. Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the College will effectuate an emergency removal only where the College has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the College will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, the College may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

D. Clery Act Reporting Obligations

Pursuant to the *Jeanne Clery Campus Safety Act* ("Clery Act"), 20 U.S.C. § 1092(f), the College will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The *Clery Act* also requires the College to maintain a public crime log and publish an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

Grievance Process for Complaints Alleging Title IX Sex Discrimination, Sexual Harassment, and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence or stalking in violation of the *Preventing Sexual Violence in Higher Education Act*; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in the College's education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or appoint a qualified person to undertake the investigation on their behalf.

The College, as it deems appropriate, may extend the timeframes provided in this Grievance Process and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. If the College grants one party's request for an extension or postponement, that extension or postponement will be made available on an equal basis to both parties.

A. Notice of Allegations

Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator or appropriate reporting official will provide written notice to the parties who are known of the following:

1. This Grievance Process, including the informal resolution process, where applicable.
2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the *Preventing Sexual Violence in Higher Education Act*, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations described in the formal complaint or the notice of allegations, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
6. The College Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

B. Informal Resolution

At any time after receiving the initial notice of allegations (*See* Section VII.A above), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the Grievance Process with respect to the formal complaint.

The College does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a College employee toward a student.

C. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

D. Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment and/or sex discrimination under regulations implementing Title IX even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal—either of a complaint altogether, or of a complaint for purposes of Title IX—the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint for purposes of Title IX does not preclude action under this Grievance Process or other College policies and procedures. In cases where the College determines that Title IX is not applicable but the College still intends to apply this Grievance Process or other policies and procedures to resolve the alleged misconduct, the College will inform the parties that Title IX is inapplicable but that this Process or other applicable policies and procedures will nevertheless be applied.

E. Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross-examination during the live hearing (*see* Section VII.F below). A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the Investigator's completion of their investigative report, the Investigator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations described in the formal complaint and notice of allegations, in electronic format. The parties will have 10 business days to submit a written response to the evidence which the Investigator will consider prior to completion of their investigative report.

After receiving and reviewing the parties' written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence and will forward a copy of their report to the Title IX Coordinator. Upon receipt of the Investigator's Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

1. Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and
2. Send to each party (and the party's advisor, if any) the investigative report in electronic format for their review and written response.

F. Virtual Title IX Hearings

If the complaint alleges Title IX violations, then the Title IX Coordinator shall appoint a three-member hearing panel, and the hearing panel shall select a Chair who shall preside over the hearing and rule on issues of relevance and any procedural issues that may be raised by the parties or their advisors. The Title IX Coordinator shall provide hearing panelists with the investigative report and any written statements from the parties at least 10 days prior to the hearing. Hearings shall be conducted virtually and shall be recorded. The complainant and respondent shall be required to appear and testify at the same time with the investigators and such witnesses as shall be requested or authorized to appear by the Chair. Each party's advisor shall be allowed to cross-examine the other party and any witnesses. Cross examination shall be limited to relevant questions as determined by the Chair. At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the College will provide the party with an advisor of the College's choice, free of charge, to

conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the College that they do not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Chair, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The Hearing Panel will not draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions.

The College will make all evidence obtained as part of the investigation that is directly related to the allegations described in the formal complaint or the notice of allegations available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

Upon conclusion of the hearing, the panel shall convene to deliberate and render a decision by majority vote. The Chair shall then prepare a written decision which shall include:

1. The allegations;
2. A description of the procedural steps undertaken during the investigative process;
3. The decision regarding whether the respondent has violated College policy;
4. Findings of fact that support the panel's decision in respect to each allegation;
5. Sanctions and/or remedies to be implemented for any findings that the respondent has violated College policy; and
6. The procedures and basis for appeal by either party of the hearing panel's decision. The decision of the Hearing Panel shall be made within 10 business days of the conclusion of the hearing and shall be simultaneously shared with the parties, their advisors, and the Title IX Coordinator.

G. Disposition of Other Than Title IX Cases

If, or to the extent that, a complaint does not involve Title IX violations, then the investigators shall make a determination whether a violation of policy has occurred and shall submit findings in writing to the complainant, the respondent, the Title IX Coordinator, and appropriate College administrative officials, including but not limited to, the immediate supervisor (if the respondent is an employee), the Vice President of Student Services (if the respondent is a student), the Vice President of Academic Services (if the respondent is a faculty member or student), the Associate Vice President of Human Resources (if the complainant or respondent is an employee), and the President. The report of investigative finding shall be rendered within 30 business days of the investigators' receipt of the formal written complaint and shall include the procedures and basis for appeal by either party.

H. Disciplinary Action

For violations under this policy as it relates to Title IX, the Title IX Coordinator shall implement any sanctions for the respondent and any remedies for the complainant as directed by the hearing panel.

For all other violations of this policy and in accordance with College Disciplinary Policies and Procedures, the Supervisor (if the respondent is an employee) or the Vice President of Student Services or designee (if the

respondent is a student) shall consult with appropriate College administrative officials regarding formal disciplinary actions to be taken against the respondent. In making a decision regarding discipline, the appropriate College administrative officials shall consider records of previous misconduct and the seriousness of the violation. A complaint made more than 12 months after an alleged incident may not be the basis for taking formal disciplinary action. However, where there are allegations made within the 12-month period that a pattern or practice exists or prior complaints have been confirmed, the appropriate College administrative official shall consider the totality of information in determining appropriate discipline. The appropriate College administrative officials may review any part of the investigative records.

Appropriate discipline for employees may range from verbal warning or written reprimand up to and including termination/dismissal for cause. Appropriate discipline for students may range from written warning up to and including suspension or expulsion. The respondent and the Reporting Official shall be notified in writing of the disciplinary decision. The Reporting Official shall, in turn, notify the complainant regarding the resolution of the complaint and the corrective actions to be taken and/or discipline to be imposed.

I. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to a third party designated by the College. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator or Hearing Panel member had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the third party or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the third party or designee will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the third party or designee has concluded their review of the appeal, the third party or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The third party or designee's decision is final.

Written Record of Complaints, Investigations and Resolutions/Decisions

Written or electronic records of complaints shall be marked "CONFIDENTIAL" and shall be retained in a separate and secure file in the office of the appropriate Reporting Official. Records shall be retained as required by law. Written records relating to a finding in support of a policy violation shall be placed in the respondent's official personnel file (if an employee) or official College file (if a student) and shall be retained according to retention policies.

Conflict of Interest

The complainant or respondent may allege a conflict of interest with an investigator, advisor, hearing panel

member, or hearing officer (in the event of an appeal) by reporting their concerns to the Title IX Coordinator. If the Title IX Coordinator determines that any party involved in these procedures has a conflict of interest with either party to a complaint or who shall otherwise be unable to render objective service under these procedures, the Title IX Coordinator shall excuse that individual and appoint a successor. If the Title IX Coordinator is deemed to have a conflict of interest, then the Title IX Coordinator shall be replaced with a successor designated by the College President.

Board Member Allegations

Members of the College's Board of Trustees and other elected officials should promptly report claims of sexual harassment and/or sex discrimination against a Board member to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sexual harassment and/or sex discrimination is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel.

Disciplinary Sanction considerations for Students and Employees

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

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

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

Student Discipline Range

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

* LLCC applies discretionary sanctions with the intent of preventing recurrence of the misconduct by educating the responding party and introducing corrective behaviors. Discretionary sanctions are often applied with other sanctions.

Definition of Discipline Terms for Students:

Discretionary sanction:

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

Disciplinary probation:

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

Restricted access:

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

Suspension:

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

Expulsion:

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

Employee Discipline Range

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

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

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

In connection with any allegation of misconduct, the president or Board may grant administrative leave with pay pending the investigation of such allegation. Additionally, the appropriate vice president or associate/assistant vice president may implement leave with pay for up to one work day when, in such administrator's judgment, the employee would benefit from a "cooling off" period in connection with any allegation of misconduct.

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

Verbal Reprimand:

Supervisor will discuss facts and circumstances leading to errant behavior with the employee who will be given an opportunity to respond. Each verbal reprimand shall be documented and signed by the employee and the supervisor. If the employee refuses to sign, the supervisor will note that on original document. A copy will be given to the employee and a copy will be placed in the employee's personnel file.

Written Reprimand:

Supervisor will meet with employee to explain the circumstances leading to a written reprimand. The written reprimand shall include a remediation plan with a reasonable time period for completion established. Any written reprimand shall be provided to the employee, and a copy of such reprimand shall be placed in the employee's personnel file.

Suspension:

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

Dismissal by the Board:

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

Confidentiality

Complaints shall be addressed as confidentially as possible, considering the specific circumstances of the allegations, to protect the rights of both the complainant and the respondent(s). Reasonable efforts shall be made to protect the privacy of those involved in complaints to the extent possible. Disclosure of information regarding a complaint and investigation shall be limited to those people who have a legitimate reason to know at the discretion of the Resolution Coordinator. All individuals involved in the investigation of complaints are expected to make such reasonable effort.

Available Resources and Support

Talkspace.

Online therapy for registered students:

llcc.edu/student-well-being

Sexual Violence Resources and Education Web Resources

llcc.edu/new-returning-transfer/student-services/office-student-success/compliance-prevention/resources

On Campus:

LLCC Student Success Menard Hall
217-786-2224

LLCC Student Care Coordinator
Menard Hall
217-786-2409

LLCC Compliance and Prevention
Menard Hall
217-786-3682

LLCC Police Department
Sangamon Hall South
217-786-2278

Community:

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

Prairie Center Against Sexual Assault –
Jacksonville
208 S. Mauvaisterre St. Jacksonville, IL 62650
217-243-7330
24 Hour Crisis Hotline: 217-753-8081

Prairie Center Against Sexual Assault –
Taylorville
215 West Main Cross Taylorville, IL 62568
217-824-9895
24 Hour Crisis Hotline: 217-753-8081

Sojourn Shelter and Service
1800 Westchester Blvd. Springfield, IL 62704
217-726-5100
24 Hour Hotline 217-726-5200

Crisis Center Foundation
325 9th Avenue, Jacksonville, IL 62650
24 Hour Hotline 217-243-4357
www.crisiscenterfoundation.org

Springfield Police Department
(non-emergency) 217-788-8311

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

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

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

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

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

Memorial Medical Center – Springfield
Emergency Room 217-788-3030

St. John's Hospital - Springfield
Emergency Room 217-544-6464

Hillsboro Area Hospital
217-532-4199

Jacksonville Memorial Hospital
217-245-9541

St. Francis Hospital – Litchfield
217-324-2191

Taylorville Memorial Hospital
Emergency Room
217-824-3331

Available Resources and Support Continued

State and National:

Rape, Abuse and Incest National Network

(RAINN) rainn.org

800-656-4673

National Domestic Violence Hotline

thehotline.org

800-799-7233

Illinois Coalition Against Domestic Violence

ilcadv.org

217-789-2830

Illinois Coalition Against Sexual Assault

icasa.org

217-753-4117

National Coalition Against Domestic Violence

ncadv.org

National Sexual Violence Resource Center

nsvrc.org

AllOneHealth EAP Services (EAP)

allonehealthdo.mylifeexpert

888-993-7650

Anti Hazing Policy

Lincoln Land Community College (the “College”) is committed to maintaining a safe and healthy educational and employment environment for everyone and does not tolerate hazing by any group or individual affiliated with the College. Hazing poses significant risks to individuals and communities, leading to severe physical, emotional and psychological harm. It often involves activities that humiliate, degrade or endanger participants, creating a toxic environment that undermines trust and respect. Hazing can interfere with academic performance and social relationships, fostering a culture of fear and exclusion. LLCC expressly prohibits hazing activities, whether individually or in concert with others and shall:

- Implement research-informed, campus-wide prevention programs and primary prevention strategies to raise awareness and prevent hazing.
- Include statistics for hazing incidents in the Annual Security Report and publicize the availability of this information on the LLCC public website. (Hazing statistics will become available in the Annual Security Report beginning with the 2026 Report.)
- Disseminate this policy and applicable local, state and tribal hazing laws on the LLCC public website.
- Compile a Campus Hazing Transparency Report and publish it on the LLCC public website.
- This policy applies to all faculty, employees, students and other individuals participating in or attempting to participate in the College’s program or activities, including education and employment.

Reporting and Processing Alleged Hazing Violations

All hazing-related activities, including incident reporting, investigations, and disciplinary actions, adhere to the protocols outlined in LLCC’s Anti-Hazing Guidelines and Procedures.

The College strongly encourages and requires any person who receives a complaint of hazing or who observes or learns of conduct that is reasonably believed to be in violation of this policy to immediately report the alleged conduct to the Associate Vice President of Student Success or the campus police department. Student organization/team members and officers/captains should immediately report any hazing incidents that occur within their organization to the AVP, Student Development. Students, faculty, administrators, coaches, staff, consultants, alumni, and volunteers have a duty to report violations of this policy.

Any person who believes that another person is in serious physical danger shall immediately call 911 to obtain immediate medical assistance.

In addition to the duty to report hazing to the AVP, Student Development as identified in the prior paragraphs, in some circumstances there is also a duty to report allegations of criminal conduct to law enforcement.

Individuals may report hazing by contacting any of the following:

- Associate Vice President, Student Development
Location: Menard Hall, Room 1146
Phone: 217-786-2860
Email: StudentRights@llcc.edu
- Lincoln Land Community College Police Department
Location: Sangamon Hall South, Room 1149
Phone: 217-786-2278
Email: Police@llcc.edu
- In the event of an emergency, dial 911

Lincoln Land Community College is committed to reviewing all reports of hazing. The College maintains an online system for electronic reporting, which can be found at the following link:

cm.maxient.com/reporting.php?LincolnLandCC. The reporting party may choose to provide their name or may

choose to report anonymously. Anonymous reports are accepted; however, the College's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

All reports of hazing shall include a detailed description of the events that have transpired, including:

- Names of all individuals and/or organizations involved,
- Dates,
- Where the hazing behavior happened,
- A specific description of what happened.

Upon receiving the report, the AVP, Student Success or their designee will investigate as described in this policy and the organization president and advisor/coach will be notified. The College's ability to investigate hazing, enforce policy and protect students depends on accurate and specific reports.

Retaliation Prohibited:

Retaliating against an individual who made a report of hazing is prohibited. Retaliation includes, but is not limited to, intimidating, threatening, coercing, or discriminating against an individual because the individual made a report of hazing.

Lincoln Land Community College seeks to remove barriers to reporting hazing. To this end, a violation of the student code of conduct relating to prohibited conduct (such as an alcohol or substance abuse violation relating to the personal use of alcohol or drugs, or violations of the Student Code of Conduct outlined in Board Policy 5.36), when the violation is discovered as a result of a good faith report of hazing will not result in dismissal for the reporting party, provided that no one sustained serious mental and/or physical harm as a result of actions taken by the reporting party.

This policy and reports made pursuant to this policy do not supersede or replace other reporting obligations mandated by law or College policy (e.g., reporting obligations for employees under Title VII of the Civil Rights Act, responsible employee reporting regarding Title IX, mandated reporter regarding child abuse and neglect, etc.).

Investigation:

All reports of hazing will be taken seriously and investigated in a prompt, thorough, and impartial manner by the AVP, Student Development or the designated conduct officer. Investigations will include gathering information from the reporting party, the accused individual(s), and any relevant witnesses. The College will take appropriate interim measures, if necessary, to protect the safety and well-being of the campus community during the investigation. Upon conclusion, findings will be communicated to the involved parties, and appropriate actions or sanctions will be applied in accordance with the Student Conduct Code and applicable laws. If a student wishes to appeal the conclusion made, Board Policy 5.40 (Student Appeals & Grievances) shall be followed.

Reports of hazing involving an employee(s), will be designated to Human Resources and will be pursued under Board Policy 1.29: Community Standards of Conduct, which outlines the appropriate response steps, investigation, and sanctions.

The Lincoln Land Community College Police Department will investigate reports of hazing that are a criminal violation of law. Investigative reports may be forwarded to the States Attorney office or appropriate judicial authority for prosecution. All reports of hazing reported to the police department will be forwarded to the AVP, Student Development for institutional investigation.

All reports of hazing will be forwarded to the Clery Compliance Coordinator, in a timely manner for review to determine if the reported incident includes other crimes, for inclusion in the campus crime statistics, submission on the daily crime log and for determining if the incident merits a timely warning notice or emergency

notification.

Sanctions:

Student violations of this policy shall be considered misconduct and shall be subject to disciplinary action in the form of the following sanctions:

Possible Student Conduct Sanctions:

- Written warning
- Educational sanctions (e.g., required participation in hazing prevention programs, reflection papers, workshops on leadership or community responsibility)
- Disciplinary probation (a set period during which further violations may result in more severe sanctions)
- Loss of privileges (e.g., participation in student organizations, athletic teams, or campus events)
- Restitution for damages caused by the hazing activity
- Community service requirements
- Removal from leadership roles in student organizations or teams
- No-contact orders related to impacted individuals
- Suspension from the College (for a defined period)
- Expulsion from the College (permanent separation)

Possible Athletics Sanctions:

- Suspension of team activities (temporary or for a defined period)
- Written warning
- Educational sanctions (e.g., required participation in hazing prevention programs, reflection papers, workshops on leadership or community responsibility)
- Suspension or removal from team
- Cancellation of competitions or events
- Loss of privileges (e.g., use of college facilities, travel privileges, participation in tournaments)
- Probationary status (with specified conditions and monitoring)
- Revocation of team recognition or status as a college-sponsored athletic program
- Mandatory educational programming or training on hazing prevention, team culture, or leadership
- Community service requirements assigned to the team
- Restitution for any damages resulting from hazing activity
- Restrictions on recruitment or new member activities
- Public apology or restorative action plan approved by the College
- Permanent disbandment of the team

Possible Student Club Sanctions:

- Probationary status for the organization, with specific conditions for continued recognition
- Suspension of the organization's activities for a set period (e.g., no meetings, events, or programs)
- Loss of recognition as an official student organization
- Revocation of access to campus facilities or resources (e.g., meeting spaces, funding, marketing platforms)
- Restriction from participating in campus events (e.g., fairs, recruitment activities, competitions)
- Mandatory educational requirements (e.g., hazing prevention workshops, leadership development programs)
- Community service requirements assigned to the organization
- Restitution or repair of damages caused by the hazing activity
- Required development and implementation of an anti-hazing action plan
- Removal of specific officers or members from leadership positions
- Public apology or restorative justice measures approved by the College

Possible Employee Sanctions:

Employee violations of this policy shall be considered misconduct and shall be subject to disciplinary action in accordance with Board Policy 8.6 in the form of the following sanctions:

- Verbal Reprimand
- Written Reprimand
- Suspension
- Dismissal by the Board

Criminal Sentences:

Criminal violations of hazing may result in the following sentences:

- Hazing is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony.
- Failure to report hazing is a Class B misdemeanor. If the act which the person failed to report resulted in death or great bodily harm, the offense is a Class A misdemeanor.

Hazing Prevention and Awareness Programs:

The College will implement research-informed, campus-wide prevention programs and primary prevention strategies to raise awareness and prevent hazing. Prevention and education programming will cover the following:

- A review and explanation of the Hazing definition as defined by the institution
- A review of how reports of Hazing can be made and to whom and the process for investigation, including
 - all reporting mechanisms
 - the institution's response to Hazing reports – what happens when a report is filed?
 - An overview of investigation process and adjudication
- Primary prevention strategies to stop Hazing, including:
 - Bystander intervention
 - Ethical leadership
 - Strategies for building group cohesion
- Information on applicable local, State and Tribal laws on Hazing

Definition of Hazing

Hazing is defined as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against another when: the person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress and the act was associated with pledging, joining, being initiated into, affiliating with, holding office in or maintaining membership in any organization, regardless of the willingness of such other person or persons to participate. Hazing includes but is not limited to:

- Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;
- Causing, coercing or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;
- Causing, coercing or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;
- Causing, coercing or otherwise inducing another person to perform sexual acts;
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and
- Any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal or federal law.

- For purposes of this policy, hazing shall not include a physical activity that is normal, customary and necessary for a person's training and participation in an athletic, physical education, or similar program sanctioned by the College.

Annual Security Report of Hazing Violations

The College must disclose hazing violations committed by a student organization reported to have occurred on or in the campus' Clery geography. It does not matter whether or not the student organization is established or recognized by the institution.

Reports of hazing incidents meeting the Federal definition of hazing will be included in the Annual Security Report's Campus Crime Statistics charts. Incidents are counted using a distinct operation count, are not subject to the hierarchy rule, therefore will be counted with other co-occurring Clery crimes and will be disclosed in the Annual Security Report and to the Department of Education via the Campus Safety and Security Data Analysis Cutting Tool.

There will be no Hazing statistics reported for calendar years 2023 and 2024. Reported incidents of hazing reported to occurred in 2025 will be disclosed in the 2026 Annual Security Report.

Campus Hazing Transparency Report of Hazing Violations

The College must summarize hazing violations, found to have been committed by an established or recognized by the institution student organization, regardless of where the misconduct occurred. It does not matter whether or not the misconduct occurred on or in the campus' Clery geography.

The Campus Hazing Transparency Report ("CHTR") will be published on the College's public website at least twice a year. The CHTR will include the following:

- Summary of hazing incidents reported to a Campus Security Authority that resulted in a finding violating the institution's Hazing policy, that were committed by a registered, recognized or established student organization at any location the institution's Hazing policy has jurisdiction.
- Findings of organizations found responsible are counted based on distinct investigations, an investigation could involve multiple separate incidents in a single report.

The Campus Hazing Transparency Report is required to disclose the following:

- Name of the Student Organization
- Description of the Violation
- Were Alcohol and/or Drugs Involved
- Date Incident Occurred
- Date Investigation Initiated
- Date Investigation Ended with a Finding
- Date Organization Notified of hazing Violation
- Findings or Rationale of Institution
- Sanctions Placed on Organization

Entries concerning findings made to the CHTR must stay in the report and be posted on the website for five (5) years.

The first Campus Hazing Transparency Report will be published in December 2025.

Institutional and Federal definition of hazing:

Institutional definition of hazing:

Lincoln Land Community College has adopted the federal definition of hazing as the College's institutional definition.

Federal definition of hazing:

§485(f)(6)(A) of the Higher Education Act of 1965 (20 U.S.C. 1092(f)(6)(A))

- (vi) The term 'hazing', for purposes of reporting statistics on hazing incidents under paragraph (1)(F)(iv), means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that
- (I) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
 - (II) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including
 - (aa) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - (bb) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - (cc) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - (dd) causing, coercing, or otherwise inducing another person to perform sexual acts;
 - (ee) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - (ff) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
 - (gg) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Federal definition of student organization:

§485(f)(6)(A) of the Higher Education Act of 1965 (20 U.S.C. 1092(f)(6)(A))

(vii) The term 'student organization', for purposes of reporting under paragraph (1)(F)(iv) and paragraph (9)(A), means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Illinois State Hazing Law

§ 720 ILCS 5/12C-50. Hazing.

A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university or other educational institution of this State, for the purpose of induction or admission into any group, organization or society associated or connected with that institution, if: the act is not sanctioned or authorized by that educational institution; and the act results in bodily harm to any person.

There are no local ordinances relating to hazing violations in the College's Clery geography.

There are no tribal laws relating to hazing violations in the College's Clery geography.

Sex Offender Registry

The Campus Sex Crimes Prevention Act, which became effective on Oct. 28, 2002, is a federal law that requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. The Illinois State Police maintains a list of all sex offenders required to register in the state of Illinois. This database is updated daily and can be found at isp.illinois.gov/Sor. The LLCCPD maintains a log of all individuals designated as “registered sex offenders” who are either current students or employees of any of LLCC locations. Campus community members may access this log at the campus police department during normal business hours. Additionally, federal and state laws require sex offenders to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full-or part-time.

Pursuant to the Campus Sex Crimes Prevention Act, each individual is required to register as a sex offender in the jurisdiction where his/her residence is located and, in the jurisdiction, where the college he/she attends is located. In order to comply with federal and state registration requirements related to college enrollment, a sex offender must register within five days of attendance at a college by reporting in person to the city police department or county sheriff’s office in the jurisdiction where the college is located. Students who fail to register their status as a sex offender are in violation of the registration act and face arrest and expulsion from the college. In addition, effective Jan. 1, 2012, changes to the Illinois Sex Offender Registration Act went into effect that require registered sex offenders who are either enrolled in class or are employed by an institution of higher education to complete an Illinois Sex Offender Registration Act/Institutions of Higher Education Employment/Student Information form (ISP 5-695) with the agency of jurisdiction in which they reside (police or sheriff’s department that serves their home residence), the agency of jurisdiction in which they are attending an institution of higher education (where campus is located), and with the police chief at the institution of higher education that they are attending and/or employed (LLCCPD). Sex offenders who fail to properly register their status as a student or employee at an institution of higher education are in violation of the Illinois Sex Offender Registration Act and face arrest for a Class 3 felony. They also face disciplinary actions that may include suspension or termination of student or employee status. Sex offenders with questions about this registration requirement should call the LLCCPD at 217-786-2278. Lastly, the act amends the Family Educational Rights and Privacy Act (FERPA) of 1974 to clarify that nothing in the act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the secretary of education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Alcohol and Drug Policies

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

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

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

Alcohol, Tobacco and Other Drugs Policy (1.11)

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

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

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

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

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

Alcohol

Alcohol is the most commonly abused depressant drug. Absorbed directly into the bloodstream, alcohol affects every part of the body. The drinking of alcohol produces many behavioral changes in the user. Consuming even small amounts impairs judgment, reflexes and coordination. Moderate consumption causes impairment of higher mental functions such as loss of concentration and slurred speech. It may also cause the user to become physically ill. Very high levels of consumption will cause unconsciousness, respiratory depression and may lead to death. When alcohol is combined with other drugs, only small amounts are needed to produce any of the previously mentioned effects.

Repeated use of alcohol can lead to dependence or addiction. Sudden cessation of alcohol use can produce withdrawal symptoms, including anxiety, tremors, hallucinations and seizures. The sudden withdrawal from alcohol can cause life-threatening situations. Prolonged or chronic use of alcohol leads to permanent damage to the brain and liver.

Cocaine and Crack

Cocaine stimulates the central nervous system. It has immediate effects on the body including dilating the pupils and raising blood pressure, respiratory and heart rate and temperature. In some cases, the user will have a runny nose.

Chronic use may lead to ulcerations of the mucous lining to the nose. Tolerance to cocaine develops quickly and produces psychological and physical addiction. Crack or freebase rock is extremely addictive, and users feel the effects within seconds. The effects are similar to cocaine, but also include insomnia, decrease in appetite, tactile hallucinations, paranoia and seizures. Cocaine or crack if used in large amounts can be fatal, causing sudden death by respiratory or cardiac arrest.

Inhalants

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

Narcotics

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

Cannabis

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

Stimulants

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

Depressants

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

Hallucinogens

Hallucinogens include Phencyclidine (PCP), lysergic acid diethylamide (LSD), mescaline and peyote. PCP interrupts the function of the section of the brain that controls intellect and instincts. Pain receptors are blocked because of PCP effects, and the user will inflict injury to themselves. Body movements are slowed, muscle coordination is decreased, and all senses are dulled. The ability to speak is decreased if not blocked completely. Chronic users report permanent memory and speech problems, lasting from six months to a year following use of

the drug. Mood disorders, depression, anxiety, paranoia, violent behavior and hallucinations will occur. Large amounts may produce seizures, respiratory or cardiac arrest, coma and death. LSD and mescaline cause hallucinations. Effects on the body are dilated pupils, elevated temperature, increased heart rate and blood pressure, decreased appetite, insomnia and tremors. Sensation and feelings can make rapid changes. Confusion, suspicion, anxiety, panic or loss of control can happen at any time. These episodes, known as “flashbacks” occur for long periods even after use of the drug has ceased.

Anabolic Steroids

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

Determining Who is at Risk

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

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

Ask Yourself, Do You

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

Drug and Alcohol Use: Local Ordinances

City of Springfield

In the City of Springfield, pursuant to the Cannabis Regulation and Tax Act (410 ILCS 705/1-1 *et seq.*), effective January 1, 2020, and the City of Springfield Code of Ordinances, as amended 1988, effective January 1, 2020 the possession of cannabis is prohibited:

- By a person under the age of 21 years of age except where authorized by the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130/1 *et seq.*) or by the Community College Cannabis Vocational Pilot Program.
- On the grounds of any preschool or primary or secondary school, unless permitted for a qualifying patient or caregiver pursuant to the Compassionate Use of Medical Cannabis Pilot Program Act;
- In any public place; or
- Knowingly in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the Compassionate Use of Medical Cannabis Pilot Program Act;

In the City of Springfield, pursuant to the Cannabis Regulation and Tax Act (410 ILCS 705/1-1 *et seq.*), effective January 1, 2020 and the City of Springfield Code of Ordinances, as amended 1988, effective January 1, 2020 the usage of cannabis is prohibited:

- By a person under the age of 21 years of age except where authorized by the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130/1 *et seq.*) or by the Community College Cannabis Vocational Pilot Program.
- On the grounds of any preschool or primary or secondary school, unless permitted for a qualifying patient or caregiver pursuant to the Compassionate Use of Medical Cannabis Pilot Program Act;
- In any public place; or
- Knowingly in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the Compassionate Use of Medical Cannabis Pilot Program Act;

The smoking of cannabis is prohibited in any place where smoking is prohibited under the Smoke Free Illinois Act (410 ILCS 82/1 *et seq.*) or Section 131.13 of the City of Springfield Code of Ordinances, as amended 1988.

Whoever commits an offense of this section shall be fined \$300, of which \$100 of the penalty imposed shall be deposited into the city's marijuana leaf identification fund.

In the City of Springfield, possession of synthetic cannabis commonly known as K2 prohibited. No person shall possess

10.0 grams or less of any substance containing cannabis, or the synthetic form of cannabis, 1-pentyl-3-(1-naphthoyl) indole, commonly known as K2. Violators are subject to a fine of \$100 that shall be deposited into the city's marijuana leaf identification fund.

In the City of Springfield:

- No person shall sell, buy for, distribute samples of or furnish any cigar, cigarette, smokeless tobacco or tobacco in any of its forms, to any minor under 21 years of age.
- No minor under 21 years of age shall possess, purchase or attempt to purchase any cigar, cigarette, smokeless tobacco or tobacco in any of its forms.
- "Smokeless tobacco" means any tobacco products that are suitable for dipping or chewing.
- No person under the age of 21 years shall purchase, accept, or procure or to attempt to purchase, accept, or procure any alcoholic liquor from any retail liquor dealer in the city or from any other person.
- No person shall purchase or otherwise obtain alcoholic liquor and then to sell, give, or deliver such alcoholic liquor to another person under the age of 21 years unless in the performance of a religious ceremony or service.
- No person under the age of 21 years shall have any alcoholic beverage in an open container in his possession on any street or highway or in any public place or in any place open to the public.
- No person to whom the sale, gift, delivery, or service of any alcoholic liquor is prohibited because of age shall consume or possess in any manner, including by consumption, any such alcoholic liquor, except as otherwise provided by law. The violation referred to in this section which relates to the possession of alcohol after it has been consumed may be identified as "illegal possession of alcohol by consumption". This violation may be proven by evidence which indicates that the breath of the person charged with such offense had a smell associated generally or specifically with any alcoholic liquor. No additional evidence

relating thereto shall be necessary to find the defendant to be in violation of this chapter. It shall not be necessary to show that the person charged with an offense hereunder was at the time in question under the influence of any alcoholic liquor in any manner, but such evidence shall be admissible to prove a violation of this chapter.

- The possession, dispensing, or consumption by a minor of alcoholic liquor in the performance of a religious service or ceremony or the consumption of alcoholic liquor by a minor under the direct supervision and direct approval of the parents or parent of such minor in the privacy of a home is not prohibited by this chapter and this provision shall be considered only as a defense for which the burden of proving that it applies to and was reasonably relied on in a particular case shall be on the person charged with an offense under this chapter.
- Whoever violates this section of this chapter, shall be fined a minimum of not less than \$500 nor more than \$1,000 for each offense; and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues or for each separate violation occurring on the same day.

In the City of Beardstown:

- It is unlawful of any person under the age of twenty-one (21) years who presents or offers to any licensee, his agent or employee, any written, printed or photostatic evidence of age and identity which is false, fraudulent, or not actually his own for the purpose of ordering, purchasing, attempting to purchase or otherwise procuring or attempting to procure, the serving of any alcoholic beverage, or who has in his possession any false or fraudulent written, printed or photostatic evidence of age and identity, is guilty of a misdemeanor.
- It is unlawful of any person under the age of twenty-one (21) years who has any alcoholic beverage in his possession on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor. Except when making a delivery of an alcoholic beverage in pursuance of the order of his parent or in pursuance of his employment.
- Violators are subject to a fine up to \$500 under the Ordinances of the City of Beardstown if you purchase or attempt to purchase alcoholic liquor or misrepresent your age for the purpose of obtaining alcoholic liquor.

In the City of Litchfield:

- No person, after purchasing or otherwise obtaining alcoholic liquor, shall sell, give, or deliver in the city alcoholic liquor to another person under the age of 21 years except in the performance of a religious ceremony or service.

In the City of Jacksonville:

- A person who knowingly possesses an item of drug paraphernalia with the intent to use it in ingesting, inhaling, or otherwise introducing cannabis or a controlled substance into the human body, or in preparing cannabis or a controlled substance for that use, is guilty of an ordinance violation for which the court shall impose a fine of seven hundred fifty dollars (\$750.00).
- No person shall transfer, alter or deface an identification card containing proof of age, issued by a public officer in the performance of his official duties, use the identification card of another, carry or use a false or forged identification card, or obtain an identification card by means of false information.

In the City of Taylorville

- A person who knowingly enters or remains in any house, building, yard or other premises, other than premises licensed to sell alcoholic liquor, under circumstances where the person knows or reasonably should know that alcoholic liquor is being illegally possessed or consumed by persons under the age of twenty one (21) years shall be guilty of a petty offense and, upon conviction, shall be punished by a fine of not less than two hundred dollars (\$200.00) nor more than five hundred dollars (\$500.00).
- It is unlawful for a parent, legal guardian, or other person, to knowingly permit a person under the age of twenty-one (21) years old in his or her custody to violate the provisions of subsection A of this section. Any person convicted of a violation of this subsection shall be fined not less than five hundred dollars (\$500.00).
- It shall be unlawful for any person under twenty-one (21) years of age to purchase, accept delivery, possess

and/or consume alcoholic liquor.

- Any person found guilty of violating this section shall be fined an amount of not less than two hundred dollars (\$200.00) nor more than seven hundred fifty dollars (\$750.00) for the first offense, an amount of not less than three hundred fifty dollars (\$350.00) nor more than seven hundred fifty dollars (\$750.00) for the second offense, and an amount of not less than five hundred dollars (\$500.00) nor more than seven hundred fifty dollars (\$750.00) for the third offense and any subsequent offenses.
- Unless authorized by or legal under the Compassionate Use of Medical Cannabis Program Act (410 ILCS 130/1 et seq.), or under the Cannabis Regulation and Tax Act (410 ILCS 705/1-1 et seq.), it is unlawful for any person knowingly to possess ten grams (10 g) or less of any substance containing cannabis within the City of Taylorville.
- Any person violating shall be fined, upon conviction thereof, in accordance with the following schedule:
 - Two Hundred Fifty Dollars (\$250.00) for the first offense;
 - Five Hundred Dollars (\$500.00) for the second subsequent offense;
 - Seven Hundred Fifty Dollars (\$750.00) for the third subsequent offense and each subsequent offense thereafter.
- Each day upon which a violation occurs or continues shall be deemed to be a separate offense.
- CANNABIS: Includes marihuana, marijuana, hashish and other substances which are identified as including any parts of the plant Cannabis Sativa, whether growing or not; the seeds thereof, the resin extracted from any part of such plant; and any compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other cannabinol derivatives, including its naturally occurring or synthetically produced ingredients, whether produced directly or indirectly by extraction, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis; but shall not include the mature stalks of such plant, fiber produced from such stalks, oil or cake made from the seeds of such plant, any other compound, manufacture, salt, derivative, mixture, or preparation of such mature stalks (except the resin extracted therefrom), fiber, oil or cake, or the sterilized seed of such plant which is incapable of germination.

In the City of Hillsboro

Possession or Consumption of Alcoholic Liquor.

- No person under the age of twenty-one (21) years shall consume alcoholic liquor, unless otherwise authorized by state law.
- No person under the age of twenty-one (21) years shall have alcoholic liquor in their possession, unless otherwise authorized by state law.
- The fine for a violation of this Section shall be One Hundred Fifty Dollars (\$150.00) if paid within ten (10) days of issuance of a citation therefor, and One Hundred Seventy-Five Dollars (\$175.00) if paid after ten (10) days but within thirty (30) days of issuance of a citation.

Possession of Drug Paraphernalia.

- Definitions. The definitions found in Section 600/2 of the Illinois Drug Paraphernalia Control Act, 720 ILCS 600/2, shall apply hereto.
- No person shall possess an item of drug paraphernalia with the intent to use it in ingesting, inhaling, or otherwise introducing cannabis or a controlled substance into the human body, or in preparing cannabis or a controlled substance for that use, except as otherwise authorized by 720 ILCS 600/3.5 and 720 ILCS 600/4.
- The fine for a violation of this Section shall be Two Hundred Fifty Dollars (\$250.00) if paid within ten (10) days of issuance of a citation therefor, and Two Hundred Seventy-Five Dollars (\$275.00) if paid after ten (10) days but within thirty (30) days of issuance of a citation.

Possession of 2.5 Grams or less of a Substance Containing Cannabis.

- Definitions. The definitions found in Section 550/3 of the Cannabis Control Act, 720 ILCS 550/3, shall apply hereto.
- It is unlawful for any person knowingly to possess 2.5 grams or less of any substance containing cannabis.
- The fine for a violation of this Section shall be Two Hundred Fifty Dollars (\$250.00) if paid within ten (10) days of issuance of a citation therefor, and Two Hundred Seventy-Five Dollars (\$275.00) if paid after ten (10) days but within thirty (30) days of issuance of a citation.

Drug and Alcohol Use: State Laws

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

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

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

Except as otherwise provided in the Illinois Cannabis Regulation and Tax Act [410 ILCS 705], the possession, sale and delivery of controlled substances is prohibited in Illinois under the Illinois Cannabis Control Act [720 ILCS 550/] and the Illinois Controlled Substances Act [720 ILCS 570/]. Under the Illinois Cannabis Control Act as amended by the Illinois Cannabis Regulation and Tax Act, courts can set penalties that increase in accordance with the amount of any substance containing cannabis in each case. In regard to both the Illinois Cannabis Control Act and the Illinois Controlled Substances Act penalties vary with the amount of the drug confiscated; the type of drug found; the number of previous offenses by the individual; and whether the individual intended to manufacture, deliver or possess with intent to deliver [720 ILCS 550/4 through 550/10] [720 ILCS 570/401 through 570/408].

Drug and Alcohol Use: Federal Laws

In addition, prohibiting the unlawful possession of controlled substances [21 U.S.C. 844], the federal Controlled Substance Act [21 U.S.C. 801 and following] prohibits the manufacture, distribution, or dispensation, or possession with the intent to manufacture, distribute or dispense of controlled substances [21 U.S.C. 84(a)]. The Act also prohibits the creation, distribution, or dispensation or possession with intent to distribute or dispense, of counterfeit substances [21 U.S.C. 841(a)] Individuals can be penalized on the quantity of confiscated drugs, the type of drug(s) found, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell or use the drug. For additional information on federal drug trafficking penalties, consult the federal Drug Enforcement Agency publication [Drugs of Abuse](#).

Prevention and Education

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

Tips to Avoid Dangerous Drinking

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

Available Resources and Support

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

- LLCC Student Success 217-786-2224
- National Cocaine Hotline 800-262-2463
- Alcohol Abuse 24-Hour Hotline 800-444-9999
- Triangle Center, Springfield 217-544-9858
- Memorial Counseling Associates 217-788-4065
- AllOne Health EAP Services (EAP) 888-993-7650
- Illinois Institute for Addiction Recovery 217-726-6611
- Alpharus Health 877-505- HOPE (4673)

Firearms and Weapons Policies

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

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

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

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

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

Lincoln Land Community College Board Policy 1.24

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

possession of a concealed carry permit, except as specifically authorized by this policy.

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

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

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

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

Emergency Evacuation Procedures and Policies

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

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

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

The LLCCPD conducts tests of its emergency plans and capabilities on an annual basis. The tests can include, but are not limited to, drills, tabletops, functional exercises and full-scale simulations. These tests, which are always announced, are designed to assess and evaluate the emergency plans and capabilities of the institution. General information about the emergency response and evacuation procedures for LLCC are publicized each year as part of the college's Clery Act compliance efforts and are available on the LLCCPD website.

Notification to the LLCC Community about an Immediate Threat

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

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

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

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

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

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

Building Evacuation Procedures

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

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

initiated by police department personnel, via the campus' emergency notification system.

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

Shelter-in-Place Procedures

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

Shelter-in-Place Guidance:

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

How You Will Know to Shelter-in-Place:

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

How to Shelter-in-Place:

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

- If you are inside, stay where you are and seek or remain in a location deemed safe from the affected area. If you are outside, proceed to the closest building quickly and seek a location deemed safe from the affected area, or follow instructions from emergency personnel on the scene.
- Once within a safe area, attempt to secure the space in whatever reasonable manner is applicable. This may include:
 - Locking the door(s).
 - Barricading the door(s)/ingress/ egress point(s) of the area you are occupying.
 - Covering the windows to decrease visibility.
 - Turning off the lights.
- Stay in the area of safety and remain quiet, unless making noise would be beneficial to your safety (i.e., rescue or recovery).
- Silence or turn off cell phones and other electronic devices.
- Stay away from objects which may lead to an injury, such as shelf corners or objects that can fall from shelves, objects made of glass, any sharp objects, etc.
- Do not leave the area of safety until you are notified that the emergency is no longer a threat to personal safety.
- When you encounter emergency personnel, follow their instructions exactly. They have to take certain precautions for everyone's safety.

Emergency Response and Evacuation Testing Procedures

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

Emergency Medical Response Procedures

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

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

Resources

Consumer Information & Student-Right-to-Know
llcc.edu/consumer-information-student-right-know

Springfield Campus

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

On-campus non-emergency 6-2278
Off-campus non-emergency 217-786-2278

Outreach Locations, LLCC-Medical District and Aviation Center

Emergency 911
Beardstown non-emergency 217-323-4103
Jacksonville non-emergency 217-243-6699
Litchfield non-emergency 217-786-3401
Taylorville non-emergency 217-786-2754
LLCC-Medical District 217-786-4957
Aviation Center 217-786-2278

Emotional Support

Confidential Advisors 217-753-8081
Prairie Center Against Sexual Assault 24-Hour Hotline 217-753-8081
Sojourn Shelter and Service 217-726-5100
Crisis Center Foundation 217-243-4357
AllOne Health (EAP) 888-993-7650
LLCC Talkspace llcc.edu/student-well-being

Lost and Found

Springfield Campus, Sangamon Hall South, Room 1148 217-786-2278

Titles and Organizations to Report a Criminal Offense

LLCC Police Department 217-786-2278
Lead Title IX Coordinator 217-786-2342
Deputy Title IX Coordinator for students 217-786-3682
Deputy Title IX Coordinator for employees 217-786-2258
Associate Vice President, Student Development 217-786-2860
Director, Student Success 217-786-3685
Director, Student Engagement, Student Life 217-786-2315
Associate Vice President, Human Resources 217-786-2342
Director, Athletics 217-786-4611
Director, Jacksonville and Beardstown 217-243-2051
Director, Litchfield 217-786-3441
Director, Taylorville 217-786-3452

Sexual Violence Resources, Education and Reporting Website

llcc.edu/new-returning-transfer/student-services/office-student-success/compliance-prevention/resources

JEANNE CLERY ACT

The “Jeanne Clery Act” is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. April 5, 2026, marked 40 years since Jeanne’s murder. Since her brutal death, there have been many efforts to facilitate safer campus communities throughout the nation through innovative programming and transformative policy and legislation. Lincoln Land Community College (LLCC) shares this goal of framing the future of safety for our students, staff and visitors. Each year the LLCCPD publishes an annual report outlining security and safety information and crime statistics for our main campus and other locations. The Lincoln Land Community College Police Department (LLCCPD) is responsible for preparing and distributing this report to comply with the Jeanne Clery Campus Safety Act. This brochure provides suggestions regarding crime prevention strategies and important policy information about emergency procedures, reporting of crimes, law enforcement services on campus and information about support services for victims of sexual assault. The crime statistics in this report include those reported to LLCCPD, LLCC campus security authorities and local law enforcement agencies, and are made public every year. View this information on our website at llcc.edu/police or find it in brochures, which are distributed on the Springfield campus and all outreach locations by Oct. 1. The brochure also contains information about the college’s policy on alcohol and other drugs.