

# Rock Valley College

## Rock Valley College Police Department

### RVC Administrative Procedure (2:20.020)

Rock Valley College encourages student and employee crime awareness and will comply with the Illinois Crime Awareness and Campus Security Act of 1990. It is essential to the operation of the College that there be recognized standards of conduct for persons present on college property and that those standards be enforced to allow the College to achieve its goal of providing a safe and productive learning environment. The Campus Police Department is tasked with the enforcement of local, state, federal laws, and College policies.

#### **Report criminal actions or other emergencies occurring on any RVC Campus according to the following procedures:**

1. The campus, for purposes of this procedure, is defined as any building or property owned or controlled by Rock Valley College within the designated area and used by the institution in direct support of or related to its educational purposes.

The Rock Valley College Police Department will be responsible for safety and security on campus. Students and employees will be responsible for their own security and the security of others while on campus. Crime prevention is a shared responsibility between the College and the campus community. All crimes, suspicious activities, or other emergencies should be reported to the RVC Police Department by calling **815-921-4357 or 911, depending upon the severity of the emergency reported.**

2. When an incident is reported to RVC Police, a concerted effort will be made to:
  - a. Assist the victim
  - b. Identify the offender and/or physical hazard
  - c. Address the problem
  - d. Contact the appropriate law enforcement authority, if necessary
  - e. Issue timely notice warnings when applicable
  - f. Complete an RVC Police Incident Report that shall include:
    - i. the name of the reporting person,
    - ii. date of birth,
    - iii. time,
    - iv. nature of the incident,
    - v. location of occurrence,
    - vi. any inquiries,
    - vii. any witnesses (name, address, D.O.B., telephone number),
    - viii. a brief description of the incident, and

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- ix. if a perpetrator is involved the report should include a description if available.
- 3. The RVC Police, after preparing or receiving a written report of a crime or arrest, will notify each of the following individuals:
  - a. College President, if applicable
  - b. Chief Operations Officer, if applicable
  - b. Executive Director of Communications, if applicable
  - c. Dean of Students, if applicable
  - d. VP / Human Resources Officer, if applicable
  - e. Executive Director of Plant Operations and Maintenance, if applicable
- 4. When multiple reports/requests for services are received at the same time, those reports/requests will be prioritized and handled as follows:
  - a. Campus murder, criminal sexual assault, criminal sexual abuse, robbery, aggravated assault, aggravated battery, burglary, motor theft, liquor law violations and drug abuse violations. (See definitions of Crimes, this text)
  - b. The RVC Police will complete and maintain dispatch records / reports to record the incidents, assist in the investigation, and report all criminal incidents which lead to an arrest.
  - c. Any such reported crimes or arrests will be duly reviewed by RVC Police to determine if the criminal act should be communicated to students and employees via the Marketing and Communications Office or other communication channels.

The Rock Valley College Police Department is located on the main campus, at the Support Services Building, (SSB) Room 1100, at 601 N. Rock Valley Circle, Rockford, Illinois.

**Emergency – Dial 911 for Police or Fire**

**Non-emergency – 815-921-4357**

## **Procedures concerning security and access to campus facilities:**

RVC Police personnel will conduct regular vehicle and foot patrol of all buildings and grounds during business hours and non-business hours. Doors will be locked during non-business hours. Keys and/or access cards will be issued to authorized employees needing access to buildings during non-business hours, subject to the Campus Security Act (ILCS 110 12/1.).

During business hours all exterior locations will be well lighted. Prompt maintenance of the outdoor campus lighting system will be required. Landscape planning will consider pedestrian and vehicle safety.

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## Business and Operation Hours

- RVC business hours are typically Monday-Friday, 8:00 a.m.-5:00 p.m., except declared holidays and campus closures.
- Campus buildings are typically open according to the current semester schedule.
- Campus grounds are accessible daily 6:30 a.m.-11:00 p.m.
- All Campus grounds, buildings, and walking path (Main Campus) are closed to the public from 11:00 p.m. until 6:30 a.m. daily.
- During non-business hours, access to all college facilities is by key or card access, if issued, or by admittance via the RVCPD.
- Questions concerning access to campus facilities can be directed to the college's main switchboard (815) 921-4000 or the Rock Valley College Police Department (815) 921-4357.
- The campus(es) are closed to the public from 11:00 p.m. until 6:30 a.m.

Procedures concerning campus law enforcement and campus safety personnel including the working relationship with the Rockford Police Department / Belvidere Police Department and appropriate law enforcement agencies:

1. The Rockford Police Department has agreed to cooperate with the College to make statistical data available on reported crimes. Reports of any campus arrests or crimes will be provided to the College by the Rockford Police Department.
2. RVC Police will provide security on a daily basis during regular business and operation hours. Security for approved after-hours functions must be purchased on an hourly basis by the requesting college official or organizations.
3. All campus safety services are in cooperation with other College departments, students, and local officials.

The RVC Police Department is comprised of Police Officers who are sworn law enforcement officers having the power of arrest as stated in ILCS 110 805/3-42.1. All RVC Police Officers are certified by the Illinois Law Enforcement Training and Standards Board as required by the Illinois Police Training Act (50 ILCS 705/1 et seq.).

The RVC Police Department will give full cooperation wherever and whenever possible to all police agencies in investigations.

The RVC Police Department has informational programs designed to inform students and employees about campus safety and security and their responsibility for their own safety and security and the safety and security of others:

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1. The College will notify staff and students about security procedures through various communication channels.
2. Crime awareness orientations for students and staff will be conducted at appropriate times throughout the year.
3. Safety and security information will be posted throughout the College buildings and / or next to both public and campus telephones located in the campus buildings.
4. Students and employees will be responsible to take necessary preventive steps to minimize any exposure to criminal elements.

Prevention programs implemented to inform students and employees about the prevention of crimes:

1. Basic student safety tips for crime prevention will be available during student and employee orientation and will be published in the student handbook and other communication outlets, if applicable.
2. The RVC Police Department will obtain appropriate published law enforcement information on crime prevention to educate students and staff.

**Gathering statistics concerning the occurrence of certain crimes on campus, which have been reported to RVC Police Department, Rockford Police Department and / or Belvidere Police Department will adhere to the following guidelines:**

1. The RVC Police Department will annually provide available data in the Annual Security Report for the most recent school year and the two preceding school years, regarding any of the following incidents occurring on campus in compliance with the Clery Act: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft arson, hate crimes, liquor law violations, drug abuse violations, and weapons possessions which occurred on campus.
2. The definition of these crimes will be based on the FBI's Uniform Crime Report (UCR).
3. The following crimes or occurrences will be collected as follows:
  - a. MURDER - the willful (non-negligent) killing of one human being by another.
  - b. RAPE - the carnal knowledge of a person forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable
  - c. ROBBERY - the taking, or attempting to take, anything of value under confrontational circumstances from the care, custody, or control of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
  - d. AGGRAVATED ASSAULT - an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or 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. **Note: that an**

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**unsuccessful attempt to commit murder would be classified as an aggravated assault.**

- e. BURGLARY - (breaking and entering) - the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense; so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.
  - f. MOTOR VEHICLE THEFT - the theft or attempted theft of a motor vehicle.
  - g. 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.
  - h. HATE CRIMES – Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity/national origin, or disability.
- 4. The reporting of a crime will be made when the RVC Police, Rockford Police or Belvidere Police has been contacted.
  - 5. An arrest has occurred when RVC Police, Rockford Police, Belvidere Police, or appropriate authority detains an individual with the intention of filing charges against the individual for specific offense(s) and a report is made of the detention.
  - 6. These statistics will be published in the student handbook, in the course catalog, student newspaper, and other communication outlets if applicable.
  - 7. The report on campus crime will be disseminated to students, employees and other interested persons.
  - 8. Copies of this report will be retained in the offices of RVC Police, Student Services, and Employee Services for distribution purposes and given to new students and employees as well as current employees, and students.

## **A statement of procedure concerning the monitoring of criminal activity at off-campus student organizations:**

Rock Valley College does not recognize off-campus student organizations and therefore has no procedure for monitoring the activity of such organizations.

## **Statistics concerning the number of arrests on campus for liquor law violations, drug abuse violations, and weapons possession will be reported:**

- 1. LIQUOR LAW VIOLATIONS - violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages (with the exception of "driving under the influence" or "drunkenness").
- 2. DRUG ABUSE VIOLATIONS - violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

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3. WEAPONS POSSESSION - violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, incendiary devices, or other deadly weapons.
4. In the event criminal activity must be reported immediately due to the nature of the incident and danger to employees and students, the RVC Chief of Police will notify the President and Executive Director of Marketing and Communications and schedule a meeting to determine the need and extent of immediate and massive disclosure to warn students and employees of such criminal activity before safety measures are taken.

**Statement of procedure for informational programs and reporting of criminal sexual assault will be offered to educate students and staff as follows:**

1. Education programs to promote awareness of rape, acquaintance rape, and other sex offenses.
2. Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible.
  - a. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and
  - b. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

**Reference:** Board Policy 2.20.040

**Implemented:** June 9, 2025

**Revised:** June 9, 2025