

# **Rock Valley College Campus Violence Prevention Plan and Related Measures 2024**

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# FOREWORD

- A. This plan will outline actions to be taken by Rock Valley College (RVC) administrators, faculty, support staff, operations staff, and police officials in conjunction with local governmental officials and cooperating private or volunteer organizations to:
  - 1) develop and implement a Campus Violence Prevention Committee and Campus Threat Assessment Team;
  - 2) integrate existing campus programs and policies that deal with associated issues, such as; workplace violence, suicide prevention, anti-bullying, stigma reduction, and sexual assault prevention;
  - 3) incorporate violence prevention strategies into related policies and/or procedures; and
  - 4) encourage zero tolerance policy statements that reaffirm violence prevention strategies.
- B. The Campus Violence Prevention Plan (CVPP) was developed and reviewed by the RVC Police Department (RVCPD) staff.
- C. RVCPD will be responsible for the development and maintenance of the respective segments of the plan.

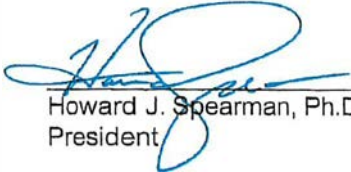
## ENDORSEMENT

The Rock Valley College Campus Violence Prevention Plan has been designed to serve as a guide for the development and implementation of the Campus Violence Prevention Committee and Behavioral Intervention Team. As such, it is the result of many months of work, involving research about best practices, agency reviews, and staff input.

Though comprehensive in scope, the plan cannot hope to prevent every possible threat of violence, for these are ever changing. However, it does provide basic guidelines for developing, implementing, and integrating violence programs into policies and procedures.

Intended as a "living document", the plan will be modified as circumstances change and opportunities for improvement are identified. Suggestions and recommendations should be submitted to the Chief of Police, and the Campus Violence Prevention Committee will review and evaluate them.

The Rock Valley College Campus Violence Prevention Plan, as follows, supersedes any previously developed and/or implemented plans for addressing violence prevention at any RVC campus. The plan will be reviewed and updated annually in March.

  
Howard J. Spearman, Ph.D.  
President

4/13/2024  
Date

# RECORD OF CHANGE

Date of Change	Change Description	Signature
4/18/2023	Change year of title page	Thomas Yehl
4/18/2023	Change name of school President	Thomas Yehl
4/18/2023	Pg. 6 sec B updated Tx numbers	Thomas Yehl
4/18/2023	Pg. 7 updated titles and departments	Thomas Yehl
4/18/2023	Pg. 8 updated departments – updated titles	Thomas Yehl
4/18/2023	Pg. 9 updated dept. names,	Thomas Yehl
4/18/2023	Pg. 9 Changed department hours and IGAs	Thomas Yehl
4/18/2023	Pg. 10 fire alarms systems and training	Thomas Yehl
4/18/2023	Pg. 11 Task force and committee members	Thomas Yehl
3/29/2024	Change year of title page	Thomas Yehl
3/29/2024	Formatting Pg. 2	Thomas Yehl
3/29/2024	Spelling Pg. 3	Thomas Yehl
3/29/2024	Pg. 4 New URL address	Thomas Yehl
3/29/2024	Formatting Pg. 8	Thomas Yehl
3/29/2024	Change shall to may Pg. 8	Thomas Yehl
3/29/2024	Grammar change Pg. 10	Thomas Yehl
4/09/2024	Committee make up / clean up Pg. 8	Thomas Yehl



# I. Purpose

Rock Valley College is committed to creating and maintaining a safe and secure educational environment for all employees, students and visitors. The purpose of this plan is to establish violence prevention measures, support systems, resources, and strategies through the integration of College policies and procedures regarding violence and threatening behavior and the prohibition of violence. The College has also created a Campus Violence Prevention Committee and a Behavior Intervention Team, protocols to prevent and respond to acts of violence and/or threats of harm and has identified resources for victims of violence. Training for the College community has been developed, conducted, and will continue into the future. This plan is created to provide methods and means under which violence and threats of violence may be prevented, addressed, and responded to with regard to the safety of the campus community.

# II. Applicability

This plan shall set forth the College's expectations with regard to violence prevention for the campus community. All persons involved in developing and implementing this plan shall be responsible for reviewing this plan and complying with the provisions herein. This plan, and any related policies and procedures, shall cover all College-owned or controlled property, buildings, and facilities.

# III. Responsibility of Community

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

## A. Responsibility to Report

It is the responsibility of all campus community members (students, employees, and visitors) to promote and maintain an environment free from violence at Rock Valley College. Such responsibility includes, but is not limited to, being aware of one's surroundings and immediately reporting incidents, behaviors, or actions of others which seem unusual, disruptive, suspicious, threatening, or violent in nature.

## B. Reporting Process

In order to report and document unusual, disturbing, or suspicious behaviors or incidents of threats or violence involving students, employees, or visitors on campus, the College has created an incident report form which may be completed online by [accessing this link](#). Reports may also be made by calling (815) 921-4270, or by reporting in person at the Dean of Students Office, top floor of the Student Center. All emergency or immediate interventions should be called into the Rock Valley College Police Department at 9-1-1. Rock Valley College Police will be responsible for transmitting information it receives to the appropriate offices and/or departments. Likewise, the Behavior Intervention Team (BIT) will be responsible for transmitting information it receives to the appropriate offices and/or departments.

A few general examples of behaviors that should be reported include, but are not limited to the list below. A more comprehensive list of behaviors and suggested referral protocols are provided in the Behavioral Intervention Team and Threat Assessment (BIT/TA) plan.

1. A slow or radical change in a person's behavior, academic or workplace performance, appearance, or conduct
2. Aggressive or irrational behavior through words or actions
3. Severe depression, unhappiness, or irregular emotional behavior
4. Inability to control anger, confrontational or disturbing words, or actions
5. Unusual overreaction to normal circumstances
6. Lack of compassion or empathy for others
7. Any threat or act of violence
8. Damage to property
9. Unusual nervousness, tension, or anxiety
10. Expression of suicidal thoughts, feelings, or acts
11. Any other action, word, or behavior that one may reasonably believe could lead to violence
12. Threatening statements, displays, photos, or other publications in electronic format or communication

### **C. Immediate Attention Required**

Any incident or behavior that creates an imminent threat or actual violence should be reported directly to the Rock Valley College Police Department by calling 9-1-1.

### **D. Other Applicable Policies**

If an incident involves conduct or behavior of a student, employee, or visitor that is regulated or enforced by a more specific applicable College policy (i.e. Student Conduct Code or employee personnel policy), State or Federal law, or regulation, appropriate action shall be taken by the College office or department responsible for handling such matters in conjunction with this plan.

### **E. Administrative Resources**

The following College offices, departments, and officials, or their designees, shall be responsible for the implementation and enforcement of this plan.

1. Counseling - Dean of Students
2. Academic Affairs - Chief Academic Officer
3. Student Services - VP Student Affairs
4. Diversity, Equity, & Inclusion (DEI) - VP Equity & Inclusion
5. Disability Support Services (DSS) – Director DSS
6. Human Resources - VP Human Resources
7. Rock Valley College Police Department (RVCPD) - Chief of Police

## **IV. Campus Violence Prevention Committee and Behavior Intervention Team**

### **A. Campus Violence Prevention Committee**

1. Committee: A Campus Violence Prevention Committee is formed as an additional resource to provide support, assistance, research, and policy review in regard to violence prevention on campus. Membership of the committee shall include representatives from Dean of Students, Academic Affairs, Student Services, DEI, DSS, Human Resources, and the RVCPD, and other departments or units when deemed appropriate.



2. Mission: As a part of this plan, the committee shall be responsible for the following.
  - a. Incorporate violence prevention strategies into related policies and/or procedures
  - b. Encourage zero tolerance policy statements that reaffirm violence prevention strategies
  - c. Integrate existing campus programs and policies that deal with associated issues (e.g. workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention)
  - d. Evaluate physical facilities and grounds and make recommendations to improve safety and further the goal of violence prevention.
3. Strategies: The committee shall develop strategies toward the prevention of violence on campus, which may include, but not be limited to, determining methods of communication and education of the College community with regard to violence prevention, safety measures, and environmental security enhancement of College property.
4. Bylaws: The committee shall create bylaws and policies under which it shall operate in order to fulfill its purpose.

#### **Campus Violence Prevention Committee Departments**

- Dean of Student / Counseling
- Academic Affairs
- Student Services
- Diversity, Equity, & Inclusion
- Disability Support Services
- Faculty Representation
- Student Representation
- Human Resources
- Rock Valley College Police Department
- Facilities Planning, Plant Operations and Maintenance

## **B. Behavior Intervention Team**

A Behavior Intervention Team is formed as an additional resource to provide support, assistance, research, and case studies with regard to potential or actual threats to the college community. Membership of the team shall include representatives from Dean of Students / Counseling, Disability Support Services, Human Resources, and RVCPD.

The Behavior Intervention Team is responsible for receiving and reviewing information obtained from a reporting party, witness, or observer in order to determine whether a threat is present. Additional responsibilities include reviewing incident reports, police files, and/or complaints of threats or actual violence, reviewing patterns or practices which indicate a potential for violence, and investigating and assisting other College officials or representatives in dealing with serious threats and/or incidents of violence. The team is responsible for developing bylaws, policies, and procedures under which it will achieve its mission. The Behavior Intervention Team is not intended to address workplace issues that are regularly handled by Human Resources or student misconduct that is regularly handled by the Dean of Students office. Instead, the team shall:

1. Assess, review and analyze incidents involving potential or imminent danger or violence to determine if a threat of violence is present. This may include, but not be limited to, creating detailed and fact-based assessments of students, employees, or other individuals who may present a threat to the College community;

2. Work with the affected unit to develop and implement an appropriate action plan to alleviate repercussions of incidents of violence and to prevent future incidents, if applicable;
3. Conduct investigations and any necessary follow-up as appropriate;
4. Provide information and make recommendations to appropriate College functional units for appropriate corrective action to prevent future incidents of violence.

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

#### **BIT Member / Departments**

- Dean of Student / Counseling
- Diversity, Equity, & Inclusion
- Disability Support Services
- Rock Valley College Police Department

#### **Ad Hoc Member / Departments (as needed)**

- Indicated Members of Leadership / Supervisors
- Indicated Faculty
- Employee Assistance Program (EAP) Counselor
- Other Indicated Attendees

## **V. Preventive Measures and Programs**

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

### **A. Rock Valley College Police Department**

RVC maintains a full-time law enforcement agency, the Rock Valley College Police Department (RVCPD), on campus in order to protect and serve the campus community from 6:00 a.m. – 2:00 a.m., seven days a week, and 365 days a year. Rock Valley College has entered into Inter-Governmental Agreements (IGAs) with the Rockford Police Department and Belvidere Police Department to provide police service from 2:00 a.m. – 6:00 a.m., when RVCPD officers are not working. The RVCPD has an authorized strength of 12 sworn full time officers who are responsible for providing law enforcement services to Rock Valley College campuses. It is responsible for responding to all emergencies; fire, ambulance, police, and rescue. RVCPD communicates regularly with other law enforcement agencies and emergency responders in order to more effectively and efficiently respond to incidents on campus. The RVCPD uses radio systems and portable radios which provide for a wider range of communication with other agencies and responders. Members of the RVCPD, which includes Environmental Health & Safety, and members of the Emergency Management Team have completed the National Incident Management System (NIMS) and Incident Command System (ICS) training which encompasses the need for clear lines of communication when dealing with an emergency.

### **B. Campus Emergency Operations Plan**

The College has a Campus Emergency Operations Plan (CEOP) which incorporates a number of emergency policies and procedures on behalf of the College community in the event of an emergency. This plan includes an Emergency Notification Text Messaging System (RVC Emergency Alert) in order to provide timely notification to the campus community in the

event of an imminent threat or event. This system is one of a number of emergency notification systems. The types of emergency notifications currently in place include: email, text messaging, a speakerphone alert system, the RVC website, telephone messages, and local media outlets.

## **C. Emergency Phones**

The College installs and maintains Emergency Call Boxes throughout its campuses in order to provide a means of communication directly to RVC Police in the event of an emergency or for assistance.

## **D. Fire Alarm Systems**

The College maintains Fire Alarm Systems in all RVC-owned buildings.

## **E. Training**

1. The College provides for training of employees and students with regard to College-related issues, including, but not limited to, workplace violence, sexual harassment, and non-discrimination.
2. RVCPCD provides regular training to its officers and command staff with regard to a wide range of law enforcement matters. All RVC police officers are trained in CPR and the use of an AED. In addition to annual Firearm Qualification training, all police officers are trained on an annual basis in a wide variety of law enforcement related topics.
3. RVCPCD is a member of the Northern Illinois Training Advisory Board, which provides training on numerous topics relating to active shooter training and communication skills, as well as numerous other law enforcement related topics.
4. RVCPCD has developed a Practical Response Active Shooter Training which is available to all faculty and staff. This training includes a video which has been provided to College employees on the Quarry (RVC Intranet) and to the general public via the RVC website. In addition, upon request, RVC Police provide training to employees on issues of overall safety, active shooter, and the Campus Emergency Operations Plan.

## **F. Mental Health**

1. In order to maintain ongoing communication and updates relating to incidents involving college students, representatives from the RVCPCD and Dean of Students office meet twice per month regularly and as needed in order to discuss, review, assess, and determine whether incidents or events are potential threats or dangers to the college community.
2. The College has created a Behavior Intervention Team (BIT) in order to review incidents and/or behaviors involving employees, students, or visitors with regard to potential threats of violence or harm, as described in more detail herein above.

## **G. Crime Prevention Programs**

The College offers regular crime prevention-related programs and presentations to the college community in order to create awareness and education on how to prevent violence and promote safety. These programs are generally provided by the RVCPCD and are offered to students and employees, and supplemented by educational materials.

## **H. Facilities/Infrastructure Safety Measures**

The College facilities and infrastructure are assessed on an annual basis to determine whether safety measures are in place to adequately address and respond to incidents of violence and/or threats to the campus community.

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

RVCPD maintains and monitors an integrated security technology system, which includes surveillance cameras, intrusion and panic alarms, building/room access control, ID/badging, and emergency call boxes. These systems are deployed throughout RVC's campuses as buildings are constructed and/or renovated.

## **I. Internal College Policies and Procedures**

The following policies are in place in order to prevent, address, and resolve issues of violence and safety at RVC.

1. Workplace Violence Policy
2. Sexual Harassment Policy and Complaint Procedures
3. Non-Discrimination Policy and Procedures
4. Student Conduct Code
5. Alcohol and Drug Policy
6. Student Alcoholic Beverages Policy
7. Campus Emergency Operations Plan
8. Behavioral Intervention Team and Threat Assessment Policy

## **J. Federal and State Laws and Regulations**

The following Federal and State laws require regulatory compliance with regard to issues of campus safety and violence at public institutions of higher education.

1. The Federal Student Right to Know and Campus Security Act (Clery)
2. Federal Safety and Drug Free Schools and Communities Act
3. Federal Drug Free Workplace Act of 1988
4. Higher Education Act of 1998
5. Higher Education Opportunity Act (signed Aug. 14, 2008-deals with changes in fire safety; drug and alcohol incidents; and emergency communication systems)
6. Uniform Crime Reporting (Both State and Federal)
7. Federal and State Alcohol, Drug, and Weapon Laws
8. Illinois Campus Security Act
9. Illinois Campus Security Enhancement Act
10. Illinois Victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender)
11. Illinois Education Sexual Assault Awareness Act
12. Illinois Campus Demonstrations Act
13. Illinois Meningitis Information Law
14. Illinois Firearm Owners Identification Card Act
15. Illinois Mental Health and Developmental Disabilities and Confidentiality Act

## **K. Task Forces, Committees and Memberships**

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

1. Illinois Law Enforcement Alarm System

2. Illinois Law Enforcement Alarm System's Mobile Field Force Team
3. Illinois Higher Education Coalition for Alcohol and other Drug and Violence Prevention
4. Illinois Association of Chiefs of Police (ILACP)
5. Northern Illinois Training Advisory Board, Mobile Training Unit #2
6. Rockford Violence Prevention Committee
7. Northern Illinois Campus Police Chiefs (NICC)
8. National Association of Security and Campus Administrators (NASCA)
9. International Association of Chiefs of Police (IACP)
10. Terrorism Officer Liaison Committee (TLOC)