

# John A. Logan College

## Board of Trustees Policy Manual

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**GENERAL RESPONSIBILITIES**

The President is responsible to the Board of Trustees for the total operation of the College, including the recommendation of administrative policies and the administration of the College according to established purposes and policies.

**SPECIFIC DUTIES**

1. The President shall be the executive officer **and authorized representative** of the Board of Trustees.
2. The President shall prepare and recommend to the Board the adoption of policies relating to the objectives, organization, and operation of the College.
3. The President shall develop and recommend salaries.
4. The President shall report and recommend policies with appropriate input from students and staff.
5. The President shall prepare and submit an annual budget and recommend necessary budget changes.
6. The President shall recruit and recommend the appointment, reclassification, or dismissal of staff members/all personnel.
7. The President shall make recommendations about the maintenance and improvement of buildings and grounds, including new facilities.
8. The President shall recommend the purchase of materials or services not specified in the annual budget.
9. The President shall establish fees, develop budgets, and employ consultants, speakers, and leaders to organize and conduct College-sponsored seminars, workshops, or conferences. Every effort should be made to make such activities self-supporting by generating the money from participant fees.
10. The President shall stimulate and direct the planning and implementation of new programs.
11. The President shall serve as the final staff authority for the resolution of individual student, student group, or staff problems.
12. The President shall be responsible for disseminating information to the public and representing the College to the community and local, state, and national leaders.
13. The President shall promote the cultural and social activities of the College, serving as host on appropriate occasions, both within and outside the College.
14. The President shall arrange for the College to be represented at functions involving other educational institutions, educational organizations, state agencies, and legislative bodies.
15. The President shall participate in local, state, regional, and national organizations active in the field of education, especially at the community college level.

16. The President shall be responsible for preparing and submitting reports required by governmental and educational authorities.
17. The President shall be responsible for the evaluation of the College.
18. The President shall prepare and submit annual and special reports on the state of the College.
19. In the absence of the President, the **President's designee will serve as acting President. In the event that no designee has been named, the Provost will serve as acting President.**
20. In case of emergency or if it should be in the best interest of the College, the President may declare a holiday, notifying faculty, staff, and students accordingly.
21. The President is authorized to commit the College to a grant or project or accept a grant award on behalf of the Board.
22. The President shall coordinate with and act as a liaison to the John A. Logan College Foundation and participate in fundraising efforts.
22. The President has broad discretionary authority to act within the policies approved by the Board.

ADOPTED: JUNE 4, 1968

AMENDED: APRIL 1, 1980; NOVEMBER 24, 2015; SEPTEMBER 30, 2016 (TITLES); **APRIL 27, 2021**

REVIEWED: OCTOBER 12, 2015; **MARCH 11, 2021**

LEGAL REF.:

CROSS REF.: BOARD POLICY 2810

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John A. Logan College has a clearly defined organizational structure consisting of the President and Executive Administrators who sit on the President's Executive Council. The President is the Chief Executive Officer directly responsible to the Board of Trustees and serves as the College's chief representative in the community.

In accordance with the Illinois Public Community College Act and Board Policy 4110, the President executes directly or by delegation all executive and administrative duties necessary for the efficient operation of the College. Each position necessary to implement the mission and policies of the Board is described in an approved job description on file in the College's Office of Human Resources.

The College's organizational chart presents a detailed outline of reporting structures beginning with the Board of Trustees and President and continuing through all the divisions of the College. The most current version of the organizational chart shall be maintained in the College's Administrative Procedures Manual on the College's website.

ADOPTED: APRIL 1, 1980  
AMENDED: JANUARY 8, 1982; MARCH 11, 1985; JANUARY 27, 2004; NOVEMBER 24, 2015; APRIL 27, 2021;  
**MARCH 22, 2022**  
REVIEWED: OCTOBER 12, 2015; MARCH 11, 2021; **FEBRUARY 10, 2022**  
LEGAL REF.:  
CROSS REF.: ADMINISTRATIVE PROCEDURE 401, ORGANIZATIONAL CHART  
(ADMIN. PROCEDURES 402-404 MOVED FROM ADMIN. PROCEDURE TO SPECIFIC JOB DESCRIPTIONS MAINTAINED  
IN THE OFFICE OF HUMAN RESOURCES.)

In accordance with Illinois law and to benefit John A. Logan College, the College may accept gifts, grants, or legacies from any source when made for community college purposes. When any such gift, grant, or legacy from any source is in the form of real estate with or without buildings, it must be accepted or rejected by the Board of Trustees upon recommendation of the administration after an administrative evaluation of the real estate or real property has been made in a way prescribed by administrative policy.

All other gifts, grants, or legacies of unencumbered cash, useful equipment, personal services, or other such donations that benefit the College may be accepted by the administration and utilized by the institution in the completion of its mission.

The sale or other disposal of any **unneeded** real property accepted by the Board of Trustees must also be approved by the Board of Trustees.

ADOPTED: MARCH 12, 1990  
AMENDED: NOVEMBER 16, 1999; APRIL 29, 2004; **NOVEMBER 24, 2015**  
REVIEWED: OCTOBER 12, 2015  
LEGAL REF.:  
CROSS REF.:

**A POLICY IMPLEMENTING THE PROVISIONS OF THE  
STATE OFFICIALS AND EMPLOYEES ETHICS ACT (5 ILCS 430/1-1 et seq.)  
FOR THE  
JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES  
ILLINOIS PUBLIC COMMUNITY COLLEGE DISTRICT #530**

**WHEREAS**, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq. (“Act”), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

**WHEREAS**, pursuant to Section 70-5 of the Act (5 ILCS 430/70-5), all units of local government and school districts are required to adopt an ordinance or resolution regulating the political activities of, and the solicitation and acceptance of gifts by, their respective officers and employees, “in a manner no less restrictive” than the provision of the Act; and

**WHEREAS**, the John A. Logan College Board of Trustees desire to be in compliance with the provisions of the Act;

**NOW, THEREFORE, BE IT RESOLVED BY THE JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT NO. 530, COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY AND RANDOLPH, IN THE STATE OF ILLINOIS, AS FOLLOWS:**

**Section 1:** That the official policy of the John A. Logan College Board of Trustees shall read as follows:

**SECTION ONE: STATE OFFICIALS AND EMPLOYEES ETHICS ACT:**

- A. The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq.; (hereinafter referred to as “the Act” in this Section) are hereby adopted by reference and made applicable to the officers and employees of the Regional Superintendent/Regional Board of Trustees to the extent required by 5 ILCS 430/70-5.
- B. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any officer or any employee of the John A. Logan College Board of Trustees, is hereby prohibited.
- C. The offering or making of gifts prohibited to be offered or made to an officer or employee of the John A. Logan College Board of Trustees, is hereby prohibited.
- D. The participation in political activities prohibited under the Act, by any officer or employee of the John A. Logan College Board of Trustees, is hereby prohibited.
- E. For purposes of this Section, the terms “officer” and “employee” shall be defined as set forth in 5 ILCS 430/70-5(c).
- F. The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.

- G. This Section does not repeal or otherwise amend or modify any existing policies which regulate the conduct of the John A. Logan College Board of Trustees and its employees. To the extent that any such existing ordinances or policies are less restrictive than this Section, however, the provisions of this Section shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).
- H. Any amendment to the Act that becomes effective after the effective date of this Section shall be incorporated into this Section by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by the John A. Logan College Board of Trustees shall not be incorporated into this Section by reference without formal action by the John A. Logan College Board of Trustees.
- I. If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Section shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. This Section shall be deemed repealed without further action by the John A. Logan College Board of Trustees if the Act is found unconstitutional by the Illinois Supreme Court.
- J. If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Section shall remain in full force and effect; however, that part of the Section relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the John A. Logan College Board of Trustees.

**SECTION TWO**

This Policy shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

Passed this 27th day of July, 2004.

**JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES,  
COMMUNITY COLLEGE DISTRICT #530,  
COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY, AND  
RANDOLPH, IN THE STATE OF ILLINOIS**

**BY: (Original signed by Board Chair Carol Farner)**

ADOPTED: APRIL 29, 2004  
AMENDED: JULY 27, 2004  
REVIEWED: OCTOBER 12, 2015  
LEGAL REF.: 5 ILCS 430/1-1 AND FOLLOWING  
CROSS REF.:

The College Board of Trustees is committed to providing the best working conditions for all campus employees. It is the Board's policy to accomplish this by observing all current occupational health, safety, and environmental laws; and to develop the best feasible operations, procedures, and policies to furnish its employees with a place of employment that is free from recognized hazards that are causing or likely to cause death or serious physical harm. Further, it is the policy of the Board of Trustees to furnish employees with information regarding hazards in the workplace, including information about suitable cautions, relevant symptoms, and emergency treatment.

The Board of Trustees delegates the College administration the responsibility for compliance with this policy and applicable Health and Safety Acts. This is to be accomplished by, but not limited to, the following:

- Maintain ongoing programs to identify employee health and safety risks. The College shall see that all employees clearly understand all facets of its health and safety programs that directly affect them and their duties.
- Make control and elimination of such risks a priority in financial and business plans and budgets. The College will provide funds to implement health and safety programs.
- Control and reduce employee exposure to all known or clearly suspected health and safety risks.
- Provide incentive and recognition programs to encourage employees to identify, control, and eliminate occupational health and safety risks.
- Establish and maintain programs to discuss College occupational health and safety information with all persons with the need and right to know.
- Voice positions on occupational health and safety concerns as they affect the College and its employees.
- Plan, design, and construct all new college facilities to provide the safest and most healthful environment possible.
- Recognize that despite every effort the College makes, the basic responsibility for employee, visitor, and student health and safety rests with the individual.

It is a condition of employment for all employees to conduct their work in a safe and healthful manner.

ADOPTED:           OCTOBER 23, 2012  
AMENDED:         **SEPTEMBER 24, 2024 (FORMER BP 3620)**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:



John A. Logan College places a high priority on the need to prevent the spread of chronic infectious diseases on its campus. The College is committed to educating its staff, students and the community about infectious diseases, **particularly since** there is currently no cure **for particular diseases, such as Human Immunodeficiency Virus (HIV) Infection – the cause of** Acquired Immune Deficiency Syndrome (AIDS), **and Hepatitis C.** Education regarding the methods by which these viruses may be transmitted and how to prevent transmission is essential. The adoption of this policy indicates the intention of John A. Logan College to promote the health and regular attendance of our students so they may attain their maximum potential for learning.

### **STUDENTS WITH CHRONIC INFECTIOUS DISEASES**

Students with identified chronic communicable diseases may attend normal school functions, including classes, whenever, through reasonable accommodation, the risk of transmission of the identified disease and/or the risk of further injury to the identified student is sufficiently remote in such a setting as to be outweighed by the detrimental effects resulting from the students' exclusion from these normal school functions. Placement decisions will be made using this standard in conjunction with current, available public health department guidelines, i.e., county, state, federal and the Center for Disease Control **and Prevention**, concerning the particular disease in question. Individual incidents will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

### **EMPLOYEES WITH CHRONIC INFECTIOUS DISEASES**

Employees with identified chronic communicable diseases shall be permitted to retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others. Such employees shall remain subject to the Board's employment policies, including, but not limited to the current collective bargaining agreement in effect, sick leave, physical examinations, temporary and permanent disability and termination.

Employment decisions will be made by utilizing the general legal standard in conjunction with current, available public health department, i.e., county, state, federal and the Center for Disease Control **and Prevention**, guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any employee who has a chronic communicable disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health

risks to the employee and others. The number of personnel aware of the employee's condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

**ENFORCEMENT GUIDELINES**

1. Students identified as having a chronic communicable disease(s) will have the same rights and responsibilities outlined in the Student Rights and Responsibilities Handbook, and any special treatment of such students will be in accordance with the procedures in that handbook.
2. Any employee identified as having a chronic communicable disease(s) will have his/her situation handled through provisions presently contained in the contract between the **employee's bargaining unit** and the Board of Trustees and/or existing College policies.
3. Any disciplinary action, reassignments, or other necessary or desirable changes in the status of a student or an employee will be handled with the strictest confidentiality, on an individual basis, and in accordance with existing law and College policy.
4. Medical records relevant to the case of any student or employee identified as having a chronic communicable disease(s) may be requested by the College to become a part of the file of such cases.
5. Any student or employee with an identified chronic communicable disease where some action in regard to that disease is taken by the College will have all appeal procedures available to them as contained in College policy, and, in the event such procedures may not be clear to the student or employee, satisfactory procedures will be worked out between the College and the employee or student.

ADOPTED: NOVEMBER 9, 1987

AMENDED: MARCH 22, 2016; **SEPTEMBER 24, 2024 (FORMER BP 3363)**

REVIEWED: NOVEMBER 10, 2015

LEGAL REF.:

CROSS REF.:

The purpose of this policy is to provide a healthy, clean, and safe environment for all students, staff, and the general public who use College facilities. This policy recognizes that smoking is a matter of individual choice that should not infringe on the rights and desires of other individuals. Furthermore, the College must comply with the Smoke-Free Campus Act (110 ILCS 64).

It is intended that this policy be self-enforcing primarily. However, faculty, staff, students, and student government are expected to assist with enforcement. In instances where faculty, staff, and student government members can identify repeat offenders, the campus police staff is to be called to assist with enforcement. Student offenders who continually violate the policy will be referred to the Vice-President for Business Services & CFO for disciplinary procedures under the ***Student Guidebook***. Faculty and staff offenders will be disciplined through regular administrative channels within their division at the College.

Facilities and property owned or controlled by John A. Logan College are established as smoke-free effective July 1, 2015. Smoking is permitted under this policy and the Smoke-Free Campus Act in personal automobiles only. For purposes of this policy and the Smoke-Free Campus Act, the use of “E-Cigarettes” is strictly prohibited unless within a personal automobile.

This policy provides that no tobacco products are to be sold or given out as complimentary items on campus. Signs will be posted at all main campus entrances, clearly indicating the campus is a Smoke-Free Campus. The success of this policy will depend on the guiding principle that everyone has the right to breathe clean air and that this right is more important than an individual’s right to choose to smoke.

ADOPTED: APRIL 11, 1988  
AMENDED: JANUARY 14, 1992; APRIL 20, 1993; SEPTEMBER 24, 1996; MAY 27, 2014; NOVEMBER 24, 2015;  
**SEPTEMBER 24, 2024 (FORMER BP 3366)**  
REVIEWED: NOVEMBER 12, 2014; OCTOBER 12, 2015  
LEGAL REF.: SMOKE-FREE CAMPUS ACT 110 ILCS 64/  
CROSS REF.:

John A. Logan College views drug or substance abuse, including alcohol abuse, as having a debilitating effect on a person's physical and emotional well-being. Further, in accordance with the existing law and sound educational practice, the College strongly discourages drug or substance abuse by any of its students, faculty, staff, or officers.

In addition to enforcing (or aiding in the enforcement) of laws that regulate such abuse, the College does provide drug and alcohol abuse prevention information (program) through its health classes as well as through its professional counseling staff for individuals who seek such information.

While the College does not have a rehabilitation or counseling program for drug and substance abusers, it will assist, when called upon, in aiding an individual seeking help through appropriate referrals to certified drug and substance abuse counselors in the area. Information about such programs can be obtained confidentially from the Office of Human Resources.

Any College employee engaged in the performance of a contract or grant with the State of Illinois shall be provided a copy of the Notice Regarding Drug-Free Workplace, which is set forth below.

A copy of the Notice Regarding Drug-Free Workplace shall be posted in a prominent place at the College.

#### NOTICE REGARDING DRUG-FREE WORKPLACE

The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance, including alcohol and cannabis, is prohibited in and on John A. Logan College-owned or -controlled property and on any College-sponsored off-campus trip or activity of an educational nature. Any John A. Logan College employee determined to have violated this policy may be subject to disciplinary action up to and including termination. Any John A. Logan College student determined to have violated this policy may be subject to disciplinary action up to and including suspension. In addition, a student receiving financial aid may lose that assistance. The use of alcohol while on John A. Logan College-owned or -controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the College for approved College functions. No employee will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder or for disciplinary action up to and including termination of employment.

Any College employee engaged in the performance of a contract or grant with the State of Illinois is hereby notified that as a condition of employment on such grant, the employee will:

- (A) Abide by the terms of the above statement; and
- (B) Notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(END OF NOTICE)

The College shall establish and maintain a drug-free awareness program to inform employees about:

- The dangers of drug abuse in the workplace;
- The College's policy of maintaining a drug-free workplace;
- Any available drug counseling, rehabilitation, and employee assistance programs; and
- The penalties that may be imposed upon employees for drug violations.

The College shall notify the contracting or granting agency within 10 days after receiving notice of an employee convicted for violation of a criminal drug statute in the workplace.

The College shall impose a sanction on, or alternatively, require satisfactory participation in a drug abuse assistance or rehabilitation program by any employee convicted as set forth above.

The College will assist an employee in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

The College will make good faith efforts to continue to maintain a drug-free workplace through the implementation of the provisions of the Drug-Free Workplace Act (30 ILCS 580/1 et seq.)

Medical Marijuana

John A. Logan College prohibits the possession or use of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus or at any College-sponsored event or activity off-campus. This prohibition includes the possession and use of medical marijuana. The Compassionate Use of Medical Cannabis Pilot Program Act, an Illinois law that permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, also states: "Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property." Additionally, John A. Logan College is required to certify that it complies with the Drug-Free Schools and Communities Act (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug-Free School and Communities Act, John A. Logan College prohibits all cannabis use, possession, manufacture, or distribution.

ADOPTED: APRIL 13, 1987  
AMENDED: JULY 10, 1989; JUNE 11, 1990; NOVEMBER 12, 1990; APRIL 25, 2000; NOVEMBER 22, 2016;  
**SEPTEMBER 24, 2024 (FORMER BP 3362)**  
REVIEWED: SEPTEMBER 21, 2016  
LEGAL REF.: 30 ILCS 580/1 ET SEQ.  
CROSS REF.: ADMINISTRATIVE PROCEDURE 306

John A. Logan College is committed to maintaining a safe and healthy educational and employment environment. It is the policy of John A. Logan College to comply with the Violence Against Women Reauthorization Act ("VAWA"), Title IX of the Education Amendments of 1972 ("Title IX"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), and the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

The College's Policy applies to all members of the College community, including students, employees, contractors, visitors, and third parties, whenever the misconduct occurs on College property or off College property in the event that the conduct was in connection with a College or College-recognized program or activity, or otherwise has a connection to the College.

**The College's established procedures for implementing this Policy are outlined in Administrative Procedure 414, Procedures Implementing the College's Policy Prohibiting Sex Discrimination.**

ADOPTED: JANUARY 24, 2017  
AMENDED: APRIL 27, 2017; MARCH 26, 2024; **NOVEMBER 26, 2024**  
REVIEWED: NOVEMBER 7, 2016; MARCH 11, 2021; FEBRUARY 14, 2024; **OCTOBER 3, 2024**  
LEGAL REF: 110 ILCS 155/1 ET. SEQ.  
CROSS REF.: **BOARD POLICY 8317 – TITLE IX**  
**ADMINISTRATIVE PROCEDURE 414**

John A. Logan College is committed to providing its students and employees with an educational and work environment free of violence or intimidation of any kind. The College adopts a zero-tolerance stance for violence or threatening behavior of any type from any source. Acts of physical violence or threats, including intimidation, harassment, and/or coercion, which involve or affect John A. Logan College employees or students, will not be tolerated. Security and safety of all persons on this campus are paramount, and complaints of physical violence, intimidation, threats, harassment, or coercion will be given serious attention and dealt with immediately.

Any employee or student who believes there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact Campus Police and their immediate supervisor.

The College will promptly investigate all reports or alleged incidents of violence, threats, harassing, or intimidating behavior.

All employees are expected to cooperate fully in all such investigations.

Any person, student, employee, or visitor who commits acts of violence, threatens, harasses, or intimidates on campus or while conducting College activities or business may be excluded from the campus by the direction of the President or his/her designee.

Where circumstances warrant, the College will request that appropriate law enforcement agencies become involved and may seek prosecution of conduct that violates the law.

ADOPTED: JUNE 24, 2014  
AMENDED: APRIL 27, 2021; **SEPTEMBER 24, 2024 (FORMER BP 3372)**  
REVIEWED: MARCH 11, 2021  
LEGAL REF.:  
CROSS REF.: BOARD POLICIES 4320, 5225, 8310, 8315, 8317

All students who are required to be registered as a registered sex offender must also register with the John A. Logan College Campus Police Department. This information must be kept current each semester. Failure to register with the John A. Logan College Campus Police Department will result in suspension from John A. Logan College.

ADOPTED:           OCTOBER 26, 2010  
AMENDED:         **SEPTEMBER 24, 2024 (FORMER BP 3371)**  
REVIEWED:       NOVEMBER 10, 2015  
LEGAL REF.:  
CROSS REF.:



The College shall maintain an Emergency Response Plan that is National Incident Management System (NIMS) compliant in accordance with the Campus Security Enhancement Act of 2008, as revised.

The authority to declare a campus state of emergency and declare an end to a state of emergency rests with the College President or his/her designee.

In the event of an emergency, as defined in the Emergency Response Plan, the Campus Police Department shall immediately place the appropriate procedures necessary to meet an emergency, safeguard persons and property, and maintain educational facilities. After the initial response, and depending upon the nature and magnitude of the event, an incident commander outside the Campus Police Department may lead the actions taken by the College. The incident commander, command staff, and general staff responding, as identified in the Emergency Response Plan, have delegated authority to act as necessary to stabilize the incident. The Incident Commander will consult with the President as soon as possible regarding the emergency and the possible need for a declaration of a campus state of emergency.

During the first twenty-four (24) hours of the incident and after declaring a campus state of emergency, Board Policy 7154 -- Purchasing is suspended to allow for a quick response and minimize injury, loss of life, and damage to property. Suspension of this policy applies only to those assigned responsibility in the College's Emergency Response Plan and for the execution of such.

During a state of emergency, only those persons authorized by the incident commander will be allowed on the campus. Those who cannot present proper identification and/or are not authorized to be present are subject to arrest.

The Emergency Response Plan, including the persons identified to fulfill various emergency responsibilities in the plan, shall be approved by the Business Services Advisory Committee.

ADOPTED: MARCH 2, 2010  
AMENDED: **SEPTEMBER 24, 2024 (FORMER BP 3610)**  
REVIEWED: NOVEMBER 10, 2015  
LEGAL REF.: CAMPUS SECURITY ENHANCEMENT ACT OF 2008 (110 ILCS 12/20)  
CROSS REF.: EMERGENCY RESPONSE PLAN; BOARD POLICY 7154