

Guide to Reporting Threatening, Concerning, or Disruptive Behaviors

There are three campus resources available to you if you want to formally report concerning behavior to Harper College. The chart below can help you discern which one (or more) of the resources are the most appropriate based on the situation. You are always welcome to contact Harper Police and/or the Student Conduct Officer to consult if you are not sure whether or not you should report something.

	HCPD/911/x6330	Student Conduct	HEAT
WHAT	Emergency situations, immediate safety concerns, situations with unknown individuals, or violations of the law	Student behavior that appears to have violated the Student Code of Conduct, including significant disruption	Concern for <i>potential</i> threat of violence or significant concerns that aren't manageable through your conversations or referrals
WHO	Report any person – student, staff, faculty, visitor, parent, former student, unknown, etc.	Report students only.	Report any person – student, staff, faculty, visitor, parent, former student. (If the person's identity is unknown, you should contact HCPD.)
WHEN	Immediately – especially when safety is in question	Timely manner – preferably the day of the incident	Timely manner – preferably the day of the incident
WHY	<ul style="list-style-type: none"> • Immediate threats to safety or emergencies • For support while you intervene or confront someone • To inform about orders of protection, file a police report, or request an escort 	<ul style="list-style-type: none"> • You want formal action by the College, such as suspension or creating a formal conduct record • To learn about the reporting process for sexual or gender-based misconduct • Reporting academic dishonesty 	<ul style="list-style-type: none"> • You want someone to be aware of the situation, assess for potential threat, and to take action if warranted • For FYI – to report how you addressed a situation so someone else knows about it
HOW	Call 911 or 847-925-6330 or x6330 from a campus phone or 847-397-8551 TTY	Reporting & Information: http://harpercollege.edu/conduct For consultations: Phone: 847-925-6483	Reporting & Information: http://harpercollege.edu/heat