

2016

ANNUAL CAMPUS

SECURITY & FIRE STATISTICS REPORT

Iowa Central Community College



Campus Security Services

515-574-1000

Ext. 1000

security@iowacentral.edu

Fort Dodge Police, Fire, Ambulance

9-911

Iowa Central Community College | One Triton Circle | Fort Dodge, IA 50501

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Introduction

Iowa Central and the Fort Dodge community are comparatively safe environments. However, the potential always exists for crime and accidents. Proactive measures can minimize crime and enhance the security and safety for the entire college community — students, faculty, staff, alumni, and visitors. Safety and crime prevention require support and cooperation from the entire college community. All must take responsibility for the safety and security of themselves, others, and their belongings. There is a real potential for loss or theft of belongings that are not appropriately safeguarded. Anyone who observes suspicious activity is highly encouraged to contact Campus Security immediately. Anyone who has knowledge of present, future, or recent criminal activity must report what they know to Campus Security or local law enforcement.

The purpose of this report is to:

- Provide the Iowa Central community with an overview of its Campus Security services.
- Share crime statistics required by the Jeanne Clery Disclosure of Campus Security and Campus Policy and Campus Crime Statistics Act
- Inform current and prospective students, staff, faculty, and visitors about the college's policies and programs to keep them safe.
- Share information regarding emergency preparedness and planning.
- Share information regarding fire safety, fire statistics, and other fire-related information.



Iowa Central is a public institution. Campus Security works with the college's physical plant staff and residential life staff to establish appropriate levels of security.

Statements of Policies and Procedures

Timely Warnings

In the event a situation arises, either on or off campus, that in the judgment of the College Administration, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. There are two types of warnings, Triton Alert and crime and security alerts.

1. Triton Alert: Iowa Central maintains a campus wide mass communications system that warns students, faculty, and staff of an emergency situation by text messaging, and e-mail. All currently enrolled students and active employees are highly encouraged to register for this Alert system. Students, faculty, and staff may enroll by logging into Triton Pass and submitting the appropriate information. The Triton Alert system is tested yearly.

2. Crime and Security Alerts: Administration issues written crime and security alerts when the community may be at risk during both short- and long-term time periods. Crime Alerts are notices regarding specific crimes occurring on or near campus. Security Alerts are advisories reminding the campus community of crime-conducive trends, not necessarily in response to a specific crime. Alerts are announced by sending a campus wide email with all pertinent information.



Disclosure of Crime Statistics

Campus Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) (20 USC § 1092). The definitions for these crimes are taken from the FBI's Uniform Crime Reporting Program (UCR), as modified by the Hate Crimes Act, and the Higher Education Act.

- **Criminal Homicide** – the willful killing of one person by another.
- **Manslaughter by Negligence** – the killing of another person through gross negligence.
- **Sex Offenses:**
 - a. A forcible sex offense is any sexual act directed against another person forcibly and/or against that person's will or where the victim is incapable of giving consent.
 - b. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," and include incest and statutory rape.
- **Aggravated Assault** – An unlawful attack for the purpose of inflicting severe or aggravated bodily injury. Offense usually accompanied by a weapon or by means likely to produce great bodily harm.
- **Burglary** – Unlawful entry into a building with intent to commit a felony or theft. Forced entry not required if entry was unlawful, such as a trespass.
- **Robbery** – Taking or attempting to take anything of value from a person by force or threat of force.
- **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle.
- **Arson** – Any willful burning or attempt to burn the property of another.
- **Alcohol Violations** – Violations of law or ordinances prohibiting:
 - a. Possession or use of alcohol by a person under the age of 21.
 - b. Providing alcohol to a person under the age of 21.
 - c. Sale of alcohol without the required license.

- **Drug Violations** – Possession, manufacture, distribution or use of any controlled substance and the equipment or devices utilized in their preparation and/ or use.

- **Weapons Violations** – Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

- **Hate Crimes** – Crime categories of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, intimidation, vandalism (including destruction and/or damage to property), simple assault, and any other crime involving bodily injury are hate crimes if evidence is discovered that the victim was intentionally targeted because of the perpetrator's bias. Bias categories are race, gender, gender identification, sexual orientation, disability, religion, or national origin (ethnicity).

Campus crime, arrest, and referral statistics include those reported to Iowa Central Campus Security, by campus staff, faculty and law enforcement agencies. Each year, an e-mail notification is made to the campus community that provides the website to access this report. Paper copies are available in the VP-Enrollment Management and Student Development office or by calling 574-1049 to request a copy be mailed. Prospective employees may obtain a copy through either the Human Resources office or directly from VP-Enrollment Management and Student Development Office.

Starting in 2013 Iowa Central will be compiling statistics on domestic violence, dating violence, and stalking in compliance with new federal guidelines relating to the Violence Against Women Reauthorization Act of 2013.

To Report A Crime

To report a crime or suspicious activity, Contact Campus Security at 515-574-1000 or from a campus phone, Ext. 1000.

Fort Dodge Police – 515-573-2323 or 911 (from a campus phone, dial 9-911). You will reach the dispatchers that cover all emergency calls in Webster County.

In addition, you may report a crime to the following:

Director of Residence Life- 515-574-1086

VP of EMSD- 515-574-1049

Other campus officials you may report a crime to include: Deans, resident assistants (RAs), advisers and athletic coaches, the campus nurse.

Confidential Reporting Procedures – If you are the victim of a crime and do not want to pursue action within the college or the criminal justice system, you still may want to consider making a confidential report. With your permission, the VP-Enrollment Management and Student Development can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information Campus Security can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the college.

Counselors – As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 USC § 1092 (f), clarification was given to those considered to be campus security authorities. Campus “pastoral counselors” and campus “professional counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Campus Security Authority and Jurisdiction

The office responsible for security is Iowa Central Campus Security. Campus Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Iowa Central. Iowa Central Campus Security has the authority to enforce parking regulations. They also may authorize the towing, at the expense of the vehicle's owner, of a vehicle in violation, or the placement of an immobilizer (wheel boot) on a vehicle in violation of the parking regulations. Campus Security officers are not certified peace officers. Criminal incidents may be referred to the Fort Dodge Police Department, which has jurisdiction on the campus. Campus Security maintains a highly professional working relationship with the Fort Dodge Police Department and Webster County Sheriff's Department. All victims and witnesses are strongly encouraged to report immediately the crime to Campus Security and/or the appropriate police agency.

The Campus Security office is located in the Student Support Services building. The organization includes a supervisor, three full-time and five part-time security officers. The supervisor reports to the Vice President of Enrollment Management and Student Development for security, parking, and safety-related matters. Security officers are not armed. Security officers wear a distinctive security uniform unless assigned to special assignments. They provide basic security services to the college community and are accessible by calling 1000 (on campus) or 515-574-1000 (non-campus phone) regardless of their location on campus. Security officers receive training (examples include first aid and CPR) specifically designed to prepare them for their duties.

Campus Security Services

- Patrols campus on foot and by vehicle. Patrols include parking lots, grounds, athletic fields, residence halls, lounges and common areas of residence halls, and interior and exterior of other buildings.
- Takes reports of crimes. Performs limited investigations within their limits of authority.

- Maintains a daily log for administrative (official) purposes and a crime log for public inspection upon request from the VP-Enrollment Management and Student Development Office. The log includes the violation or incident, date, time, general location, generic summary of what was reported, and disposition, if known. (NOTE: If there is clear and convincing evidence that the release of such information would jeopardize an ongoing investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until at such time damage is no longer likely. As a matter of policy, names are not included in the log.
- Lock and unlock campus buildings as necessary.
- Responds to medical situations and contacts emergency medical responders when necessary.
- Responds to fire alarms.
- Enforces parking and *Student Handbook* regulations.
- Provides security escorts when situation requires.
- Assists resident hall directors, RAs, and other college officials.



Security Awareness Programs

During the Student Orientation programs a security orientation briefing is presented to all new students and their parents/guardians. Presented is a summary of the college's emergency action plan, Triton Alert, general crime posture on campus, crime prevention tips, and how to report crimes. Periodically during the year, crime prevention and safety related information is presented through various student and campus media forums. During an emergency or when time is critical, information is released to the college community through security or crime alerts, or through Triton Alert.

Crime Prevention Programs

In addition to the orientation briefings and information contained in this report and in the *Student Handbook*, Iowa Central can arrange for specific crime prevention classes that can be tailored to a group's needs.

Personal Security Recommendations

- Do not walk alone at night. Use lighted sidewalks.
- Walk close to the curb and away from bushes and alleys.
- If you must walk alone, inform someone at your destination when to expect you so he or she would be waiting.
- Request a Campus Security escort during the hours of darkness if you are alone.
- If you are attacked, SCREAM!!!! Do anything to bring public attention to your situation.
- Keep items of value out of sight.
- Safeguard any documents that include personal information that others could use to commit identity theft.
- Lock your room door when you are asleep or when the room is not occupied. Most crimes that occur on a residential campus are crimes of opportunity and happen when a door is left open or unlocked, even for a short period.
- Promptly report suspicious behavior.

- NEVER prop open residence exterior doors.
- Do not loan your room key or ID card to others.
- Do not share residence hall combinations with those who do not live in that building.
- Inform your roommate or friends where you are if you plan to remain away from your room overnight.
- Mark items of value with an identifying number or symbol. Record serial numbers. Photograph valuable items and keep all for record. Never use your social security number as an identifying number.



Alcohol and Drug Prevention

At Iowa Central, we are committed to promoting an awareness that drug and alcohol abuse is a health issue of concern to our College, students and community. We are interested in providing information to the staff and students to promote prevention of substance abuse. We are concerned about providing support mechanisms to address the immediate problem of individuals who are abusing substances and to obtain the professional intervention needed to assist them. Programming is done every semester by our college nurse and college mental health counselor.

Resources for Substance Prevention and Referral

Iowa Central Community College recognizes drug abuse as a potential health, safety and security problem. Students needing help in dealing with such problems are encouraged to seek assistance from our College Nurse, Room 119 of the AST Building, 515-574-1047. Also available are substance abuse resources including:

Community and Family Resources

515-576-7261

Alcoholics Anonymous

515-955-7723

It is the policy of Iowa Central Community College that illegal drug use, including the possession, use and sale of alcoholic beverages will not be tolerated and action will be taken. Alcoholic beverages are not permitted on campus nor at any on or off-campus activity subsidized by the College. This includes off-campus athletic contests. In addition, Iowa Central Community College enforces all state underage drinking laws and laws prohibiting the possession and sale of controlled substances.

Alcohol - State and Local Laws

It is illegal to use or consume alcoholic beverages on public streets or highways or in any public place except on premises covered by a liquor control license. A person cannot be intoxicated or simulate intoxication in a public place. Iowa Code Chapter 123 covers alcohol offenses. Information about the legal penalties

can be found at:

<https://abd.iowa.gov/alcohol/state-iowa-alcohol-law>

Controlled Substances Penalties

Iowa Code Chapter 124 prohibits the possession and sale of controlled substances and describes the offenses and penalties.

Federal Trafficking Penalties

See Drug Enforcement Administration website <http://www.dea.gov/index.shtml>

Resources for Health Risks Associated with Substance and Alcohol Abuse

National Institute on Drug Abuse

<https://www.drugabuse.gov/drugs-abuse>

Drug Enforcement Administration website

<http://www.dea.gov/index.shtml>

Tobacco and Nicotine Vapor Product Use

The Iowa Smokefree Air Act applies to Iowa Central Community College. Because the College wishes to provide a safe and healthy environment for students, employees and visitors, the College shall comply with all state and federal laws by prohibiting the use of tobacco products in College facilities, on college property, and in College vehicles. To protect the health and environment of the College's community, the College also prohibits the use of nicotine vapor products (electronic smoking devices) in College facilities, on College property, and in College vehicles. This policy applies to all College students, employees, and visitors. Nicotine vapor products (electronic smoking devices) shall mean: Any non-combustible product which contains or delivers nicotine (e.g., Electronic Nicotine Delivery System or ENDS) or any other substance intended for human consumption that can be used to simulate smoking through a vapor or aerosol from the product, that employs a heating element, power source, electronic circuit, or other electronic, chemical or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution or other substance. Nicotine vapor product includes an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vapor pen, or other similar product or device.

Counseling Services

Student counseling services are available, without charge, to currently registered students. Office hours are Mondays - Friday from 8:00 a.m.-4:00 p.m. The counseling office is located in the AST building by the nurse's office. Services include mental health assessments, brief solution focused counseling, emergency walk-in or phone consultations, and referral to community resources. To better serve students, please schedule counseling appointments in advance.

Nurse: 515-574-1047

Counselor: 515-574-1051

Harassment/Violence

As an educational institution, Iowa Central Community College strives to provide a respectful, safe, and non-threatening environment for students and employees. The mission of the College is to promote intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, strengthens community, and inspires progress. Harassment and violence against students, faculty, and staff subverts this mission and will not be tolerated. This policy describes prohibited conduct, establishes procedures for reporting and addressing complainants of incidents of prohibited conduct, and describes educational programs to be conducted by the College to heighten awareness of prohibited conduct described below.

It is the policy of Iowa Central Community College to maintain a learning and working environment that is free from harassment or violence based on race, color, religion, creed, sex, sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law. The College prohibits any form of harassment or violence against an employee or student based on race, color, religion, creed, sex, sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law and/or

because the person opposed unlawful discrimination and/or participated in an investigation or complaint concerning unlawful discrimination. For purposes of this policy, these prohibitions also apply to Iowa Central Community College trustees, agents, volunteers, contractors, or persons subject to the supervision and control of Iowa Central Community College.

It is a violation of College policy for any student, faculty member, staff member, administrator or other employee to harass any student, faculty member, administrator, or other College employee based on sex stereotyping and/or because of that person's race, color, religion, creed, sex, sexual orientation, gender identity, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law.

It is a violation of College policy for any student, faculty member, staff member, or administrator or other College employee to inflict, threaten to inflict, attempt to inflict, and/or to aid in inflicting violence upon any student, faculty member, staff member, administrator or other College employee based on sex stereotyping and/or because of that person's race, color, religion, creed, sex, sexual orientation, gender identity, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law.

This policy covers prohibited conduct occurring both on-campus/center and off-campus:

- a. On-campus/center violations: prohibited conduct that occurs on property owned or controlled by the College;
- b. Off-campus violations: prohibited conduct that occurs during College sponsored events or during a College affiliated organization's sponsored event (e.g. field trips, social and educational functions, College related travel, athletic related events and travel, and student recruitment activities and travel); and
- c. At any location, including through electronic media such as e-mail or social networking websites, and involving any College faculty, staff, or student, provided that:

(1) The incident occurs at a College-sponsored activity or during an event sponsored by an

organization affiliated with the College, including a student organization;

(2) The accused or the complainant was acting in an official capacity for the College during the incident,

(3) The accused or the complainant was conducting College business during the incident;

(4) The conduct has the purpose or reasonably foreseeable effect of substantially interfering with the work or educational performance of College students, faculty, or staff;

(5) The conduct creates an intimidating or hostile environment for anyone who is involved in or seeks to participate in College employment, education, on-campus living, or other College-sponsored activities; or

(6) The conduct demonstrates that the individual poses a reasonable threat to College campus/center safety and security.

Definitions

Harassment is conduct or speech which is offensive or shows malice toward an individual based on sex stereotyping and/or because of a person's race, color, religion, creed, sex, sexual orientation, gender identity, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law.

Violence as it relates to the content of oral, written, or symbolic speech falls within prohibited activity if:

a. The content consists of those personally abusive epithets which are inherently likely to provoke a violent reaction,

b. The content is a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals, or

c. The content is a threat to a person or group of persons with the intent of placing the victim in fear of bodily harm or death.

Conduct that constitutes a protected exercise of an individual's rights under the First Amendment to the United States Constitution (and related principles of academic freedom) shall not be deemed a violation of this policy.

Harassment as it relates to conduct is intentional conduct directed toward an identifiable person or persons based on sex stereotyping and/or because of the person's race, color, religion, creed, sex, sexual orientation, gender identity, marital status, socioeconomic status, military

service, national origin, age, disability, and/or any other status protected by federal, state, or local law that is sufficiently severe, pervasive, or persistent that it interferes with work, educational performance, on-campus living, or participation in a College activity on or off campus.

Sexual Harassment

Sexual harassment is a form of sexual discrimination that violates Title VII of the Civil Rights Act of 1964 and/or Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining the College's program (academic course) and/or other College sponsored activities;

b. Submission to or rejection of that conduct or communication by an individual is a factor in decisions affecting that individual's employment or education; or

c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or a student's ability to participate in or benefit from a College program (academic course) or activity sponsored by the College or creating an intimidating, hostile, or offensive employment environment or educational or on-campus living environment.

Sexual harassment subverts the mission of the College and threatens the careers, educational experience, and well-being of students, faculty, and staff. The College will not tolerate sexual harassment, nor will it tolerate unwelcomed behavior of a sexual nature toward members of the College community when that behavior creates an intimidating or hostile environment for employment, education, on-campus living, or participation in a College sponsored activity. Sexual harassment is especially serious when an instructor harasses a student or a supervisor harasses a subordinate. In such situations, sexual harassment unfairly exploits the power inherent in an instructor's or supervisor's position. However, while sexual harassment often takes place in situations where there is an abuse of a power differential between the

persons involved, the College recognizes that sexual harassment is not limited to such situations. Sexual harassment can occur when a student harasses an instructor, when a subordinate harasses a supervisor, or between persons of the same status as students or employees.

Sexual harassment may also include, but is not limited to, conduct described below:

Gender Harassment is generalized sexist statements and behavior that convey insulting or degrading attitudes including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping or a person's failure to conform to stereotypical notions of masculinity or femininity even if those acts do not involve conduct of a sexual nature. Examples include suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons, e-mail, voicemail, and social media including but not limited to Facebook and twitter; and sexually explicit jokes or humor focused toward a particular gender.

Seductive Behavior is unwanted, inappropriate and offensive sexual advances. Examples include repeated unwanted sexual invitations, insistent requests for dinner, drinks or dates, persistent letters, phone calls and other invitations.

Sexual Bribery is solicitation of sexual activity or other sex-linked behavior by promising a reward (a better grade, promotion, etc.) for performing the activity or behavior. The proposition may be either overt or subtle.

Sexual Coercion is sexual activity or other sex-linked behavior by threat of punishment. Examples include negative performance evaluations, withholding promotions, threats of termination, or threats of a failing or lower grade.

Sexual Imposition includes deliberate assaults or molestation, or unwanted physical contact such as patting, pinching, "friendly" arms around the shoulder or intentionally brushing against another person's body. This includes any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force such as intentional contact with the breasts, buttock, groin, or genitals, or touching another person with any of these body parts, or making

another touch you or themselves with or on any of these body parts; and any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Other conduct or behavior of a sexual nature deemed inappropriate by a College employee and/or student.

Evidence of Sexual Harassment

Behavior that may constitute, or be evidence of, prohibited sexual harassment includes, but is not limited to, the following:

- a. Physical assault;
- b. Direct or implied threats that submission to sexual advances will be a condition of, or that failure to submit to such advances will adversely affect, employment, work status, promotion, grades, letters of recommendation, or participation in a College sponsored activity;
- c. Direct propositions of a sexual nature or persistent unwelcomed efforts to pursue a romantic or sexual relationship, including subtle pressure for sexual activity, an element of which may be repeated staring;
- d. A pattern of unwelcomed sexually explicit gestures, statements, questions, jokes, or anecdotes, whether made physically, orally, in writing, or through electronic media (see Board Policy Number 313 Technology and Board Policy Number 315 Social Media Policy);
- e. A pattern of unwelcomed conduct involving:
 - (1) Unnecessary touching;
 - (2) Remarks of a sexual nature about a person's clothing or body;
 - (3) Remarks relating to sexual activity or speculations concerning previous sexual experience; or
 - (4) Stalking another person who reasonably perceives the stalker is pursuing a romantic and/or sexual relationship, and stalking of a sexual nature that is directed at a specific person that would cause a reasonable person to feel fear; or
- f. A display of graphic sexual material (not legitimately related to the subject matter of an academic course, if one is involved, or to job requirements) in a context where others are not

free to avoid the display because of an employment or educational requirement or without surrendering a privilege or opportunity that others may reasonably expect to enjoy in that location.

In determining whether alleged conduct constitutes sexual harassment, the College will consider all available information and will review the totality of the evidence, including the context in which the alleged incident(s) occurred, to determine whether it is more probably true than not that the harassment in violation of this policy occurred. Although repeated incidents generally create a stronger claim of sexual harassment, a single serious incident can be sufficient. Determinations will be made on a case-by-case basis. Expression that constitutes a protected exercise of an individual's free speech rights under the First and Fourteenth Amendments to the United States Constitution shall not be deemed a violation of this policy. Isolated behavior of the kind described above that does not rise to the level of sexual harassment but that, if repeated, could rise to that level, demonstrates insensitivity that may warrant remedial measures. Academic or administrative personnel who become aware of such behavior in the College environment should counsel those who have engaged in the behavior. Such counsel should include a clear statement that the behavior is not acceptable and should cease, information about the potential consequences if such behavior persists, and a recommendation, as appropriate, to undertake an educational program designed to help the person(s) understand the harm caused by the behavior.

Courses of Action

- a. Students who feel that they have been the subjects of such harassment should advise the Vice President of Enrollment Management and Student Development or the College's Director, Human Resources / Equal Employment Opportunity (EEO) Coordinator.
- b. Staff members should advise one of the following: their immediate supervisor, the appropriate Vice President, or the College's Director, Human Resources / EEO Coordinator.
- c. When the College is informed or made aware of a possible harassment situation, an investigation will be conducted as described in

the procedure for a Formal Complaint in this policy.

Sexual Violence

Sexual violence is prohibited and as specifically addressed in the Violence Against Women Reauthorization Act of 2013, Section 304, Campus Sexual Violence Act provisions amending Section 485(f) of the Higher Education Act of 1965 (the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act). Sexual violence refers to physical sexual acts perpetrated against a person's consent or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, and acts as defined below, as well as aiding acts of sexual violence.

Definitions:

Consent: Clear, knowing and voluntary participation in sexual conduct by person of the age and intellectual capacity to give lawful consent, and may be given by words or actions, as long as words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) the sexual activity. Consent must be active, not passive. Silence, in and of itself, cannot be interpreted as consent. Lack of protest or resistance does not constitute consent. Consent to any one form of sexual activity cannot be automatically implied to be consent to any other form of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Persons who want to engage in the sexual activity are responsible for obtaining consent and the clearly giving of consent. Consent should never be assumed.

Iowa Code provides that the following persons are unable to give consent:

- Persons who are asleep or unconscious (Iowa Code Section 709.1A);
- Persons who are incapacitated due to the influence of drugs, alcohol, or medication (Iowa Code Section 709.1A);
- Persons who are unable to communicate consent due to a mental or physical condition (Iowa Code Section 709.1A); or

-Generally, minors under the age of 16 (Iowa Code Section 709.4).

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Iowa.

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 is determined based on a consideration of the following factors:
 - a. The length of the relationship,
 - b. The type of relationship.
 - c. The frequency of interaction between the persons involved in the relationship; and
3. May occur any time even it first and only date.

Non-Consensual Sexual Intercourse: Any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman, which is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sexual Assault: Subjecting another person to sexual touching that is unwanted.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress.

Sexual Exploitation: Occurs when a person takes non-consensual and abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage

anyone other than the one being exploited, and that behavior does not otherwise fall in one of other definitions sexual misconduct offenses, such as, but not limited to, non-consensual video or audio-taping of sexual activity, engaging in voyeurism, prostituting another person, engaging in indecent exposure, or knowingly transmitting a STI or HIV to another person.

Substantial Threat: reported conduct that by its nature causes a person to reasonably believe that a high risk exist that violent acts and physical harm against another person or persons may occur.

Racial, religious, national origin, marital status, socioeconomic status, military service, age, and disability harassment:

Physical or verbal conduct relating to an individual's race, color, creed, religion, national origin, marital status, socioeconomic status, military service, age, and/or disability when the conduct:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
- b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- c. Otherwise unlawfully and adversely effects an individual's employment or ability to participate in or benefits from the College's programs (academic courses) and/or College sponsored activities.

The use of alcohol and/or drugs will not excuse any behavior that violates this policy.

Reporting Sexual Violence

Iowa Central Community College strongly encourages all members of the College community to report incidents of sexual violence to any of the following resources:

- a. In the event of an immediate threat, danger, or injury, the reporting person should contact the local authorities by dialing 911 and then contact Campus Security by dialing 515-574-1000;

b. For non-emergencies, the reporting person is encouraged to contact College Campus Security by telephone at 515-574-1000 or by e-mail at security@iowacentral.edu or to contact the Vice President of Enrollment Management & Student Development by dialing 515-574-1050 or by the e-mail address provided in the College directory. Both the Campus Security and the Vice President of Enrollment Management & Student Development will notify the Director, Human Resources / Equal Employment Opportunity (EEO) Coordinator of the report. This notification does not require that the reporting person file a formal complaint.

c. Students are also encouraged to speak to any member of the College full-time faculty, the Campus nurse whose telephone number is 515-574-1047, or to the College mental health counselor whose telephone number is 515-574-1051. The faculty member or other professional staff member receiving the report should notify the College's Director, Human Resources / EEO Coordinator, by the e-mail address provided in the College directory or other written form immediately.

Confidentiality: Certain College officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (such as pursuant to the Clery Act, 20 U.S.C. § 1092). All personally identifiable information is kept confidential, but statistical information must be reported to College Campus Security regarding the type of incident, date, and the location of the incident (using Clery Act location categories and crime category as described in the College's Annual Campus Security Report). As is a function of any educational institution, Iowa Central Community College must balance the needs of the individual student or the individual employee with the obligation to strive to protect the safety and well-being of the college community at large. Therefore, depending on the seriousness of the reported incident, further action may be necessary, including a campus security alert concerning a reported incident confirmed to pose a substantial threat to members at large of the campus community. The College will make every effort to ensure that a victim or the reporting person's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Procedure for Filing and Investigating a Formal Complaint of Harassment or Violence

The following procedure is established for processing and investigating formal complaints of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of on race, color, religion, creed, sex, sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law, including but not limited to cases of alleged domestic violence, dating violence, sexual assault, or stalking and for determining appropriate disciplinary action.

It is the College's intent that this procedure will provide a prompt, fair, and impartial investigation and resolution process, will treat the complainant with sensitivity and fairness, will be conducted by College officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation process that protects the safety of victims and promotes accountability, and will provide due process to the accused individual if any disciplinary action is to be imposed. In situations where an accused individual faces a relating criminal charge, the College reserves the right to proceed with this procedure as to a formal complaint, including any disciplinary action that may be imposed, at the same time that a criminal process may be proceeding.

Iowa Central Community College will act to investigate all formal complaints, to take appropriate action based on the weight of the totality of the evidence, against any student, faculty member, staff member, administrator, or other College employee when it is determined that it is more probably true than not that harassment or violence in violation of this policy has occurred.

Filing a Formal Complaint - Any person who believes he or she has been the victim of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of race, color, religion, creed, sex, sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status

protected by federal, state, or local law may file a written formal complaint with the College's Director, Human Resources / EEO Coordinator.

Confidentiality - As the College's procedure for handling formal complaints is initiated and completed, all involved parties will be expected to respect the sensitive nature of the matter and to protect, to the extent possible consistent with the College's legal obligations, the confidentiality of the complainant, the person accused, and all those involved in the investigation. Iowa Central Community College will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the College's legal obligations to investigate and to take appropriate action. Unless otherwise required pursuant to a legal obligation, only people who need to know will be told and information will be shared only as necessary with investigators, the complainant, the accused individual, witnesses, appropriate Administrators, and the Title IX Appeal Team (as applicable).

Complaint Investigation Procedure - It is the College's intent that this procedure will provide a prompt, fair, and impartial investigation and resolution process. The College recognizes that time is of the essence in the investigation, decision making, and appeal processes. The College will make every reasonable effort to conclude its full investigation of a formal complaint, decision by the College's Director, Human Resources / Equal Employment Opportunity (EEO) Coordinator, and processing of any appeal within sixty (60) calendar days from its receipt of a complaint. The time periods specified in paragraphs numbered 1, 2, and 3 below and in paragraph numbered 2 in the Appeal section are institutional expectations. The College's Director, Human Resources / EEO Coordinator will document the reason for extending any specified time period and will provide to the complainant and to the person accused (respondent) periodic written notice of any extension of a specified time period and of the status of the investigation.

The College's Director, Human Resources / EEO Coordinator may appoint an assistant to act in her absence and/or to facilitate the timely resolution of a formal complaint.

a. Within two (2) calendar days (excluding weekends and federal holidays) of the receipt of

the formal complaint, the College's Director, Human Resources / EEO Coordinator shall designate the incident investigating official or officials who will investigate the formal complaint (such individual or individuals shall not be the party charged with having committed the alleged harassment and/or violence). If the College's investigator determines to interview the complainant and/or of the accused individual, the person so interviewed may elect to have another person present during the interview, including the opportunity to be accompanied by an advisor of his or her choice and at his or her expense. But in no event may such election interfere with the interview or disrupt the complaint procedure process provided herein.

b. A written statement from the complainant shall be obtained by the designated investigating official(s) within two (2) calendar days (excluding weekends and federal holidays) of their designation and request complainant have no contact with the respondent pending the investigation. The investigating official will then immediately contact the respondent, inform the person of the basis of the complaint and provide the person an opportunity to respond with a written statement. The investigating official shall specifically request that the respondent have no contact with the complainant pending the investigation. The respondent will then have two (2) calendar days (excluding weekends and federal holidays) from the date of notification to make a written response to the investigating official.

c. Upon receipt of the response(s), the investigating official shall report in writing to the College's Director, Human Resources / EEO Coordinator the fact findings of the investigation and shall in writing notify the complainant and the respondent of said written fact finding report within fourteen (14) calendar days (excluding weekends and federal holidays) of the appointment of the investigating official. The College's Director, Human Resources / EEO Coordinator shall review the written fact finding report to determine, by the weight of the evidence, taking into account the totality of all reported evidence, if it is more probably true than not that harassment or violence in violation of this policy has occurred. Upon completion of the review and determination by the College's Director, Human Resources / EEO Coordinator, both the complainant and the respondent shall be notified separately in person and in writing by

the College's Director, Human Resources / EEO Coordinator of her decision within seven (7) calendar days (excluding weekends and federal holidays) of receiving the investigating officer's written report. The complainant and the respondent shall be notified if the College's Director, Human Resources / EEO Coordinator is unable to meet with them in person within seven (7) calendar days (excluding weekends and federal holidays) and a meeting will be scheduled as soon as possible. The College's Director, Human Resources / EEO Coordinator will meet separately with the complainant and with the respondent and will address any questions concerning the determination or resolution with each individual during the respective meeting.

d. If it is determined it is more probably true than not that a violation of College policy has occurred, the College's Director, Human Resources / EEO Coordinator will forward her written decision to the administrator with authority discipline or to make recommendations concerning discipline and who will take or recommend appropriate disciplinary action.

Retaliation Prohibited - Iowa Central Community College will discipline or take appropriate action against any student, faculty member, staff member, administrator, or other College employee who retaliates against any person who reports harassment or violence under this policy. Any student or employee of the College who retaliates against another for testifying, assisting, or participating in any investigation or proceeding relating to harassment or violence under this policy will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Disciplinary Action

The College reserves the right to take whatever measures it deems necessary in response to a complaint of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of race, color, religion, creed, sex, sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law. Such measures include as to employees discipline up to and

including recommending termination of employment and as to students include, but are not limited to, modification of on-campus housing arrangements, interim suspension from campus pending a decision, and expulsion, and as to employees and students reporting the matter to local law enforcement agency in Fort Dodge, Iowa or in the community where another center/campus of the College is located. Not all forms of sexual misconduct will be deemed to be equally serious offenses and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion of enrollment or to termination of employment, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the respondent.

Appeal

a. The individual, in accordance with Board policy, the Master Agreement, the Collective Bargaining Agreement, the Student Handbook, or Employee Handbook, whichever applies, may appeal any disciplinary action resulting from this procedure.

b. In the event the complainant and/or the respondent is dissatisfied with the Director, Human Resources / EEO Coordinator's decision, the individual may appeal in writing to the Title IX Appeal Team within five (5) calendar days (excluding weekends and federal holidays) of the receipt of College's Director, Human Resources / EEO Coordinator decision. The Title IX Appeal Team will consider the appeal within fourteen (14) calendar days (excluding weekends and federal holidays) of its receipt of the written appeal. The Title IX Appeal Team's decision will be the College's final determination. Within five (5) calendar days (excluding weekends and federal holidays) of its determination, the Title IX Appeal Team will provide written notification of its decision to the individual who made the appeal and to the other party (either the complaint or the respondent).

Title IX requires notification be made to the College's designated Title IX Coordinator of the resolution of any potential sexual harassment issues involving students.

Education Programs

Iowa Central Community College will conduct education programs to promote the awareness

of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which shall include:

a. Primary prevention and awareness programs for all incoming students and new employees, which will include:

(1) A discussion of this policy;

(2) Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;

(3) Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;

(4) The procedures set forth in this policy for handling a complaint;

(5) Possible sanctions or protective measures the College may impose following a final determination after a College investigation of reported incident of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking;

(6) Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information about:

(a) The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;

(b) To whom the alleged offense should be reported;

(c) Options regarding law enforcement and campus authorities, including the victim's option to:

(i) Notify proper law enforcement authorities, including College Campus Security and local police;

(ii) Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and

(iii) Decline to notify such authorities; and

(d) The rights of victims and the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar

lawful orders issued by a criminal and/or civil court;

(7) Notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community; and

(8) Information concerning options victims have for available assistance. if applicable, in changing academic classes, on-campus living, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the incident to College Campus Security or to local law enforcement, and

b. Ongoing prevention and awareness campaigns for students and faculty that will include the above information.

Violence Prevention and Threat Assessment

Iowa Central prohibits threats and acts of violence on Iowa Central property (including but not limited to within offices, classrooms, on campus grounds, in campus buildings, and/or in residence facilities), at any Iowa Central-sponsored event, while engaged in Iowa Central business, educational activities, and/or athletic activities, while travelling in Iowa Central owned vehicles, and on any electronic or email communications.

Specific prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury to another person;
- Engaging in behavior, including behavior that creates a reasonable fear of injury to self, that would subject a reasonable person to, or subjects another individual to substantial emotional distress;
- Intimidation resulting from the improper exercise of power or authority;
- Acts or unruly conduct that disrupt the natural work or educational environment of the college or result in fear for personal safety;
- Willful, malicious, or repetitive following of another person (also known as "stalking");
- Possessing, brandishing, or using a firearm, weapon, or other device by any person and/or possession or use of dangerous objects;
- Oral, written, or symbolic speech if:
 - 1) the content consists of those personally abusive epithets which are inherently likely to provoke a violent reaction;
 - 2) the content is a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals, or;
 - 3) the content is a threat to a person or group of persons with the intent of placing the victim in fear of bodily harm or death.Conduct that constitutes a protected exercise of an individual's rights under the First Amendment to the United States Constitution (and related principles of

academic freedom) shall not be deemed a violation of this policy;

- Intimidation by bullying, using "fighting words" or profanity, or exhibiting obscene gestures which create in the mind of an individual a reasonable belief of immediate harm;
- Physically touching another individual in an intimidating, malicious, or sexually harassing manner including hitting, slapping, poking, kicking, pinching, grabbing, pushing, etc.
- Intentionally damaging property;
- Threatening to injure an individual (including disruptive effects of self-harm) or to damage property;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;
- Harassment via threatening telephone calls, letters, or other forms of written or electronic communications;
- Acts of conspiracy, defined as an agreement or combination between two (2) or more persons, to intimidate or attempt to coerce an individual to commit a wrongful act, as defined by applicable law, administrative rule, or Iowa Central policy or rule;
- Disorderly behavior which includes: harassment, intimidation, annoyance, assault to another person, unlawful or unapproved actions of protest, or usage of non-verbal or verbal communication;
- Sexual harassment, defined as an unwelcome sexual advance, request for sexual favor or other verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's college performance or which creates an intimidating, hostile or offensive college environment;
- Arson;
- Criminal mischief, theft, destruction of property; and
- Retaliating against any employee or student who, in good faith, reports a violation of this policy.

All alleged violations of this policy will be taken seriously and immediately investigated to determine whether corrective action is warranted. Student conduct that violates this policy may result in discipline as described in the Iowa Central Student Handbook with due process as set forth therein.

All students and staff must report incidents or threat of violence to campus security, the Director of Residence Life, the Vice President of Enrollment Management and Student Development, or by using the Iowa Central Threat Assessment Referral Form. The report of incidents or threats of violence will be recorded in a written incident report. The Iowa Central Threat Assessment Referral Form is available on the Iowa Central website. Copies of all written incident reports involving actual or alleged violence or threats will be provided to the Vice President of Enrollment Management and Student Development. The Federal Educational Rights and Privacy Act (FERPA) does not prohibit the communication and/or reporting of verbal expressions and observable behavior a student may display and/or express on campus.

All reports of actual or alleged violence and threats will be investigated by the proper authority, including the Vice President of Enrollment Management and Student Development.

Students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation by a mental health professional as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a direct threat to others. In determining whether an individual student poses a threat to the health or safety of others and/or is disruptive to the campus residential environment and/or learning environment of other students, the Vice President of Enrollment Management and Student Development and two individuals selected by the Vice President of Enrollment Management and Student

Development from the Iowa Central Threat Assessment Team (ICTAT) will make an individualized assessment based on reasonable judgment that relies on current medical knowledge (mental health evaluation by a mental health professional) / information or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of Iowa Central policies, practices or the provision of auxiliary aids or services will mitigate the risk.

The individualized assessment will also include a recommendation whether:

(1) The student's behavior rises to the level, based on best available objective evidence, of severe or extreme risk to justify immediate suspension of the student; and

(2) The student should continue in his/her enrollment at Iowa Central.

In addition to responsibilities as described above, the ICTAT provides guidance to the campus community regarding the recognition of behavior that may represent a threat to the community, how such behavior should be reported, and policies and procedures for assessment, intervention, and other actions to resolve potential threats.

This policy shall be posted on the College website and shall be included as part of student orientation.

Student Conduct Code

All Students

Students are expected to conduct themselves in a responsible manner. Students who enroll accept our policies, regulations and operational procedures. Student behavior, which after due process is found to be disruptive to classes or to destroy the rights of others or property, may result in disciplinary probation or suspension.

Iowa Central Athletes and Students

Each athlete and student participating in Iowa Central activities is expected to attend all classes, to stay free of drugs, and to conduct themselves in a mature and responsible manner while representing Iowa Central Community College. All athletes and activity students are required to sign a Conduct Code before participating in Iowa Central athletics and activities.

Student Discipline Policy

Iowa Central Community College seeks to provide a living and learning environment in which the student can meet his/her academic goals. The College has the responsibility of providing the student with a clear understanding of its academic requirements and conduct expectations, which are set forth in Board Policy #406. The following are examples of, but are not limited to, behaviors which will result in disciplinary action:

1. actions which show insensitivity, intolerance or discrimination on the basis of race, creed, color, national origin, gender, sexual orientation, religion, disability, age, marital status, socioeconomic status, or military service.
2. disorderly behavior which includes: harassment, intimidation, annoyance, assault, lewd, obscene or indecent conduct.
3. disobedience of College's rules, regulations, policies, laws of State of Iowa or federal laws;
4. insubordination to College personnel requests;
5. sexual harassment, defined as an unwelcome sexual advance, request for sexual favor

or other verbal or physical conduct of a sexual nature. Sexual assault, dating violence, domestic violence, or stalking.

6. computer misuse, misusing college property, scholastic dishonesty
7. possession or use of dangerous objects or weapons.
8. forgery, alteration, or misuse of college records, keys, or ID cards.
9. arson, bomb threats, initiating false alarms
10. use or presence of alcohol or controlled substances on campus or a College events.
11. criminal mischief, theft, destruction of property.

Iowa Central Community College may discipline students for breaches of disciplinary rules where the breach occurs:

1. while on College property;
2. while on or in College-owned-and-operated vehicles or college-chartered vehicles;
3. while engaged in or attending a College related, sponsored or approved activity;
4. off campus and, in the discretion of College administration, the breach is of such a nature that suspension and/or expulsion from College is warranted to ensure a safe, orderly and healthy College environment; and
5. where the student is a representative of the College and his/her behavior has a negative impact on the College.

Missing Person Policy

When a student who resides on campus is determined to have been missing for at least 24 hours, Iowa Central will contact the Fort Dodge Police and an investigation will be initiated. If the missing student had appointed a contact person, Iowa Central will make a confidential notification to that person. In the case of students under the age of 18, the contact person is deemed to be the parent or legal guardian. Persons or offices one may report a missing person includes: Campus Security, VP of EMSD., Resident Life Directors, and RAs. Based on information available, a student may be determined missing when the lapsed time is less than 24 hours.

Sex Offender Information

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community how to obtain state law enforcement agency information concerning registered sex offenders. It also requires sex offenders, who are already required to register in a state, to provide notice, as required under state law, of each institution of higher education in that state at which that person is employed, carries a vocation, or is a student. For the State of Iowa, you may obtain this information by contacting the Fort Dodge Police Department, 573-2323, or inquire through the Iowa Sex Offender Registry at <http://www.iowasexoffender.com>

Weapons/Firearms Policy

Firearms (including, but not limited to shotguns, rifles, handguns), air guns, Air Soft guns, paint-ball guns, pellet guns, bows and arrows, ammunition, explosives (includes fireworks), incendiary devices, blade weapons (swords, sabers, knives, etc.) and other deadly weapons are prohibited on campus by policy. Replicas of these weapons and toy weapons also are prohibited on campus by policy.

Emergency Procedures

Iowa Central maintains an emergency management plan to guide it through a sensitive or dangerous situation. Examples include, but are not limited to, fires, explosions, natural disasters, and violent criminal events. When a significant incident is discovered or reported, the College will immediately investigate the situation to confirm there is a significant emergency that is causing or could cause a threat to the safety and health of students and/or employees. Law enforcement and other emergency management organizations, as applicable, will be called immediately. If necessary the President will declare an emergency and the college Emergency Incident Command will be established to resolve the situation and support any non-campus organizations called in to resolve the situation. Campus-wide notification will then be made immediately by Triton Alert, which will make notifications via text message, and e-mail. Other notification

procedures, such as phone calls and emails, will be made as time and personnel are available. Action will be taken immediately to isolate the affected area, remove those in the affected area, and stabilize the area pending arrival of emergency response organizations. Based on the specific situation, the College may issue media releases to inform the surrounding community. If law enforcement or emergency management has taken control of the situation, they will make their necessary media releases. When the College determines the emergency has ended and it is safe to return to campus or resume regular activities, another Triton Alert notice will be made. Depending on the duration of an emergency, interim notices via Triton Alert and media releases will be given as information is received. Triton Alert will be tested yearly. A test of the emergency management plan will be conducted at least once a year, usually in coordination with a Triton Alert test.

Identity Theft/Red Flags

Iowa Central Community College maintains an Identity Theft Prevention Policy in response to federal Red Flags legislation. As a "creditor" the College protects CSI (Confidential and Sensitive Information) and maintains the confidentiality of all its clients information. All staff wear appropriate ID cards and access is controlled to certain areas on campus.

Parking Regulations

Parking is NOT allowed:

- Outside a marked space.
- In areas marked with slanted yellow lines.
- In spaces marked for the physically disabled or dental hygiene clinic. (unless have permit or handicapped license plates)
- In front of loading zones.
- In more than one space.
- In visitor parking spaces.

Vehicles not legally parked will be booted or towed at the owner's expense. November through April: In case of inclement weather all vehicles must be removed from campus by Midnight or one hour after classes are canceled. Vehicles left will be towed. If a vehicle breaks down or will not start on campus, contact security.



Iowa Central Emergency Preparedness Guide

For Life Threatening Emergencies Call 911
(Give Building and Room Number)

Non-Threatening Emergencies Call Campus Security 574-1000

A critical ingredient in College Safety is the campus response to an incident. Weather events, fire, accidents, intruders and other threats to campus safety will activate our Response System that will be communicated through our Triton Alert Text Message System. Please sign up for Triton Alerts!

Criminal Activity:
If you notice/discover any criminal activity call Campus Security immediately.

Bomb Threat:
If you receive or become aware of a bomb threat call Campus Security immediately. Get as much information from the caller as possible.

Fire:
If you see a fire in a campus building activate the fire alarm system. Call 911 and Campus Security. Begin evacuation. Exit nearest location.

Severe Weather
Be aware of severe weather conditions. In the event of severe weather be prepared to shelter in place.

Medical Emergency
If life threatening call 911 and Campus Security. If non-life threatening call Campus Security and the College Nurse. Render aid if possible.

PLEASE SIGN-UP FOR TRITON ALERTS TO RECEIVE EMERGENCY MESSAGES!

LOCKOUT

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:

- Return to inside of building
- Do business as usual

Instructors/Staff

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside a college building.

Students:

- Move away from sight
- Maintain silence

Instructors/Staff:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door

EVACUATE

To the Announced Location

Evacuate is called to move students and staff from one location to another.

Students:

- Leave stuff behind
- Stay Calm
- Follow instructor/staff to evacuation location

Instructors/Staff:

- Lead students to Evacuation Location

SHELTER

Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary due to a weather, environmental, or man-made emergencies.

Students:

- Leave stuff, stay calm
- Move to shelter location if other than classroom

Instructors/Staff:

- Lead students to shelter location if other than classroom.

Fire Safety Report

Iowa Central takes fire prevention and safety very seriously. Our physical plant ensures our buildings meet or exceed the state fire code. Iowa Central has never experienced a fire fatality and works to ensure there is never one. All residence halls have an audible alarm that sounds when smoke or fire is present. All fires must be reported to a College Official. The College will immediately respond and investigate the cause of the alarm. If it is determined there is a fire that cannot be extinguished call 9-911 to request response by the Fort Dodge Fire Department.

o Immediate Action in Event of Fire –

Upon hearing the fire alarm, exit the building by the safest exit possible and:

1. Keep low to the floor if smoke is present
2. Cautiously feel doors before opening. If the door is hot, do not open, but take an alternate exit route.
3. Once outside, clear away from the building.
4. Remain outside until informed by Campus Security, hall director, or fire department that it is safe to return to the building.
5. If you can't leave the room, seal up the cracks around the door using sheets, pieces of clothing, or whatever is handy. Open a window and hang an object outside to attract someone's attention. Call 9-911 and report your location. Place a wet towel or cloth over your head and face. Breathe through the wet towel by taking short breaths through your nose. Cover your body with something that can be easily discarded if it catches fire.
6. Notify Campus Security or hall director if you are aware of anyone in the building that cannot escape.

o Fire Prevention and Public Education –

Education and proactive measures are the best tools for fire prevention.

1. Tampering with emergency equipment, such as fire extinguishers, fire alarms, smoke detectors or emergency exit signs, is prohibited by state law and college policy.
2. Scheduled, but unannounced, fire drills may be conducted. Participation is mandatory if present in the building during any drill.

3. Open burning, including candles, is not permitted on campus.

4. Space heaters, or kerosene heaters are not allowed in rooms due to possible fire potential.

5. Electrical fires can be prevented by using UL approved appliances, not overloading circuits, and not using multiple-head electrical plugs. The use of light extension cords should be kept to a minimum. Electrical cords cannot run under rugs or carpets, between room furniture, or be hung from ceilings.

6. Only refrigerators and other cooking devices listed on the housing contract are allowed.

7. Smoking is prohibited throughout campus (Iowa Smoke Free Air Act).

9. All types of explosives, to include explosive ingredients with potential to create an explosive are prohibited on campus. Explosives include, but are not limited to, firecrackers and fireworks, gasoline, and any combustible material. Grills are not allowed inside residence halls.

Compressed tanks that contain fuel for gas grills may not be stored on campus. Students found possessing or using any type of explosive will be subject to disciplinary action.

10. Our Safety Coordinator is available to conduct fire prevention classes and fire extinguisher familiarization training.

12. The College will maintain a current list of residents with disabilities that could hinder or prevent their evacuation.

o Fire detection and fire prevention systems by residence hall

Reported fires—During 2015 Iowa Central had no fires in campus housing facilities.

Resident Buildings 1-15 have smoke and heat detectors, sprinklers, fire alarms, extinguishers, and evacuation plans.

The Towers Residence Halls have smoke detectors, fire alarms, extinguishers, and evacuation plans.

Transportation Housing has smoke detector alarms, extinguishers, and evacuation plans.

Fire Statistics Reporting Table 2015

<u>Residential Building</u>	<u>Total fires</u>	<u>Cause</u>	<u>Injuries</u>	<u>Deaths</u>	<u>Value of Property</u>
Dorm 1	0	n/a	n/a	n/a	n/a
Dorm 2	0	n/a	n/a	n/a	n/a
Dorm 3	0	n/a	n/a	n/a	n/a
Dorm 4	0	n/a	n/a	n/a	n/a
Dorm 5	0	n/a	n/a	n/a	n/a
Dorm 6	0	n/a	n/a	n/a	n/a
Dorm 7	0	n/a	n/a	n/a	n/a
Dorm 8	0	n/a	n/a	n/a	n/a
Dorm 9	0	n/a	n/a	n/a	n/a
Dorm 10	0	n/a	n/a	n/a	n/a
Dorm 11	0	n/a	n/a	n/a	n/a
Dorm 12	0	n/a	n/a	n/a	n/a
Dorm 13	0	n/a	n/a	n/a	n/a
Dorm 14	0	n/a	n/a	n/a	n/a
Dorm 15	0	n/a	n/a	n/a	n/a
Towers	0	n/a	n/a	n/a	n/a
Transportation housing	0	n/a	n/a	n/a	n/a

Fire Statistics Reporting Table 2014

<u>Residential Building</u>	<u>Total fires</u>	<u>Cause</u>	<u>Injuries</u>	<u>Deaths</u>	<u>Value of Property</u>
Dorm 1	0	n/a	n/a	n/a	n/a
Dorm 2	0	n/a	n/a	n/a	n/a
Dorm 3	0	n/a	n/a	n/a	n/a
Dorm 4	0	n/a	n/a	n/a	n/a
Dorm 5	1	burnt food	0	0	\$1500
Dorm 6	0	n/a	n/a	n/a	n/a
Dorm 7	0	n/a	n/a	n/a	n/a
Dorm 8	0	n/a	n/a	n/a	n/a
Dorm 9	0	n/a	n/a	n/a	n/a
Dorm 10	0	n/a	n/a	n/a	n/a
Dorm 11	0	n/a	n/a	n/a	n/a
Dorm 12	0	n/a	n/a	n/a	n/a
Dorm 13	0	n/a	n/a	n/a	n/a
Dorm 14	0	n/a	n/a	n/a	n/a
Dorm 15	0	n/a	n/a	n/a	n/a
Towers	0	n/a	n/a	n/a	n/a

Fire Statistics Reporting Table 2013

<u>Residential Building</u>	<u>Total fires</u>	<u>Cause</u>	<u>Injuries</u>	<u>Deaths</u>	<u>Value of Property</u>
Dorm 1	0	n/a	n/a	n/a	n/a
Dorm 2	0	n/a	n/a	n/a	n/a
Dorm 3	0	n/a	n/a	n/a	n/a
Dorm 4	0	n/a	n/a	n/a	n/a
Dorm 5	0	n/a	n/a	n/a	n/a
Dorm 6	0	n/a	n/a	n/a	n/a
Dorm 7	0	n/a	n/a	n/a	n/a
Dorm 8	0	n/a	n/a	n/a	n/a
Dorm 9	0	n/a	n/a	n/a	n/a
Dorm 10	0	n/a	n/a	n/a	n/a
Dorm 11	0	n/a	n/a	n/a	n/a
Dorm 12	0	n/a	n/a	n/a	n/a
Dorm 13	0	n/a	n/a	n/a	n/a
Dorm 14	0	n/a	n/a	n/a	n/a
Dorm 15	0	n/a	n/a	n/a	n/a
Towers	0	n/a	n/a	n/a	n/a

Fort Dodge Campus Crime Statistics

Location:	On Campus			Non-Campus			Public Property		
<u>Offense Type</u>	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	1	2	2	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	1	2	1	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Robbery	1	1	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	4	5	7	0	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Alcohol Arrests	2	3	1	0	0	0	0	0	0
*Alcohol Referrals	192	131	147	0	0	0	0	0	0
Drug Arrests	5	0	0	0	0	0	0	0	0
*Drug Referrals	31	22	27	0	0	0	0	0	0
Weapons Arrests	0	0	0	0	0	0	0	0	0
Weapons Referrals	7	4	1	0	0	0	0	0	0

All statistical information contributed comes from campus security, staff, and local law enforcement agencies.

Webster City Campus Crime Statistics

Location:	On Campus			Public Property		
	2013	2014	2015	2013	2014	2015
<u>Offense Type</u>						
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Alcohol Arrests	0	0	0	0	0	0
Alcohol Referrals	0	0	0	0	0	0
Drug Arrests	0	0	1	0	0	0
Drug Referrals	0	0	0	0	0	0
Weapons Arrests	0	0	0	0	0	0
Weapons Referrals	0	0	0	0	0	0

Storm Lake Campus Crime Statistics

Location:	On Campus			Public Property		
	2013	2014	2015	2013	2014	2015
<u>Offense Type</u>						
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Alcohol Arrests	0	0	0	0	0	0
Alcohol Referrals	0	0	0	0	0	0
Drug Arrests	0	0	0	0	0	0
Drug Referrals	0	0	0	0	0	0
Weapons Arrests	0	0	0	0	0	0
Weapons Referrals	0	0	0	0	0	0

Transportation Campus Crime Statistics

Location:	On Campus			Public Property		
<u>Offense Type</u>	2013	2014	2015	2013	2014	2015
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Alcohol Arrests	0	0	0	0	0	0
Alcohol Referrals	0	0	0	0	0	0
Drug Arrests	0	0	0	0	0	0
Drug Referrals	0	0	0	0	0	0
Weapons Arrests	0	0	0	0	0	0
Weapons Referrals	0	0	0	0	0	0

North Central Career Academy Crime Statistics

Location:	On Campus	Public Property
<u>Offense Type</u>	2015	2015
Murder	0	0
Manslaughter	0	0
Forcible Sex Offense	0	0
Non-Forcible Sex Offense	0	0
Domestic violence	0	0
Dating Violence	0	0
Stalking	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Hate Crimes	0	0
Alcohol Arrests	0	0
Alcohol Referrals	0	0
Drug Arrests	0	0
Drug Referrals	0	0
Weapons Arrests	0	0
Weapons Referrals	0	0

*First year of statistical information available. New facility.