

**2012**  
**ANNUAL CAMPUS**  
**SECURITY REPORT**

Iowa Central Community College



Campus Security Services

515-574-1000

Ext. 1000

[security@iowacentral.edu](mailto:security@iowacentral.edu)

Fort Dodge Police, Fire, Ambulance

9-911

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

1-800-362-2793

## 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 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 publication 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 (34 CFR Parts 600 & 668)
- 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 assumes no responsibility for the theft, damages, or loss of money, valuables, or personal property. We strongly recommend students check with their family concerning the extent of coverage under their homeowners/renters insurance and purchase the appropriate coverage.

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, designated campus officials 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.

## To Report A Crime

To report a crime or suspicious activity, Contact Campus Security at 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- 574-1086

VP of EMSD- 574-1049

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

**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 two 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. With the exception of the supervisor, all security officers wear a distinctive security uniform. They provide basic security services to the college community and are accessible by calling 1000 (on campus) or 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 in 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*, Campus Security 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.

### 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 Vocational-Technical Building, #574-1047. Also available are substance abuse resources including:

#### Trinity Recovery Center

.....573-7378  
(chemical dependency treatment center for in- and out-patient and related services)

#### North Central Alcoholism Treatment Research Foundation

.....576-7261  
(out-patient counseling, halfway house, day care and counseling)

#### Alcoholics Anonymous

.....576-4312

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.

### State and Local Laws — Alcohol

A new Iowa drinking and driving law took effect July 1, 1995. Anyone younger than 21 who

is caught driving with a blood alcohol content of .02 or more will lose their drivers license or permit for up to 60 days. Temporary driving permits for school, work, or any reason, will not be allowed during the suspension period. Realize that .02 is a very small amount—as little as one beer or drink.

**Iowa Code Chapter 321J** prohibits the operation of a motor vehicle while intoxicated. This is a serious misdemeanor for the first offense, with increased penalties for subsequent offenses. Persons violating the following sections of the Iowa Code are guilty of a simple misdemeanor:

**Section 123.46**.....prohibits the consumption of alcoholic liquor, wine or beer upon any public street or highway or other public place, and further prohibits a person from intoxication or simulating intoxication in a public place.

**Section 123.47**.....prohibits persons from selling, giving or otherwise supplying alcohol to a person who is younger than 21 years of age (except in certain situations of a family at their private home).

**Section 123.47A**...prohibits a person younger than age 21 from purchasing or possessing alcohol, liquor, wine or beer.

**Section 123.49**.....prohibits any person younger than age 21 from misrepresenting that persons age for the purpose of purchasing, or attempting to purchase alcohol.

### Controlled Substances

**Iowa Code Section 124** prohibits the possession and sale of controlled substances. Any person who knowingly or intentionally possesses a controlled substance, unless said substance is obtained pursuant to a valid prescription, commits a serious misdemeanor punishable by up to one year in prison and up to a \$1,000 fine. It is unlawful for any person to manufacture, deliver or possess with intent, any controlled substance, and a person who violates this section can be fined up to \$10,000 and/or be imprisoned up to 10 years.

### Tobacco/Smoking Policy

The use of tobacco products (including chewing tobacco) will be prohibited in College facilities, College vehicles and on College grounds.

## Counseling Services

**Janette Miller, M.S., LMHC, LMFT - Ext. 1051**

Student counseling services are available, without charge, to currently registered students. Office hours are Mondays and Wednesdays from 8:00 a.m.-4:00 p.m. and Thursdays from 8:00 a.m. to noon and the counseling office is located in the Science Building. 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.

## Harassment/Complaints

The following policies, procedures and guidelines may be applied to incidents of harassment, sexual harassment, sexual abuse or for formal complaints. A complaint form (available from the Vice-President of Enrollment Management and Student Development) may also need to be filled out. Sexual abuse is defined as sexual contact with an individual who is either unwilling or unable to consent to the sexual contact. Sexual harassment consists of unwelcome actions or language of a sexual nature that is affecting the work or academic related decisions or creates a hostile working or academic environment. Members of the Iowa Central Student Development Staff understand the personal and potentially traumatic nature of these incidents and are available to provide students with support, information and guidance.

### Sexual Abuse

Sexual abuse takes many forms. Individuals may be the victims of stranger rape, date/acquaintance rape, incest, child/adolescent molestation by a non-relative, gang rape or other forms of sexual violence. Sexual abuse is a terrifying and traumatic crime. The physiological/emotional trauma following the crime can be very painful. Possible symptoms include: depression, fear, difficulty concentrating, eating disorders, sleep disturbances, erratic mood swings, loss of trust, guilt and relationship problems. Sexual abuse is defined as a sexual act performed with an individual in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent is procured by threats of violence or if the act is done while a person is in a drug-induced sleep or otherwise in a state of unconsciousness, the act is done against the will of that person.
2. When the victim is unable to give consent because he or she has a mental disability, is incapacitated or lacks the mental capacity to know right and wrong of conduct in sexual matters.
3. The person is a child. Sexual abuse is considered a felony as defined in Section 709 in the Iowa Code.

### Sexual Harassment

As an educational institution, Iowa Central Community College serves as a model agency in the community. Sexual harassment subverts the mission of Iowa Central, threatens the well-being of students, faculty and staff, and will not be tolerated.

All members of Iowa Central Community College, including, but not limited to, the administration, the faculty, the staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. This includes, but is not limited to, interaction between faculty and students. Any person who engages in sexual harassment as a member of Iowa Central Community College will be in violation of this policy and subject to disciplinary procedures, which may include termination. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical contact of a sexual nature when:

1. Submission to such conduct is to make either explicitly or implicitly a term or condition of an individual's employment or educational development; or
2. Submission to or rejection of such conduct by an individual is used as the basis for either employment or education decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment is prohibited in any Iowa Central Community College activity or program,

including academics, extra-curricular activities, research-related programs or activities, occupational training, or athletics intramural, interscholastic or intercollegiate.

Any member of the Iowa Central Community College community, i.e., faculty, students, or employees, who believe that he/she is being subjected to sexual harassment should notify a supervisor, department head, or administrator immediately. An investigation will be undertaken and appropriate sanctions and corrective measures will be instituted if the allegations warrant such action. Iowa Central Community College will not tolerate or condone any form of sexual harassment. Sexual harassment can also take place between peers. Any time questionable behavior takes place, whether during work, class, or other College functions, it should be reported.

Sexual harassment takes many forms, for example:

- Repeated and unwanted staring, comments or propositions of a sexual nature.
- Subtle pressures for sexual activity.
- Sexist remarks about a person's clothing, body or sexual activities.
- Unnecessary touching, patting, hugging or brushing against a person's body.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, grades or letters of recommendation.
- Physical assault.

### **Student Discrimination Complaint Process**

Iowa Central Community College's policies concerning special accommodations, non-discrimination and prohibitions against sexual abuse and/or harassment are prescribed in Board of Director policies and in the Iowa Central Community College Student Handbook. If the student's concern is one of perceived discrimination, abuse, and/or harassment based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or military service, the student may use the informal or formal complaint procedure described below:

### **Informal Complaint Procedures**

1. An informal complaint regarding perceived discrimination, abuse, and/or harassment

may be presented by the student to the Vice-President of Instruction or his/her designate. This informal discussion shall occur within 14 calendar days after the concern causing the student to believe discrimination has occurred or within 14 calendar days after he/she has discovered the concern, provided the discovery is within six months of the occurrence. At this informal discussion, the student and the Vice-President of Instruction may each request the presence of the College EEO Officer.

2. Within three calendar days of receipt of the student's informal complaint, the Vice-President of Instruction and/or his/her designate shall investigate the complaint in accordance with Iowa Central policy and take corrective action as warranted.

### **Formal Complaint Procedures**

1. A formal (written) complaint regarding perceived discrimination, abuse, and/or harassment may be presented by the student to the College's EEO Officer. The student's written complaint must be delivered to the EEO Officer's office within 30 calendar days following the occurrence of the concern which causes the student to believe discrimination, abuse, and/or harassment has occurred, or within 30 calendar days after he/she discovered the concern. The written complaint should contain the date of occurrence of the concern, location, party or parties involved, names of witnesses, and the facts forming the basis of the complaint.

2. The student will have an interview with the EEO Officer to discuss the complaint.

The EEO Officer shall advise the student as appropriate of the following rights:

a. The student may, at any time within the complaint procedure, but within 90 days of the occurrence of the concern, file a complaint with the Human Rights Commission in Fort Dodge;

b. The student may file a complaint with the Iowa Civil Rights Commission in Des Moines within 180 days of the occurrence of the concern, and with the U.S. Equal Employment Opportunity Commission in Kansas City within 360 days of said occurrence; and

c. The student may file a complaint with any other appropriate agency (ies).

3. The EEO Officer, within 21 calendar days after the first meeting with the student and review of the written complaint, shall conduct a complete investigation into the complaint. The EEO Officer may conduct an investigation personally or through the use of a qualified fact-finder selected from a list of College employees trained by the EEO Officer or an appropriate agency for this purpose. This inquiry will include a thorough and documented review of the circumstances under which the alleged complaint occurred. The inquirer shall be permitted access to relevant data and to all individuals identified by the student as having knowledge of the alleged complaint and all individuals who may be identified by the instructor to be interviewed.

4. The EEO Officer will contact the student within 10 calendar days after the completion of the investigation and provide to the student a written finding of the investigation. The EEO officer will thereafter recommend to the appropriate College official corrective action as warranted.

5. If the complaint is not resolved to the student's satisfaction, the student may within 10 calendar days of receipt of the EEO officer's findings, request, in writing, that the College's President review the complaint. The President will review the complaint and take such action as he/she deems appropriate including, but not limited to, the recommendation of action to the Board of Directors. These procedures will be regarded as minimum standards for furnishing any person an opportunity to be heard on complaints regarding suspected acts of discrimination, abuse, and/ or harassment. At every level of the informal or formal complaint procedure, Iowa Central personnel involved in the investigation and attempted resolution of the complaint, recognize and respect the student's need for confidentiality as to these type of concerns and will honor a student's request for confidentiality to the extent permissible recognizing also the rights of the instructor whose conduct is the subject of the complaint. The student may withdraw his/her complaint at any time during the informal or formal complaint procedures.

## Parking Regulations

Parking is NOT allowed:

- Outside a marked space.
- In areas marked with slanted yellow lines.
- In spaces marked for the physically disabled. (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.

## Personal Property/Loss, Damage, Injury

Iowa Central cannot and does not assume responsibility for personal accident, injury or illness sustained by students, faculty, guests or visitors, nor for any damage, theft, or loss of any property belonging to students, faculty, guests, visitors or others. The College strongly encourages students to contact an insurance carrier.

## 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 is committed to providing a safe, orderly and healthy environment where all students can learn. Appropriate behavior and respect for property and all persons is expected from all students. Student behavior which interferes with an effective learning environment is considered a breach of discipline and will not be tolerated. 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, or disability;
2. 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;
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 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;
6. conspiracy, defined as an agreement or combination between two (2) or more persons to engage in a course of criminal conduct;
7. possession or use of dangerous objects;
8. trespassing;
9. arson;
10. possession, sale or attempted sale of a controlled substance or a "look alike" or "imitation" controlled substance; and
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, Campus Security will contact the Fort Dodge Police and an investigation will be initiated. If the missing student had appointed a contact person, Campus Security 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 [www.iowasexoffender.com/search.php](http://www.iowasexoffender.com/search.php).

## **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. Replicas of these weapons and toy weapons also are prohibited on campus.

## **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 messengers, 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.

## 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 will 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 can not 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 by building** – During the years of 2009, 2010, and 2011, Iowa Central experienced no fires in residence halls causing property damage, personal injury, or death.

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

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

## Fire Statistics Reporting Table

<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

# Iowa Central Campus Crime Statistics

## Fort Dodge Campus

Location: <u>Offense Type</u>	On Campus			Non-Campus			Public Property		
	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	1	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	10	2	4	0	0	1	0	0	0
Motor Vehicle Theft	0	0	1	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	0	0	1	0	0	0	0	0	0
*Alcohol Referrals	103	241	298	0	0	0	0	0	0
Drug Arrests	2	2	1	0	0	0	0	0	0
*Drug Referrals	16	36	27	0	0	0	0	0	0
Weapons Arrests	0	0	0	0	0	0	0	0	0
Weapons Referrals	0	1	0	0	0	0	0	0	0

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

## Webster City Campus

Location:	<b>On Campus</b>			<b>Public Property</b>		
<u>Offense Type</u>	2009	2010	2011	2009	2010	2011
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
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

## Storm Lake Campus

Location:	<b>On Campus</b>			<b>Public Property</b>		
<u>Offense Type</u>	2009	2010	2011	2009	2010	2011
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
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