



**IVCCD**

**Annual Security and Fire Safety**

**Report**

**Marshalltown Community College/  
Iowa Valley Grinnell  
Ellsworth Community College**

**October 2016**

## Education Equity Statement

It is the policy of Iowa Valley Community College District to provide equal educational and employment opportunities without discriminating on the basis of race, color, creed, sex, marital status, national origin, religion, age, physical or mental disability, sexual orientation and gender identity. Harassment related to any legally protected characteristic is a violation of this policy. Students who feel they have been subjected to discrimination in violation of this policy may file a formal complaint through the Student Grievance or Student Complaint Procedure. Ellsworth Community College, Marshalltown Community College and/or Iowa Valley Grinnell students who feel they have been discriminated against are advised to contact at MCC, Dr. Patrick Kennedy, Equity Officer (641-844-5716 or [Patrick.Kennedy@iavalley.edu](mailto:Patrick.Kennedy@iavalley.edu)); at ECC, Dr. Lisa Stock, Equity Officer (641-648-8633 or [Lisa.Stock@iavalley.edu](mailto:Lisa.Stock@iavalley.edu)); and in Continuing Education, Jacque Goodman (641-844-5640 or [Jacque.Goodman@iavalley.edu](mailto:Jacque.Goodman@iavalley.edu)). Complaints may also be filed with the Iowa Civil Rights Commission in Des Moines at (515) 281-4121, or with the Office for Civil Rights, U.S. Department of Education, in Chicago, IL, at (312) 730-1560.

## IVCCD Vision

We will serve our communities as the essential catalyst for educational and economic vitality.

## IVCCD Mission

Iowa Valley Community College District is committed to providing quality learning experiences, ensuring student success, responding to diverse community needs, and building community partnerships.

## IVCCD Core Values

- **Educational Excellence** – We believe in helping students achieve their goals by offering distinctive educational programs and support services in a stimulating environment, accommodating different learning styles, valuing diversity, and preparing them to be successful citizens in a global society.
- **Leadership & Communication** – We believe in challenging everyone to take responsibility for demonstrating frequent, effective, and transparent communication. Our strength and integrity depend on our willingness to be accountable and respectful to each other and our stakeholders.
- **Partnerships** – We believe in constructing effective alliances to create educational opportunities, strengthen our communities, and foster economic development.
- **Recognition & Success** – We believe in recognizing our students, employees, and community members for contributions and outstanding achievements that align with our Vision, Mission, and Core Values.
- **Growth** – We believe in maximizing resources and encouraging innovation and planning to meet the evolving needs of students and stakeholders.
- **Quality** – We believe in continuous quality improvement in all that we do.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Iowa Valley Community College District's Annual Security and Fire Safety report is provided here. The report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Iowa Valley Community College District and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. Iowa Valley has long recognized the need to be prepared for critical incidents. Under the guidance of the Safety Team, various departments and offices work together to ensure the College is doing all it can to prepare for, prevent, respond to, and recover from emergency situations. In conjunction with local first responders, such as the Marshalltown, Iowa Falls and Grinnell Police and Fire Departments, the College is well-prepared to respond to a full range of critical incidents.

The Safety Teams work together to ensure our emergency protocols and plan are updated, as needed, and are applicable as new risks are identified. The College's Emergency Response Plan contains important information about what to do during an emergency. Information about Iowa Valley's safety and emergency procedures—including procedures for evacuations, severe weather, fire and medical emergencies—which can be found in the Emergency Response Plan located on the website is a shared responsibility, and we rely on each member of our community to contribute to security on our campuses by reporting suspicious activities and using common sense when carrying out their daily activities.

Please contact the Dean of Students office at ECC or MCC for more information and/or to request a copy of this report.

### **The Campus Security Act (also known as the Clery Act)**

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. (The statistics must be gathered from campus security, local law enforcement, and other College officials who have "significant responsibility for student and campus activities.")
- Publish "timely warning" notices where a crime has occurred on or near campus that, in the judgment of Administration constitutes an ongoing or continuing threat to members of the College community.
- Make available for public inspection a daily public crime log of any crime that occurred on campus and is reported to a campus official.

The Dean of Students office at ECC and MCC are responsible for preparing and distributing the annual report. The department works with other departments and law enforcement agencies, such as the

Residence Life, Plant Services, Business, and Student Services offices to compile the information incorporated into the report. This report is made available by October 1 of each year and contains data from the previous calendar year.

We encourage members of the College community to use this report as a guide for safe practices on and off campus. The report is available on the College website. By October 1 of each year, the content and availability of the annual security report is available in the Dean of Students and Provost Offices.

The basis for this report is the Handbook for Campus Safety and Security Reporting, published by the U.S. Department of Education in 2011. In June 2016, an updated handbook was published by the department and can be found here: <http://www2.ed.gov/admins/lead/safety/campus.html> .

The campus geography of IVCCD is defined at the Marshalltown location to include the main MCC building at 3700 S. Center Street including the IVCCD District Office as well as a reasonable contiguous geographic area. In addition, the college owns the Orpheum and Educational Training Center in downtown Marshalltown. At the Grinnell location, the geography includes the main building at 123 6<sup>th</sup> Ave. W including a reasonable contiguous geographic area. At the Ellsworth location, the geography includes the main campus at 1100 College Avenue and includes a reasonable contiguous area. In addition the college owns the Hamilton campus on the south side of Iowa Falls and operates the Ellsworth College Farm just northwest of town.

## 1. Timely Warning Policy

In the event that a situation arises, either on or off campus, that, in the judgment of the Provost or Chancellor of the College, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college Emergency Notification System (ENS) to students, faculty, and staff.

Depending on the particular circumstances of the situation, especially in all situations that could pose an immediate threat to the community and individuals, the Provost office may also post a notice on the campus-wide electronic monitors and on the Iowa Valley website at [www.iavalley.edu](http://www.iavalley.edu) and the Blackboard website at <https://blackboard.iavalley.edu/>, providing the college community with more immediate notification. In such instances, a copy of the notice is also made available for each residence hall. Anyone with information warranting a timely warning should report the circumstances to the Provost Office or Dean of Students office by phone or in person at:

**ECC**—Provost 641-648-8502 or Office 641-648-8506 or Dean of Student Affairs 641-648-8518 (Gentle Student Center)

**MCC**—Provost 641-844-5730 or Office 641-844-5719 or Dean of Students & Learning Services 641-844-5743

**Grinnell**—Dean of Campus 641-269-2202; Stop at front desk for help

## 2. Preparation of Disclosure of Crime Statistics

The Dean of Students offices prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at [www.iavalley.edu](http://www.iavalley.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Housing and Residential Services, the Title IX coordinators, and the Provosts. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to designated campus officials (including but not limited to directors, deans, department heads, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Iowa law (Code 261.9 B(4)) requires prompt, mandatory reporting to the local law enforcement agency by college practitioners when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. Student services staff inform their clients of the procedures to report crime to the Deans of Students office on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an email notification is sent to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification with annual professional development. Copies of the report may also be obtained at the Dean of Students offices and Provosts Offices located in the Gentle Student Center Room 220 (ECC) or Room 104 (MCC) or by calling ECC Provost at 641-648-8502 or MCC Provost at 641-844-5730. All prospective employees may obtain a copy from the same locations or from the web site address. The web site link to the report is included in the student handbook.

### **3. Reporting of Criminal Offenses**

To report a crime:

Contact local police in Marshalltown (641) 754-5725 or Iowa Falls (641) 648-6464 (non-emergencies), or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to the police department. In addition you may report a crime to the following areas:

**1. Dean of Students office**

MCC 641-844-5743 or Room 115B

ECC 641-648-8518 or GSC Room 230

Grinnell 641-269-2202 or Room 102 (Stop at front desk for help)

**2. Provost**

MCC Provost at 641-844-5730 or Room 104

ECC Provost at 641-648-8502 or GSC Room 220

**3. MCC Director of Student Engagement & Res. Life or ECC Director of Athletics & Student Life**

MCC 641-844-5679 or Room 303C

ECC 641-648-8516 or Dale Howard Center, Room 104

**4. Title IX Coordinator**

MCC 641-844-5743 or Room 115B

ECC 641-648-8513 or Room 016 in the Hub (Lower Level Kruse Main)

For off-campus options you should contact the local police departments identified above. The college and local police departments have a mutual working agreement. Each department augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions. College personnel attend meetings with local law enforcement agencies to exchange ideas and problems which may be of concern for the college community.

### **4. Voluntary Confidential Reporting (if allowed per state statute)**

If you are the victim of a crime and do not want to pursue action within the college reporting system or through the local criminal justice system, you may still want to consider making a confidential report. Depending on current state statute permissions, the Dean of Students office can file a report for you on

the details of the incident. If allowed by the state of Iowa, the purpose of a 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, the college can keep an accurate record 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 institution.

## **5. Limited Voluntary Confidential Reporting**

The District encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, both the Title IX Coordinators and the Dean of Students offices cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other college authorities as identified below.

## **6. Security and Access**

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the Plant Services staff or Residence Life staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Dale Howard Activity Center (ECC), the Student Activity Center (MCC), the Library (ECC and MCC), and the Continuing Education Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Plant Services, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Provosts, Deans, Plant services administrators, Residence Life, and Maintenance meet regularly to discuss issues of pressing concern.

## **7. Campus Law Enforcement: Partnership with Police Depts.**

The District maintains a close working relationship with the community police departments in Iowa Falls, Marshalltown, and Grinnell. The college staff occasionally works with other law enforcement agencies in the area. Meetings are held between the leaders of these agencies on both a formal and informal basis. The local police departments communicate regularly on the scene of incidents that occur in and around

the campus area. The campus officials work closely with the investigative staff at police departments when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. Written memorandum of understandings between IVCCD and these local police departments are in place at this time with the Iowa Falls and Marshalltown police departments.

## **8. Encouragement of Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the campus administration named above in a timely manner.

To report a crime or an emergency on the campus, call 911 first and then:

### **1. Dean of Students office**

MCC 641-844-5743 or Room 115B

ECC 641-648-8518 or GSC Room 230

Grinnell 641-269-2202 or Room 102 (Stop at front desk for help)

### **2. Provost**

MCC Provost at 641-844-5730 or Room 104

ECC Provost at 641-648-8502 or GSC Room 220

### **3. MCC Director of Student Engagement & Res. Life or ECC Director of Athletics & Student Life**

MCC 641-844-5679 or Room 303C

ECC 641-648-8516 or Dale Howard Center, Room 104

### **4. Title IX Coordinator**

MCC 641-844-5743 or Room 115B

ECC 641-648-8513 or Room 016 in the Hub (Lower Level Kruse Main)

To report a non-emergency security or public safety related matter, call the Dean of Students office and/or Provost of the college named above.

All incident reports are forwarded to the Dean of Students office for review and potential action through the code of conduct process. Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Provost Office.

If a sexual assault or rape should occur, staff on the scene, including a response team, will offer the victim a wide variety of services. The college has a response team that has trained members who are available to assist a victim 24 hours a day.

This publication contains information about on-campus and off campus resources. That information is made available to provide students with specific information about the resources that are available in



the event that they become the victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities” for the District.

Crimes should be reported to the Deans of Students office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

## **9. Counselors and Confidential Crime Reporting**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. All IVCCD employees are considered CSA’s with the following exceptions. 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. Please contact student services for referral to these services.

The rulemaking committee defines counselors as:

### ***Pastoral Counselor***

An employee of an institution who is associated with a religious order or a denomination, that is recognized by that religious order as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### ***Professional Counselor***

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

## **10. Security Awareness Programs for Students & Staff**

During student orientation in August, students are informed of services offered by the college regarding safety and security. Presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

Periodically during the academic year the local authorities, in cooperation with other college organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety and residence hall security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, online training, security alert posters, displays, videos, and articles and advertisements in college and student announcements.

When time is of the essence, information is released to the college community through security alerts posted on campus monitors and/or hallways, through computer memos sent over the students' electronic mail system and through the Emergency Notification System.

## **11. Crime Prevention Programs for Students and Employees**

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Student services personnel facilitate programs for student, parent, faculty, and new employee orientations, student organizations, community organizations, in addition to regular programming by Residence Hall assistants and directors. Residents are provided a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. A rape prevention program is offered that begins with awareness, prevention, risk reduction and avoidance.

**Tip:** To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call the Residence Life desk or ECC Security number for an escort.

## **12. Criminal Activity Off-Campus**

When a District student is involved in an off-campus offense, campus officials may assist with the investigation in cooperation with local, state, or federal law enforcement. Local police departments routinely work and communicate with campus officials on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. The District operates no off-campus housing or off-campus student organization facilities. However, many students live in the neighborhoods near the college. Local police have primary jurisdiction in all areas off campus, but campus officials may respond to student-related incidents that occur in close proximity to campus. Campus staff may have telephone communications with the city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

## **13. Alcoholic Beverages**

The possession, sale or the furnishing of alcohol on the college campuses is governed by District Board Policy and Iowa state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the local ordinance and is further defined in the student handbook.

IVCCD campuses have been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled

substance is illegal under both state and federal laws. Such laws are strictly enforced by college administration. Violators are subject to student code of conduct disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the IVCCD Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior college approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the college.

## 14. Illegal Drug Possession

The IVCCD campuses comply with the Drug-Free Schools & Communities Act Amendment of 1989, the Higher Education Act Amendment of 1998, and Public Law 101-226, to provide staff and students with information to prevent the use of illicit drugs and the illegal use of alcohol, and to provide a drug-free workplace for students and staff. It is unlawful for students to possess, use, or distribute illicit drugs and alcohol on District property or as part of any College-sponsored activity. Iowa laws pertaining to the possession and use of illicit drugs and alcoholic beverages on public property will be followed. Specifically, it is a violation of the drug and alcohol policy for students to purchase, manufacture, possess, or consume such items on campus or off campus at College-sponsored events/activities. Such laws are strictly enforced by the college administration. Violators are subject to student code of conduct disciplinary action, criminal prosecution, fine and imprisonment.

## 15. Substance Abuse Education

### Prevention Programs

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

### Legal Sanctions for Possession & Distribution of Illicit Drugs or Unlawful Possession of Alcohol

**Manufacture, distribute, or possess with intent to deliver a controlled substance or counterfeit substance** (Title 21, USC 841). Penalty: Sentences range from two years and \$10,000 or both to 15 years and \$25,000 or both. All sentences carry a mandatory minimum confinement and repeat offenders are subject to double penalty.

**Possession of controlled substance, including marijuana** (Title 21, USC 844). Penalty: First conviction up to one year and \$1,000-100,000 or both. Special sentencing provisions for possession of crack cocaine: Mandatory five years up to 20 years and up to \$250,000 or both. Repeat offenders' penalties in both cases are increased.

**Distribution of controlled substance to persons under age 21** (Title 21, USC 845). Penalty: The penalties of USC 841 are doubled and the mandatory minimums are doubled.

*A violation of any law regarding alcohol is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.*

## **16. Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

The College will disclose to the alleged victim of a crime of violence, the results of any disciplinary hearing conducted by the college against the student who is the respondent of the crime or offense. For victims of non-forcible sex offenses, if a formal complaint has been filed, outcomes will be sent to the alleged victim automatically once the disciplinary hearing has concluded. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **17. Daily Crime Log**

Consistent with the Clery Act requirements, the Dean of Students office, and Dean of the Grinnell campus maintain a Daily Crime Log that records, listed by the date the incident was reported, all crimes and other serious incidents that occur: on campus; in a non-campus building or property owned or operated by the College in a reasonably contiguous geographic area on public property within, adjacent to, or immediately accessible from the campus. The Daily Crime Log is available for public inspection from the Dean of Students office or Dean of Grinnell's offices. The Daily Crime Log includes the nature, date, time, and general location of each crime reported, as well as its disposition if this information is known at the time.

## **18. Missing Student Procedure for Residential Students**

IVCCD takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College, are determined to be missing. This policy is in compliance with the Higher Education Act, Section 485(j).

Most missing person reports in the college environment result from a student changing their routine without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Residence Life staff. Every report made to the Residence Life staff will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented, parents of a missing student may be notified. In the event that parental notification is necessary, the Dean of Students office or Campus Provost will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event the student is reported missing while enrolled at the College. This emergency contact information will be kept in the Office of Residence Life.

### **General Procedure**

The Director of Student Engagement & Residence Life (MCC) or the Director of Athletics & Student Life (ECC) shall notify the Dean of Students office immediately of any student who has not been seen on campus, cannot be reached by acquaintances, and a concern has been expressed for the student's safety and well-being by an acquaintance for a period of more than 24 hours.

The Dean of Students office shall contact the Iowa Falls or Marshalltown law enforcement no later than 24 hours after the time the student is determined missing to file a missing persons report.

The Dean of Students office shall also contact the student's emergency contact within 24 hours of being reported missing.

## **19. Awareness and Education Programs**

### **Sexual Assault and Harassment**

To prevent sexual assault and harassment, educational efforts are undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and harassment and what steps can be taken if instances of sexual abuse and harassment are experienced.

IVCCD conducts a number of programs aimed at preventing sexual offense and making the community aware of the potential of such crimes. Educational programs concerning sexual assault awareness are provided through Student Services and Residence Life, for all incoming students, residential students, and to the general campus population. In addition, the District works with external stakeholders to establish ongoing programming to the campus community.

### **Domestic and Dating Violence**

IVCCD takes the safety of its students and employees seriously. As a result, further programming addresses concerns related to Domestic and Dating Violence. Student Services, Residence Life, and community experts in this field work together to ensure appropriate information is disseminated to the campus community. This includes reporting factual information about domestic and dating violence, how to access on-campus and off-campus assistance, and working with the legal system.

## **20. Sexual Misconduct**

IVCCD supports the rights of all students to live and study in an environment free from sexual coercion and violence. Sexual misconduct is a crime punishable by both civil and criminal legal action and a serious violation of the IVCCD Standards of Conduct. It will not be tolerated within our community. Employees and students at IVCCD are charged with the responsibility of being familiar with and abiding

by the standards of conduct set forth herein. The District will provide programs to prevent domestic violence, dating violence, sexual assault, stalking, and sexual harassment, including primary prevention and awareness education programs for all incoming students, as well as ongoing prevention and awareness campaigns for students and employees, which shall contain the information included in this guideline and related board policy and as required by law. In addition to direct areas of threat, IVCCD will engage in training opportunities for bystander intervention which focuses on both prevention messages and advocates for the facilitation of appropriate bystander behavior. This is done by: a) increasing awareness of gender violence, b) increasing recognition that it is a problem, c) increasing ownership/responsibility of the issue, d) developing skills base to intervene, e) increasing recognition of such intervention.

The requirements of this policy do not discriminate based on sexual orientation or preference of individuals engaging in sexual activity.

Except where noted, all employees will be are considered mandatory reporters for the purpose of this policy, with exemptions made for mental health professionals and clergy as the law allows. When an employee becomes aware of an alleged act of sexual assault, sexual harassment, domestic/dating violence and/or stalking, the employee must promptly contact the Title IX Coordinator for the College. The employee should use the SaVE Act Reporting form, which can be found at

**MCC:** <https://mcc.iavalley.edu/resources-for-students/title-9/>

**ECC:** <https://ecc.iavalley.edu/resources-for-students/sexual-assault-sexual-harassment-domestic-dating-violence-stalking-and-related-crimes>

**CE:** <https://ce.iavalley.edu/student-resources/title-9/>

### **Title IX Coordinators for each unit**

**MCC:** Nate Chua – Room 115B or 641-844-5743

**Grinnell:** MaryAnne Nickle – Room 102 or 641-269-2202

**ECC:** Lynn Duit – The Hub Room 016 (KM lower level) or 641-648-8513

**CE:** Jacque Goodman – IVCE 601 or 641-844-5640

A response team is also available to provide guidance on how to handle a situation at any time. More information is available in the college student handbook.

The definitions provided below are similar to those contained in applicable criminal laws; however, the definitions are specific to IVCCD. An act that might not violate or be prosecuted under applicable criminal laws may still violate these standards and protocols, District policy, and the Student Code of Conduct.

## Sexual Assault

Sexual Assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used by the FBI's UCR program as noted below:

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape** – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental incapacity.

**Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

Examples of sexual activity includes, but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another person with any of these body parts, or making another person touch you or themselves with or on any of these body parts; intercourse, however slight, meaning 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). Consent needs to be understood in context of these definitions. In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When individuals make clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Consent may be withdrawn at any time.

Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. For consent to be valid, there must be clear expression in words or actions that the other individual consented to that specific sexual conduct. When individuals make clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Silence or the absence of resistance alone is not consent. Consent may be withdrawn at any time.

In order to give effective consent, one must be of legal age (18). Sexual activity with someone a person knows to be--or should know to be--mentally or physically incapacitated (because of disability, alcohol or other drug use, sleep, unconsciousness, blackout, or bodily restraint), is a violation of this policy. Any

time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior. A person who has consumed alcohol or drugs may experience diminished capacity for effective decision-making and action, and thus may be incapable of consenting to sexual activity. Sexual activity with someone whose incapacity results from the ingestion of a so-called date-rape drug is in violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

All District employees are strongly discouraged from entering into romantic and/or sexual relationships with students, which could lead to the creation of a hostile educational, social, and/or work environment for the employee or student involved and/or other members of the District. The consensual relationship policy is in the Board policy 400 series.

## **Student Sexual Harassment**

**Sexual harassment** is considered severe or pervasive under the following guidelines:

Submission to such conduct or communication is made explicitly or implicitly a term or condition of education benefits, academic evaluations or access to or participation in other District activities or opportunities, or submission to or rejection of such conduct or communication is used as the basis for educational decisions affecting such individual.

OR

The behavior is sufficiently severe or pervasive to unreasonably interfere with the student's education or other District activities or create an intimidating, hostile or objectively offensive education environment.

Sexually harassing behavior may include, but is not limited to:

- spreading sexual rumors
- catcalls or whistles
- making sexual gestures
- exposing genitalia and/or touching oneself sexually in front of another
- repeated and unwelcome sexual conversations
- unwelcome and persistent flirting or teasing of a sexual nature
- persistent efforts to develop a sexual relationship
- pressure to engage in sexual behavior
- other verbal or physical conduct that could be construed as sexually based
- unwanted electronic capture (webcam, camera, video, etc.) of a sexual nature

The examples noted above can include actions or comments that are verbal, written, or electronic. Determination of whether conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.



## Sexual Exploitation

Sexually exploitative behavior occurs when a student takes non-consensual or abusive sexual advantage of another for that student's advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Sexual exploitation may include, but is not limited to:

- prostituting another student
- non-consensual video/audio-taping or photographing of sexual activity
- unauthorized posting or distribution of materials involving the sexual activity of another person
- going beyond the boundaries of consent (such as voyeurism or secretly watching others)
- knowingly transmitting an STD or HIV to another student

## Student Intimate Partner Violence (Domestic/Dating Violence)

Student Intimate Partner Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the level of interaction between the persons involved in the relationship. For the purposes of this definition, intimate partner violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Intimate partner violence does not include acts covered under the definition of student domestic violence.

## Student Stalking

Stalking means engaging in conduct directed at a specific person that would cause a reasonable person to fear for their individual safety or the safety of others or suffer substantial emotional distress.

## How to Report Sexual Misconduct

In an emergency, first contact the appropriate community police department and the Title IX Coordinator at the appropriate College. To find the appropriate individual, please consult the student handbook, on-campus pamphlets or programming.

A student who wishes to report a sexual assault or misconduct or file a complaint against another student or employee through the College (potentially leading to a College hearing) should notify the Title IX Coordinator. Any member of the response team can explain support options, investigative steps, and hearing procedures. Complaints will be handled in a timely manner to the extent reasonably possible.

**MCC:** Nate Chua - Room 115B or 641-844-5743

**ECC:** Lynn Duit – The Hub Room 016 (KM lower level) or 641-648-8513

**CE:** Jacque Goodman – IVCE 601 or 641-844-5640

The alleged victim has the option to notify proper law enforcement authorities including on campus and local police, be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses, and decline to notify such authorities. Students may call 911 to report an assault at any time.

### **Notifying off campus authorities**

Students may choose to contact local Police Departments to file a report by calling local police in Marshalltown (641) 754-5725 or Iowa Falls (641) 648-6464 (non-emergencies), or dial 9-1-1 (emergencies only). Law enforcement officers will take a statement, and will advise the student of appropriate procedures for “What to do in the event of a sexual assault” as outlined below.

Individuals on campus are willing and able to assist students in filing a report with local police. Students may visit with Title IX officers to be assigned an on-campus advocate who can assist with this process, or students may be referred to an off-campus advocate if they choose.

### **What to do in the event of a Sexual Assault**

It is imperative for sexual assault victims to have an examination at their local emergency facility as quickly as possible, and to not shower prior to having a forensic examination. The longer an individual waits before pursuing this option, the more difficult it becomes to collect forensic evidence. Title IX Coordinators, a sexual assault advocate, or members of the local police department can assist a victim in obtaining an exam. Students and staff are encouraged to:

- Get to a safe place. And call 911. If desired, they may take you to the hospital for a voluntary medical examination and make a report and advise you of resources and options.
- To help preserve evidence, do not douche, bathe, change clothing, or remove anything from the location of the assault.
- If you have been raped, you should seek medical attention immediately regardless of whether you report the assault to the police.

Sexual assault evidence collection kits may occur after a sexual assault if a victim chooses to go to the hospital for a forensic examination. These may also be known as rape kits, sexual assault forensic evidence (SAFE) kits, sexual offense evidence collection (SOEC) kits or physical evidence recovery kits (PERK). A Sexual Assault Nurse Examiner (SANE) should perform the examination and be able to make sure evidence is maintained for potential use in court if the victim chooses.

Crime Victim Compensation may be available to individuals who have been the victim of sexual assault. Assistance may be available in the following areas:

- Medical care
- Lost wages
- Loss of support for dependents
- Counseling
- Funeral expenses

It is important for victims to follow specific procedures and a crime must be reported to the appropriate authorities in a timely fashion in order to receive assistance. For more information, contact Crime Victim Compensation Program at 1-800-373-5004.

It is important for students to preserve evidence as may be necessary to the proof of domestic violence, dating violence, sexual assault, stalking, or sexual harassment, or in obtaining a protection order.

## **Privacy, Confidentiality, and Other Information for Survivors of Sexual Misconduct**

The Clery Act has mandated certain individuals on campus are designated as Campus Security Authorities (CSA). CSAs are individuals who are responsible for gathering crime statistics from individuals on campus and/or reporting crime statistics to their superiors on campus. These individuals include, but are not limited to:

- Dean of students and leaders in student services and housing
- Staff in the student center
- Staff in the student activities office
- Faculty or staff advisors to student organizations
- Resident assistants/advisors
- Students who monitor access to dormitories or other facilities
- Athletic directors (ADs) and coaches (including assistant coaches)
- Security personnel

A student who desires that details of the incident be kept confidential may speak with individuals who meet the professional counselor or pastoral exemption for CSAs under the Clery Act and who thus may not be obligated to report crimes they have learned about, such as campus mental health staff. Campus mental health staff are available to help free of charge and can be seen on an emergency basis. If after office hours, contact the resident housing director or an assistant. Additionally, students may speak to off-campus rape crisis resources who may maintain confidentiality and/or clergy or chaplains off-campus who may maintain confidentiality.

The District will protect the confidentiality of alleged victims, and will not include identifying information about the alleged victim in the District's publicly-available reports, to the extent permitted by law. Requirements under Title IX law as well as the responsibility to keep the campus safe may necessitate appropriate campus officials be informed of certain campus allegations.

## **Community and Student Resources**

A student who files a report under this policy, as well as witnesses, and any students present immediately before, during, or in the aftermath of an alleged sexual assault or misconduct may not be referred for disciplinary action for unrelated violations (such as alcohol, parties, drugs, etc.).

After reporting alleged sexual assault or misconduct to the Title IX Coordinator or Campus Security Authorities (CSA), as defined below, a student may request the following accommodations or other accommodations reasonably available:

- Change of an on-campus student's housing to a different on-campus location;
- Transferring class sections when available;
- Assistance in exploring alternative housing, incompletes, leave, or withdrawal.

Such accommodations may be requested by the student regardless of whether the student chooses to report the crime to campus police or law enforcement.

The response team will make available a staff member to serve as an informal support person for both an alleged victim and an accused individual to help each party navigate through the student conduct process.

Written notification will be provided to students about existing counseling, health, mental health, victim advocacy, legal assistance, and other support services available for alleged victims both on-campus and in the community. Because services differ between campuses, please see the Title IX coordinator, Residence Life, Student Services, or consult the on-campus literature or website for information specific to each site. General resources you may contact include the following:

- State of Iowa Sexual Abuse Hotline 1-800-284-7821
- National Sexual Assault Hotline 800-656-4673
- Marshall County ACCESS 515-29-ALERT (also on MCC campus on Friday afternoons)
- Hardin County Sexual Assault Advocate 319-823-0116
- Sexual Assault Center 800-779-3512
- (Closer to Grinnell) Oskaloosa Crisis Intervention Services 800-270-1620

### **Sexual Assault Victim's Bill of Rights**

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

### **Investigation and Disciplinary Action**

The Title IX Coordinator will meet with a student considering submitting a complaint, will outline the process for filing a complaint, and explain District procedures. A written report is typically required for a case to be referred for action, but in cases of perceived danger for the campus community, the Title IX Coordinator may request a hearing of the response team without the cooperation of the student who originated the complaint. District proceedings shall provide a prompt, fair, and impartial investigation and resolution. The proceedings will be conducted by officials who receive annual training on the issues

related to sexual misconduct and how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.

Upon receipt of a report the Title IX Coordinator will contact the respondent(s) to explain the procedures and outline the basis for the complaint. Respondent(s) have the right to see the report that alleges a violation.

As a matter of process, both parties in a case are issued administrative orders to have no contact with one another. This allows the matter to proceed without any possible harassment or miscommunication between parties. Students may pursue other orders of protection through the court system.

Once the District is placed on notice about a pending case of sexual assault/harassment or misconduct, an investigator will review the matter and interview students and/or employees involved along with potential witnesses. The investigator will submit written documentation to the Title IX Coordinator who will make a determination about whether or not a complaint may proceed to a hearing with a hearing board, specifically trained to deal with sexual assault/harassment and misconduct.

College proceedings are confidential to the extent possible and permitted by law. The hearing board receives written complaints and schedules and conducts hearings related to sexual misconduct. The Title IX Coordinator facilitates the hearing but is not a voting member of the board. A three-member team comprises the decision-making members of the hearing board. The hearing board hears statements from both parties, asks questions, and then makes a decision based upon the greater weight of the credible evidence. The hearing board receives training in conducting hearings specifically related to sexual misconduct allegations.

The respondent(s) has the right to question his or her accuser through questions posed to the hearing board. This right will not be denied. However, the complainant may request that accommodations be made to have separate rooms or a room partition for each party, or may request an alternative reasonable arrangement in order to minimize potential trauma or stress.

The complainant and respondent(s) are each entitled to the same opportunities to have a support person (often a parent, friend, counselor, attorney, or faculty/staff member) present during a campus disciplinary proceeding. This person can be in addition to the District support person.

Pertinent expert, psychological, and medical witnesses, and other evidence may be introduced into hearings, but the hearing board will reserve the right to determine if such evidence is credible on its face or could potentially be subject to rebuttal in the opinion of the hearing board, and thus, of questionable value.

While each case is different, the hearing board will generally ask questions primarily related to the following areas: force, consent, and whether or not (or how) alcohol or drugs played a role in the alleged incident. The hearing board will use the standard of preponderance of evidence in determining outcomes from the hearing.

Both parties shall be simultaneously informed in writing of the outcome and sanction of any campus disciplinary proceeding regarding alleged sexual assault/harassment or misconduct within a timely fashion and to the extent permitted by law. Any student found to have violated the sexual misconduct policy will be subject to a sanction ranging from warning to probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations and any other relevant circumstances. Other individuals who are found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the hearing board. Other remedial or protective measures may also be implemented as appropriate.

Any party in a hearing may appeal the decision following the student code of conduct procedures. The party may submit an appeal and should have access to the reasoning of the decision as expressed in the summary and to the extent permitted by law.

Any retaliatory action or behavior taken toward an alleged victim or other individual as a consequence of his or her decision to report a violation, pursue or participate in conduct action, or criminal prosecution, is prohibited. Retaliation by any party may result in further disciplinary action. No officer, employee, or agent of the District shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under the Clery Act, as amended. A student who reports that he/she has been a victim of domestic violence, dating violence, sexual assault, stalking, or sexual harassment, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's rights and options, as described above.

These guidelines shall be construed to be consistent with the requirements of the Clery Act, as amended by the Violence Against Women Reauthorization Act of 2013 including the Campus Sexual Violence Act, and other applicable law.

### **Possible Sanctions**

There are several possible outcomes from any on campus disciplinary hearing, but generally consist of the following:

- Warning
- Probation
- Removal from on campus housing
- Removal from campus with the possibility to return
- Permanent removal from campus

### **Convicted Sex Offender Registration Laws**

Iowa law requires a person who has been convicted of certain sex offense crimes to register with the Sheriff in the county in which the person resides. In addition, if the person attends or works at an institution of higher education, the individual is required to register with the Sheriff in the county in which the institution is located. Community members wanting information regarding a person in the state of Iowa who have been convicted of a sex offense crime may visit [www.iowasexoffender.com](http://www.iowasexoffender.com).

Individual students who pose a danger to themselves and/or other residents may not be eligible to live in campus housing.

## IVCCD Annual Security Report (2015 data) –MCC and ECC

MCC OFFENSE	CAMPUS			RESIDENTIAL			PUBLIC			3 YEAR TOTAL (campus + public)
	2013	2014	2015	2013	2014	2015	2013	2014	2015	
Murder, Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex offenses, Forcible	0	0	0	0	0	0	0	0	0	0
Rape	--	0	1	--	0	1	--	0	0	1
Fondling	--	0	0	--	0	0	--	0	0	0
Sex Offenses, non-forcible	0	0	0	0	0	0	0	0	0	0
Incest	--	0	0	--	0	0	--	0	0	0
Statutory Rape	--	0	0	--	0	0	--	0	0	0
Sex Offenses, non-forcible	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggrav. Assault	0	0	0	0	0	0	0	0	0	0
Burglary	2	1	0	0	0	0	0	0	0	3
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests/Tickets	1	0	0	1	0	0	0	0	0	1
Liquor Disciplinary	0	0	8	0	0	8	0	0	0	8
Drug Law Arrests/Tickets	1	5	0	1	5	0	0	0	0	6
Drug Disciplinary	0	0	2	0	0	2	0	0	0	2
Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0
Weapons Disciplinary	3	0	0	3	0	0	0	0	0	3
Hate Crimes— Race	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Gender	0	0	0	0	0	0	0	0	0	0
Hate Crimes--- Gender Identity	--	0	0	--	0	0	--	0	0	0
Hate Crimes— Religion	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Sex. Orientation	0	3	0	0	0	0	0	0	0	3
Hate Crimes— Ethnicity	0	0	0	0	0	0	0	0	0	0
Hate Crimes--- National Origin	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Disability	0	0	0	0	0	0	0	0	0	0



MCC (cont.)	CAMPUS			RESIDENTIAL			PUBLIC			3 YEAR TOTAL (campus + public)
	2013	2014	2015	2013	2014	2015	2013	2014	2015	
Hate Crimes--- Murder/Mansl.	0	0	0	0	0	0	0	0	0	0
Hate Crimes-- Rape	0	0	0	0	0	0	0	0	0	0
Hate Crimes-- Fondling	0	0	0	0	0	0	0	0	0	0
Hate Crimes-- Incest	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Statutory Rape	0	0	0	0	0	0	0	0	0	0
Hate Crimes-- Robbery	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Hate Crimes-- Burglary	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Motor Vehicle	0	0	0	0	0	0	0	0	0	0
Hate Crimes-- Arson	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Simple Assault	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Intimidation	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Destruct.Damage	0	(3)	0	0	0	0	0	0	0	(3)
Domestic Violence	0	0	0	0	0	0	0	1	0	1
Dating Violence	0	2	1	0	1	1	0	0	0	3
Stalking	0	1	0	0	0	0	0	0	0	1
Totals MCC	7	12	12	(5)	(6)	(12)	0	1	0	32

ECC OFFENSE	CAMPUS			RESIDENTIAL			PUBLIC			3 YEAR TOTAL (campus + public)
	2013	2014	2015	2013	2014	2015	2013	2014	2015	
Murder, Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex offenses, Forcible	8	0	0	5	0	0	0	0	0	8
Rape	--	0	3	--	0	3	--	0	0	3
Fondling	--	0	0	--	0	0	--	0	0	0
Sex Offenses, non-forcible	0	0	0	0	0	0	0	0	0	0
Incest	--	0	0	--	0	0	--	0	0	0
Statutory Rape	--	0	0	--	0	0	--	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0

ECC (cont.)	CAMPUS			RESIDENTIAL			PUBLIC			3 YEAR TOTAL
	2013	2014	2015	2013	2014	2015	2013	2014	2015	(campus + public)
Aggrav. Assault	4	5	0	4	5	0	0	0	0	9
Burglary	6	9	3	6	9	3	0	0	0	18
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests/Tickets	0	0	3	0	0	3	0	0	0	3
Liquor Disciplinary	5	17	40	4	17	40	0	0	0	62
Drug Law Arrests/Tickets	0	3	3	0	3	2	0	0	1	7
Drug Disciplinary	12	1	1	4	1	1	0	0	0	14
Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0
Weapons Disciplinary	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Race	0	1	0	0	0	0	0	0	0	1
Hate Crimes— Gender	0	0	1	0	0	1	0	0	0	1
Hate Crimes--- Gender Identity	--	0	0	--	0	0	--	0	0	0
Hate Crimes— Religion	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Sex. Orientation	0	1	0	0	0	0	0	0	0	1
Hate Crimes— Ethnicity	0	0	0	0	0	0	0	0	0	0
Hate Crimes--- National Origin	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Disability	0	0	0	0	0	0	0	0	0	0
Hate Crimes--- Murder/Mansl.	0	0	0	0	0	0	0	0	0	0
Hate Crimes-- Rape	0	0	0	0	0	0	0	0	0	0
Hate Crimes-- Fondling	0	0	0	0	0	0	0	0	0	0
Hate Crimes-- Incest	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Statutory Rape	0	0	0	0	0	0	0	0	0	0
Hate Crimes-- Robbery	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Hate Crimes-- Burglary	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Motor Vehicle	0	0	0	0	0	0	0	0	0	0

ECC (cont.)	CAMPUS			RESIDENTIAL			PUBLIC			3 YEAR TOTAL
	2013	2014	2015	2013	2014	2015	2013	2014	2015	(campus + public)
Hate Crimes-- Arson	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Simple Assault	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Larceny/Theft	0	0	1	0	0	1	0	0	0	1
Hate Crimes— Intimidation	0	0	0	0	0	0	0	0	0	0
Hate Crimes— Destruct.Damage	0	2	0	0	0	0	0	0	0	2
Domestic Violence	0	0	2	0	0	0	0	0	0	2
Dating Violence	0	0	1	0	0	1	0	0	0	1
Stalking	0	0	0	0	0	0	0	0	0	0
Totals ECC	35	39	58	(23)	(35)	(55)	0	0	1	133

## Campus Fire Safety Annual Compliance Report

The Higher Education Opportunity Act (HEOA) became Public Law 110–315 in August 2008, requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety report. Contents of this report reflect the requirements outlined in HEOA, which are included in the Iowa Valley Community College District campus fire safety program.

### Program Objectives

It is the policy of Iowa Valley Community College District to endeavor through astute observation and established industry practices to promote safe environmental conditions for visitors, staff, faculty, and students that are free from foreseeable fire hazards. The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

The goal is accomplished by:

- Conducting periodic review and update of fire prevention policies.
- Conducting fire drills in our housing facilities.
- Promote fire safety awareness by conducting training programs on fire prevention.
- Inspecting, testing, and maintaining fire protection systems.

### Fire Prevention Policies and Procedures

Several fire prevention policies and procedures have been developed and implemented in an effort to compliment the program objectives. Iowa Valley houses students in three housing facilities on the Marshalltown Community College Campus and four housing facilities on the Ellsworth Community College Campus.

## A Summary of Fire Prevention Policies and Procedures

**Open Flames** – Due to fire safety concerns, all candles are prohibited in housing facilities. Open flames, burning incense and smoking are prohibited.

**Overloading Outlets** – Overloading outlets is dangerous. The circuit strains when it feeds the extra plugs that in turn cause conductors, plugs and receptacles to overheat. This may lead to melting wires and could start a fire.

**Fuel and Fuel Powered Equipment** – Fuel powered equipment is prohibited in housing facilities. This includes the storage of generators, mopeds, and motorcycles. Bottles of gas and flammable fuels are strictly prohibited.

**Holiday Decorations** – Christmas trees are strictly prohibited as they are a fire hazard.

**Grills** – Electric, gas, smokers or charcoal grills are not allowed in on-campus housing. Residents found with grills will be subject to an administrative fee and disciplinary action.

**Fire Safety Equipment** – Residents' proper response to fire alarms is required. At the sound of a fire alarm, residents and their guests must evacuate the building. Individuals may re-enter the building only upon receiving permission from the housing staff. Tampering with smoke/heat detectors, fire extinguishers, emergency lights, sprinklers, valves, or any other fire safety equipment is expressly prohibited. Hanging items from sprinkler heads could cause floods and significant damage to personal and College property. Anyone involved in initiating a false alarm, inappropriately discharging a fire extinguisher, or tampering with any fire safety equipment will face severe disciplinary action.

## Tobacco Policy

Iowa Valley Community College District is committed to providing a safe and healthy environment for its employees, students and visitors. In light of the Iowa Legislature's passage of The Smoke-Free Air Act 18 (H.F. 2212) and findings of the U.S. Surgeon General that use of tobacco is a contributing factor to significant health hazards; it is the intent of the IVCCD Board to establish a tobacco-free environment. Effective July 1, 2008, no consumption of tobacco is allowed on any College property, in any College facility, or at any College function. For the purpose of this policy, "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, clove cigarette, e-cigarette, other smoking products or any alternative smoking devices; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

Tobacco is prohibited in any College owned or operated buildings and residences, including offices, hallways, and foyers.

Tobacco is prohibited in vehicles owned or leased by the College.

Tobacco is prohibited in the following campus locations:

- Building entrances, operable windows, and fresh air intake.
- Gathering areas such as patios, gardens, and courtyards designated as a non-smoking areas.
- Outdoor events, activities, and assemblies.

- Outdoor eating events.
- Any vehicle located in any parking lot.

## **Fire Safety Education and Training Initiatives**

Members of the Residence Life staff receive fire safety training prior to the start of every fall semester. Topics include a review of the fire prevention policies, weather safety, and emergency evacuation procedures. Fire drills are conducted each semester with the coordination of the Plant Services Department.

### **Fire Evacuation Procedures**

A fire extinguisher is in each apartment as well as on each hallway in the ECC and MCC student housing units. It is the residents' responsibility to know where it is located and how to use it. In case the fire cannot be controlled by the fire extinguisher:

- Evacuate the building and immediately call 911.
- Notify Residence Life staff immediately.
- Notify residents in the neighboring units/rooms by knocking on doors on your way out of the building.
- Residents and their guests are required to evacuate the building when fire alarms sound.
- Residents and guests will not be allowed to re-enter the building until directed to do so by the Residence Life staff.

### **Mandatory Supervised Fire Drills**

MCC and ECC's Residence Life Department conducts two mandatory fire drills per calendar year. The fire evacuation drills are supervised by the Plant Services Department. The fire evacuation drills for the MCC and ECC housing units are conducted by activating each individual fire alarm system in housing facility.

### **Fire Safety Policies**

Iowa Valley's fire safety regulations are intended to prevent injuries to members of the College community and physical damage to facilities. Rooms are inspected periodically, at random times, to assure compliance with College regulations. Because of the seriousness of the regulations that cover fire safety, IVCCD takes disciplinary action on the first offense. Such actions may include the imposition of a fine by the Residence Life Department. The College has the right, moreover, to require students who violate these safety rules to vacate their accommodations with no financial credit for the remainder of the semester.

### **Fire Evacuation**

Fire evacuation practices will be held once per semester. All residents must vacate the building upon hearing the alarm, and not re-enter until an ALL CLEAR is given by staff. Failure to cooperate in evacuation of the building is a violation of state law, and violators may be prosecuted and/or fined. If a fire alarm sounds, it is critically important for evacuation to occur quickly and safely. Your safety is of the utmost importance to the Residence staff. As a residential student, you are a member of a community that truly cares for your well-being. During a fire situation, it is important to stay calm and exit the

building in an orderly fashion. It is essential that you evacuate the building and relocate in the parking lots away from the building.

**On-Campus Student Housing Fire Safety Systems**

IVCCD has a total of seven on-campus student housing facilities. They are equipped with fire detection systems, including smoke detectors, pull box stations, fire sprinklers, and fire extinguishers in hallways. The fire safety systems report to Plant Services.

**IVCCD FIRE SAFETY STATISTICS (2015 data)**

	MCC			ECC		
Housing Year	2013	2014	2015	2013	2014	2015
Number of Fires	0	0	0	0	3	0
Cause of Fire	--	--	--	--	Fireworks/Accident	--
Number of Injuries	0	0	0	0	0	0
Number of Deaths	0	0	0	0	0	0
Property Damage	\$0	\$0	\$0	\$0	\$0	\$0