Introduction
This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Allen College (“College”) with information on: the College’s security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

Policy for Preparing the Annual Report
This report is prepared by the Executive Director of Business & Finance in cooperation with local law enforcement authorities and includes information provided by them as well as by the College’s campus security authorities and various other elements of the College. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report’s availability. Hard copies of the report may also be obtained at no cost by contacting Denise Hanson, Barrett Forum Administration #146, 1950 Heath Street, Waterloo, IA or via postal mail at 1825 Logan Avenue, Waterloo, IA 50703.

The College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field and are constantly tested and re-evaluated for their effectiveness.

General Safety and Security Policies

Campus Security Personnel & Relationship with Local Law Enforcement
The UnityPoint Health – Waterloo Security is responsible for campus safety at the College.

The UnityPoint Health – Waterloo Security Department provides the security, crime prevention, and premise access on the College’s campus 24 hours a day, seven days a week. The security department’s jurisdiction covers all the institution’s property which includes hospital and college facilities internally and externally and hospital and college parking lots. The security department’s officers have the authority to ask persons for identification and to determine whether individuals have lawful business on the institution’s property. They also have the authority to issue parking citations and make arrests when criminal behavior occurs.
While the College does not have any written agreements with local law enforcement agencies, it does maintain a close working relationship with local police.

**Campus Security Authorities**

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the College’s annual report of crime statistics. The campus security authorities to whom the College would prefer that crimes be reported are listed below.

- President at (319) 226-2011
- Executive Director, Business & Finance at (319) 226-2012
- Provost at (319) 226-2040
- Dean, Student Services at (319) 226-2004
- Dean, School of Nursing at (319) 226-2044
- Dean School of Health Sciences at (319) 226-2031

**Reporting a Crime or Emergency**

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so.

Situations that pose imminent danger or while a crime is in progress should be reported to local law enforcement by calling 9-911 from any campus phone or 911 from any cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred.

Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the campus security authorities identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, a member of College staff will assist a student in making the report to the police.

Anonymous incident reports can also be made via telephone, postal mail or email to the Executive Director of Business & Finance at (319) 226-2012; 1825 Logan Avenue, Waterloo, IA, 50703; or denise.hanson@allencollege.edu respectively.

**Confidential Reporting**

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim’s identity.

Pursuant to the College’s sexual misconduct policy, when an employee becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator. A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the College disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim’s
request, a report of the details of the incident can be filed with the College without revealing the victim’s identity. Such a confidential report complies with the victim’s wishes, but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

The College does not employ any pastoral or professional counselors and thus does not have procedures for these positions to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**Security of and Access to Campus Facilities**

Access to the buildings is only allowed for faculty/staff members, hospital employees, and students. The security officers also perform vehicle patrols of parking lots and surrounding areas.

The Allen College campus has implemented badge access to its facility. All academic buildings are secured during the evenings and weekends. Winter Hall is generally open to the public between 6:30 a.m. – 5 p.m. Monday – Friday, excluding holidays and posted closures. However, building hours may vary with class schedules and special events. Gerard Hall and Barrett Forum may be accessed by visitors by entering through Winter Hall. Students, faculty and staff have badge access to Gerard Hall and Barrett Forum during the hours we are open to the public and/or open for classes. McElroy Hall is only accessible to faculty/staff, hospital employees, and students during campus hours. Alumni Hall is available during class time or by appointment only. Almost all buildings are locked and secured via a monitored alarm system during non-business hours generally after 9 p.m. or when classes end, whichever is earlier. The Barrett Forum computer lab is open seven days a week, 24 hours a day, but access is only available with a current and active student ID badge. Parking lots for all buildings are well lighted and patrolled by security. Security patrols are provided on foot and by vehicle. Both buildings and the parking lots are equipped with security surveillance cameras.

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured
- Do not lend keys or access cards to non-students and do not leave them unattended
- Do not give access codes to anyone who does not belong to the campus community

Keys to the offices, laboratories, and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Faculty and staff in each department are responsible for assuring his/her area is secured and locked.

Faculty, staff and student employees must adhere to policies regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. In particular, rendering inoperable or abusing any fire prevention or detection equipment is prohibited. Violation of these policies may lead to disciplinary action, up to and including termination and the filing of charges with law enforcement authorities.

Employee and student identification cards may be used to verify the identity of persons suspected to be in campus facilities without permission.
Security Considerations in the Maintenance of Facilities

The Executive Director of Business & Finance and the Security Department work with the Plant Services Department to identify needs on the campus when maintaining campus facilities. They do safety checks to identify street or safety lights that are not working, or shrubs or other landscaping that might need trimming. Custodial and maintenance personnel regularly check to ensure pathways are well lighted and that egress lighting is working in hallways and stairwells.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4/2017</td>
<td>ALICE training session or video</td>
<td>Allen College Faculty, Staff &amp; Adjunct</td>
</tr>
<tr>
<td>1/3/2018</td>
<td>ALICE training session or video</td>
<td>Allen College Faculty, Staff &amp; Adjunct</td>
</tr>
</tbody>
</table>

In addition to the above programs, the College Emergency Management Committee surveyed faculty, staff and students for safety suggestions to make our campus more safe/secure.

Allen College offers Net Learning modules which are online training courses that require a certain percentage for passing. These required modules for our students, faculty and staff relate to patient and personal safety, infection control, compliance, and many other topics in healthcare. The Net Learning modules are required annually, and the student modules are listed below. Self-defense courses are offered as needed on campus as well.

- Clery act & campus crime statistics
- Environmental safety and emergency preparedness
- Drug & Alcohol Awareness

Monitoring Off Campus Locations of Recognized Student Organizations

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is
deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

**Drug and Alcohol Policy**

The College is committed to creating and maintaining an environment that is free of alcohol abuse. The College prohibits the possession, use, and sale of alcohol beverage on campus or as any part of the College's activities, unless it is done so in accordance with applicable College policies, and it also enforces the state's under age drinking laws.

The College also enforces federal and state drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited on campus or as any part of the College’s activities. Violators of the College’s policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

**Drug and Alcohol Abuse Prevention Program**

In compliance with the Drug Free Schools and Communities Act, the College has a drug and alcohol abuse and prevention program (DAAPP). For more information see below:

- Annual alcohol and drug abuse net learning modules are required by students and can be found at [https://lms.netlearning.com/mynetlearning/IHSALLENMEM](https://lms.netlearning.com/mynetlearning/IHSALLENMEM)
- The College performs a biennial review of its DAAPP to assess its effectiveness and determine if sanctions are being consistently enforced. For more information about biennial review please contact the Dean of Student Services at (319) 226-2004.

**Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College’s policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:


The following sections of this report discuss the College’s educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses; and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.
Primary Prevention and Awareness Program:

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

**Crime Definitions**

<table>
<thead>
<tr>
<th>Crime Type</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dating Violence</td>
<td>The institution has determined, based on good-faith research, that Iowa law does not define the term dating violence.</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>The institution has determined, based on good-faith research, that Iowa law does not define the term domestic violence. However, Iowa law defines the following:</td>
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<td></td>
<td>• “Domestic Abuse” (Iowa Code § 236.2.2): “Domestic abuse” means committing assault as defined in 708.1 under any of the following circumstances:</td>
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<td></td>
<td>a. The assault is between family or household members who resided together at the time of the assault. (“Family or household members” means spouses, persons cohabiting, parents, or other persons related by consanguinity or affinity.)</td>
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<tr>
<td></td>
<td>b. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.</td>
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<tr>
<td></td>
<td>c. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.</td>
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<tr>
<td></td>
<td>d. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.</td>
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<td></td>
<td>e. (1) The assault is between persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault. In determining whether persons are or have been in an intimate relationship, the court may consider the following nonexclusive list of factors: (a) The duration of the relationship; (b) The frequency of interaction; (c) Whether the relationship has been terminated; (d) The nature of the relationship, characterized by either party's expectation of sexual or romantic involvement. (2) A person may be involved in an intimate relationship with more than one person at a time. (“Intimate relationship” means a significant romantic involvement that need not include sexual involvement. An intimate relationship does not include</td>
</tr>
<tr>
<td>Crime Type (Iowa Code)</td>
<td>Definitions</td>
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<tr>
<td>Assault (Iowa Code § 708.1.2)</td>
<td>A person commits an assault when, without justification, the person does any of the following: (a) Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; (b) Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act; or (c) Intentionally points any firearm toward another, or displays in a threatening manner any dangerous weapon toward another.</td>
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<tr>
<td>Stalking (Iowa Code § 708.11.2)</td>
<td>A person commits stalking when all of the following occur: (a) The person purposefully engages in a course of conduct directed at a specific person that would cause a reasonable person to fear bodily injury to, or the death of, that specific person or a member of the specific person's immediate family; (b) The person has knowledge or should have knowledge that the specific person will be placed in reasonable fear of bodily injury to, or the death of, that specific person or a member of the specific person's immediate family by the course of conduct; or (c) The person's course of conduct induces fear in the specific person of bodily injury to, or the death of, the specific person or a member of the specific person's immediate family.</td>
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<tr>
<td>Sexual Assault</td>
<td>The institution has determined, based on good-faith research, that Iowa law does not define the term sexual assault.</td>
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<tr>
<td>Rape, Fondling, Incest, Statutory Rape</td>
<td>For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Iowa law are as follows:</td>
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<td>- Rape: The institution has determined, based on good-faith research, that Iowa law does not define the term rape.</td>
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<td>- Fondling: The institution has determined, based on good-faith research, that Iowa law does not define the term fondling.</td>
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<td>- Incest (Iowa Code § 726.2): A person, except a child as defined in section 702.5, who performs a sex act with another whom the person knows to be related to the person, either legitimately or illegitimately, as an ancestor, descendant, brother or sister of the whole or half blood, aunt, uncle, niece, or nephew, commits incest.</td>
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<td>- Statutory Rape: The institution has determined, based on good-faith research, that Iowa law does not define the term statutory rape.</td>
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<td>Other “sexual assault” crimes</td>
<td>Other crimes under Iowa law that may be classified as a “sexual assault” include the following:</td>
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<tr>
<td>Crime Type (Iowa Code)</td>
<td>Definitions</td>
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<tr>
<td>• Sexual Abuse (Iowa Code § 709.1): Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances: (1) The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other; (2) Such other person is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters; or (3) Such other person is a child.</td>
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<td>• Iowa Code § 702.17: The term “sex act” or “sexual activity” means any sexual contact between two or more persons by any of the following: (1) Penetration of the penis into the vagina or anus; (2) Contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; (3) Contact between the finger or hand of one person and the genitalia or anus of another person, except in the course of examination or treatment by [certain healthcare providers]; (4) Ejaculation onto the person of another; (5) By use of artificial sexual organs or substitutes therefor in contact with the genitalia or anus.</td>
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<tr>
<td>• Lascivious Acts with a Child (Iowa Code § 709.8.1): It is unlawful for any person sixteen years of age or older to perform any of the following acts with a child with or without the child’s consent unless married to each other, for the purpose of arousing or satisfying the sexual desires of either of them: (a) Fondle or touch the pubes or genitals of a child; (b) Permit or cause a child to fondle or touch the person’s genitals or pubes; (c) Cause the touching of the person’s genitals to any part of the body of a child; (d) Solicit a child to engage in a sex act or solicit a person to arrange a sex act with a child; (e) Inflict pain or discomfort upon a child or permit a child to inflict pain or discomfort on the person.</td>
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**Consent (as it relates to sexual activity)**

The institution has determined, based on good-faith research, that Iowa law does not define the term consent (as it relates to sexual activity).

*College Definition of Consent*

Though Iowa law does not define consent (as it relates to sexual activity), the College uses the following definition of consent in its sexual misconduct policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent
• If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent
  o Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting
• If a person is asleep or unconscious, there is no consent
• If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent
• Consent to one form of sexual activity does not imply consent to other forms of sexual activity
• Consent can be withdrawn; A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent
• Being in a romantic relationship with someone does not imply consent to any form of sexual activity
• Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee)

_Incapacitation_

If a person is incapacitated, he/she is not able to understand the nature of the activity or to give knowing consent.

• If the person does not understand the "who, what, when, where, and how" of a situation, this person is incapacitated.
• A person is incapacitated when he/she is so [drunk, high, intellectually disabled, etc.] that the person does not understand and appreciate what is happening.
• If the person is not legally able to give consent because of age or declared incompetency, this person is incapacitated.

_Coercion_

Coercion is a direct or implied threat of force, violence, danger, hardship, or retribution sufficient to persuade a reasonable person of ordinary susceptibility to perform an act which otherwise one would not have submitted.

• Coercion is consistent attempts to have sexual contact after the person has already refused
• In determining coercion, Allen College will take into consideration the following:
  o The frequency and duration of the attempts of sexual contact
  o The intensity of the attempts of sexual contact
  o The degree of isolation of the individual who is being pressured for sexual contact

_Risk Reduction_

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:
• Make your limits known before going too far.
• You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
• Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
• Grab someone nearby and ask them for help.
• Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
• Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
• Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

• Remember that you owe sexual respect to the other person.
• Don’t make assumptions about the other person’s consent or about how far they are willing to go.
• Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
• If your partner expresses a withdrawal of consent, stop immediately.
• Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
• Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
• Don’t take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
• Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality.

**Bystander Intervention**

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

• Look out for those around you.
• Realize that it is important to intervene to help others.
• Treat everyone respectfully. Do not be hostile or an antagonist.
• Be confident when intervening.
• Recruit help from others if necessary.
• Be honest and direct.
• Keep yourself safe.
• If things get out of hand, don’t hesitate to contact the police.

Other Information Covered by the PPAP
The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

Ongoing Prevention and Awareness Campaign:
The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods:
The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to: online presentations, distribution of written materials, periodic email blasts, and guest speakers. Past programming and currently planned programming includes the following:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/16/17</td>
<td>Title IX face-to-face training</td>
<td>Faculty, Staff &amp; Adjunct</td>
</tr>
<tr>
<td>8/18/17</td>
<td>Title IX training video</td>
<td>All new nursing students</td>
</tr>
<tr>
<td>8/18 - 9/30/17</td>
<td>Title IX NetLearning module</td>
<td>All students new &amp; returning</td>
</tr>
<tr>
<td>1/5/18</td>
<td>Title IX training video</td>
<td>All new nursing students</td>
</tr>
<tr>
<td>5/25/18</td>
<td>Title IX training video</td>
<td>All new accelerated &amp; MLS students</td>
</tr>
</tbody>
</table>
The Student Primary Prevention and Awareness Program (PPAP) is required annually for new students. Because the College recognizes that the prevention of sexual misconduct, as well as domestic violence, dating violence, and stalking, is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. Although the student PPAP is aimed at new students, it is required of all students annually and is provided through online delivery. Additionally, self-defense trainings were offered on campus to students and faculty and staff.

The Employee Primary Prevention and Awareness Program (PPAP) is required annually for all new and returning employees. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. Although the employee PPAP is aimed at new employees, it is required of all employees annually. The training is provided through multiple delivery methods including face-to-face and online to accommodate learning styles and schedules.

As part of its ongoing campaign, the College uses a variety of strategies, such as emails blasts with pertinent information, Facebook campaign, etc. While programming occurs throughout the year, the College also offers educational sessions in coordination with nationally recognized observances such as Sexual Assault Awareness Month and Domestic Violence Awareness Month.

Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the UnityPoint Health – Waterloo Security Department at (319) 240-7189. You may also contact the College’s Title IX Coordinator at (319) 226-2004.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim’s options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.

4. Where applicable, the rights of victims and the institution’s responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

**Preservation of Evidence & Forensic Examinations**

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don’t bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at UnityPoint Health – Allen Hospital, 1825 Logan Avenue, Waterloo, IA (319) 235-3941.

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

**Security/Law Enforcement & How to Make a Police Report**

- UnityPoint Health – Waterloo Security (319) 240-7189
- Waterloo Police Department, 715 Mulberry St, Waterloo, IA (319) 291-4339
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim’s ability.

**Information about Legal Protection Orders**

Where applicable, the rights of victims and the institution’s responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

- In Iowa, victims of domestic violence and other crimes can petition for relief through the court system. When a temporary order of protection is granted, it can last for up to 15 days (until a hearing occurs). When a permanent order of protection is granted, it may be issued up to one year, with additional one-year extensions being available. More information, including necessary forms, can be found at [https://www.iowacourts.gov/for-the-public-court-forms/](https://www.iowacourts.gov/for-the-public-court-forms/).
  - A Petition for Order of Protection should be filed for at Black Hawk County Courthouse. The address is: 316 E5th Street, Waterloo, IA 50703. The phone number is (319) 833-3000.
  - A victim should be prepared to present documentation and/or other forms of evidence when filing for an order of protection. More information about protection orders in Black Hawk County can be found at the links below:
- [https://www.co.black-hawk.ia.us/faq.aspx?TID=23](https://www.co.black-hawk.ia.us/faq.aspx?TID=23)

- Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order. The following link contains a list of some community resources that may be helpful: [https://www.co.black-hawk.ia.us/411/Domestic-Violence-Community-Resources](https://www.co.black-hawk.ia.us/411/Domestic-Violence-Community-Resources).

- When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

- The institution will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

  o The institution does not issue legal orders of protection. However, as a matter of institutional policy, the institution may impose a no-contact order between individuals in appropriate circumstances. The institution may also issue a “no trespass warning” if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

**Available Victim Services:**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

- **Student Financial Aid** – Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator for your campus can assist in facilitating this conversation if desired. The College’s financial aid website can be found at:

  - Iowa Legal Aid: [https://www.iowalegalaid.org/](https://www.iowalegalaid.org/)
  - National Domestic Violence Hotline: (800) 799-7233
  - National Sexual Assault Hotline: (800) 656-4673
  - Rape, Abuse and Incest National Network (RAINN): [https://www.rainn.org/](https://www.rainn.org/)
  - US Dept. of Justice Office on Violence Against Women: [https://www.justice.gov/ovw](https://www.justice.gov/ovw)
  - U.S. Citizenship and Immigration Services: [https://www.uscis.gov/](https://www.uscis.gov/)
- Immigration Advocates Network: [https://www.immigrationadvocates.org/](https://www.immigrationadvocates.org/)

The following services list is meant to be a guide, is not all-inclusive and is subject to change.

### Judicial Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Address/Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>UnityPoint Health – Waterloo Security</td>
<td>1825 Logan Ave, ER Entrance (319) 235-3869, (319) 240-7189 (cell)</td>
</tr>
<tr>
<td>Waterloo Police Department</td>
<td>(319) 291-2515 or 911 (emergency)</td>
</tr>
<tr>
<td>Cedar Falls Police Department</td>
<td>To report sexual abuse that occurred in Cedar Falls. Reporting is not the same as filing charges but would initiate an investigation of the assault.</td>
</tr>
<tr>
<td>(319) 291-2515 or 911 (emergency)</td>
<td></td>
</tr>
<tr>
<td>Waverly Police Department</td>
<td>To report sexual abuse that occurred in Waverly. Reporting is not the same as filing charges but would initiate an investigation of the assault.</td>
</tr>
<tr>
<td>(319) 352-5400 or 911 (emergency)</td>
<td></td>
</tr>
<tr>
<td>Black Hawk County Sheriff’s Department</td>
<td></td>
</tr>
<tr>
<td>(319) 291-2587</td>
<td></td>
</tr>
<tr>
<td>Bremer County Sheriff’s Department</td>
<td></td>
</tr>
<tr>
<td>(319) 319-352-5400</td>
<td></td>
</tr>
<tr>
<td>Black Hawk County Attorney’s Office</td>
<td>Review cases and make a determination of prosecution of sexual abuse/assault cases that occurred within their jurisdiction.</td>
</tr>
<tr>
<td>Black Hawk County Courthouse</td>
<td></td>
</tr>
<tr>
<td>316 E. 5th St.</td>
<td></td>
</tr>
<tr>
<td>Waterloo, IA 50703</td>
<td></td>
</tr>
<tr>
<td>(319) 833-3001</td>
<td></td>
</tr>
<tr>
<td>Allen College Administration Office, Academic Affairs Office, or Student Services Office (319) 226-2000 (General Information)</td>
<td>To file a College complaint if the perpetrator is a student. A victim/survivor can simultaneously pursue criminal prosecution and College disciplinary sanctions against the perpetrator(s).</td>
</tr>
</tbody>
</table>

### Psychological Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Address/Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>UnityPoint Health – Waterloo EAP</td>
<td>Counseling and referral services are available to Allen College students and employees.</td>
</tr>
<tr>
<td>(Employee Assistance Program) (319) 235-3550 After Hours (319) 235-4357</td>
<td></td>
</tr>
<tr>
<td>Toll Free (800) 303-9996 Helpline (319) 235-4357</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.unitypoint.org">www.unitypoint.org</a></td>
<td></td>
</tr>
<tr>
<td>Cedar Valley Friends of the Family</td>
<td>Offers services dealing with domestic violence and sexual assault. Telephone support offered for any type of problem, also offered through</td>
</tr>
<tr>
<td>24 Hour Crisis Line (319) 352-0037 or (800) 410-7233</td>
<td></td>
</tr>
</tbody>
</table>
Iowa Coalition Against Domestic Violence
Iowa Domestic Violence Hotline: (800) 942-0333
http://www.icadv.org

Blackhawk – Grundy Mental Health Center Inc.
3251 W 9th St
Waterloo, IA 50702
(319) 234-2893 or (800) 583-1526
www.unitypoint.org/waterloo/mental-health.aspx

Waypoint Services
Crisis line (319) 363-2093
Business (319) 365-1458
www.waypointservices.org

Medical Services

UnityPoint Health – Waterloo (Allen Memorial Hospital)
(319) 235-9341
1825 Logan Avenue
Waterloo, IA 50703
www.unitypoint.org

Sartori Memorial Hospital
(319) 268-3000
515 College Street
Cedar Falls, IA 50613
www.wheatoniowa.org/locations/sartori-memorial-hospital

UnityPoint Health – Waterloo, Allen Women’s Health Center
(319) 235-5090
233 Vold Drive
Waterloo, IA 50703

collect calls. Victims’ name not necessary.
Advocacy services are in conjunction with a medical exam and/or legal proceedings.

24-hour crisis line, 24-hour rape/sexual assault medical, legal and court advocacy, individual counseling, support groups, emergency cellular phone loan program, transportation to medical and counseling appointments as needed, training, community education and prevention services.

Individual and family counseling services. Eligibility for counseling services is based upon county eligibility guidelines, managed care and/or insurance requirements. Services are provided on a sliding fee scale based upon income.

Waypoint provides shelter and support for women and families in crisis due to homelessness, poverty, and domestic violence. It also provides quality, affordable child care.

Provides reproductive health care for the women of Northeast Iowa. The Center receives Title V Maternal Health, Title X Family Planning from the Iowa Department of Public Health for Black Hawk, Bremer, Buchanan, and Grundy county service areas. In addition, Adolescent Pregnancy
Prevention funds are received from the Iowa Department of Human Services. The Women’s Health Center is known area wide for providing health services for women of all income levels and ages.

Waverly Health Center  
(319) 352-4120  
312 9th Street  
Waverly, IA 50677  
24-Hour emergency medical services and examinations for evidence using a rape kit. Close to Wartburg campus.

Black Hawk County Sexually Transmitted Disease Clinic  
1407 Independence Ave.  
Waterloo, IA 50703  
(319) 291-2413  
Free, confidential sexually transmitted disease testing and treatment, anonymous HIV antibody testing. No appointment necessary. Please phone for clinic hours.

**Religious/Spiritual Services**

Allen Memorial Hospital Spiritual Care  
(319) 235-3694 After Hours (319) 235-6344  
1825 Logan Avenue  
Waterloo, IA 50703  
Spiritual counseling available.

Wartburg College Ministry Services  
(319) 352-8217  
100 Wartburg Blvd  
Waverly, IA 50677  
Spiritual counseling available.

UNI Campus Ministries are listed in the UNI telephone directory.  
(319) 273-2311 for assistance in locating a specific denomination  
Spiritual counseling available.

**Financial Services**

Crime Victim Compensation Program  
(800) 373-5044 or (515) 281-5044  
Reimbursement for cost of sexual assault evidence collection ("rape kit" exam). Will reimburse for other crime-related expenses (e.g. lost wages, medical /counseling costs) under certain conditions.

Education/Advocacy Services

UNI Phoenix Center  
(319) 273-2137  
Counseling, medical & legal referrals, safe housing arrangements, assistance with academic concerns (e.g. coursework extensions, excused absences, reduced course loads),
104 Wellness/Recreation Center
Cedar Falls, IA 50613

meeting accompaniment, initiation of No Contact and/or No Trespass orders. Coordination of campus-wide prevention efforts.

Crime Victim Witness Assistance Program
Black Hawk Co. Attorney’s Office
(319) 833-3001

Information regarding victim’s rights and assistance in trial preparation, in obtaining restitution and in reclaiming property held as evidence. Referral assistance and accompaniment to court (if desired).

Crime Victim Witness Assistance Program
Black Hawk Co. Attorney’s Office
(319) 833-3001

Information regarding victim’s rights and assistance in trial preparation, in obtaining restitution and in reclaiming property held as evidence. Referral assistance and accompaniment to court (if desired).

Iowa Sexual Abuse Hotline
(800) 284-7821

The Iowa Sexual Abuse Hotline is a 24-hour line providing support, information and referral services to survivors of sexual abuse, significant others, and individuals seeking information and referral. All services are confidential, free of charge and available to women, men and children. The Iowa Sexual Abuse Hotline assists callers in accessing local resources such as sexual assault and domestic violence centers, shelters, law enforcement agencies, hospitals, county attorney offices, and other counseling services.

Waterloo Riverview Center
(888) 557-0310
(319) 939-9599 Daytime

24-hour sexual assault crisis and support line

Waypoint Services
(800) 208-0388

24-hour relationship violence crisis and support line

Accommodations and Protective Measures:

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodations or protective measures should be made to the Title IX Coordinator at (319) 226-2004, and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations.
• Any continuing effects on the complainant
• Whether the complainant and alleged perpetrator share the same class or job location.
• Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the College’s ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the College in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

Procedures for Disciplinary Action:

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the institution’s Sexual Misconduct Policy and the related complaint resolution procedures. The procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent.

The complaint resolution procedures are invoked once a report is made to one of the following individuals:

**Title IX Coordinator**
Dr. Joanna Ramsden-Meier  
Dean of Student Services  
(319) 226-2004  
Office #129 Barrett Forum  
Joanna.Ramsden-Meier@allencollege.edu

**Formal Process**

Once a complaint is made, the Title IX Coordinator will commence the investigatory process as soon as practicable, but not later than seven (7) days after the complaint is made. The Title IX Coordinator and/or designee(s) (“Investigating Officer”) will analyze the complaint and notify the respondent that a complaint has been filed.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses and other supporting evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Upon completion of the investigation, the Investigating Officer will decide whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The Investigating Officer will then prepare an investigation report outlining the findings and include, if necessary, sanctions or other remedial measures to impose. The parties will be notified of this determination in writing within three (3) days of it being made. The institution strives to complete investigations of this nature within sixty (60) calendar days.
Appeal

Both parties have an equal opportunity to appeal the determination by filing a written appeal with the President within five (7) days of being notified of the outcome of the investigation. The President will resolve the appeal within ten (10) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The parties will be notified of the President's decision in writing within three (3) days of it being made. The President's decision is final.

Special Procedures

If a complaint involves alleged conduct on part of the President, the College's Board of Trustees (“Board”) will designate the Investigating Officer. Based on information gathered by the investigation, the Board will prepare and issue the written report determining the complaint. The determination of the Board is final and not subject to appeal.

If the complaint involves alleged conduct on part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the President will designate the Investigating Officer. Based on information gathered by the investigation, the President will prepare and issue the written report determining the complaint. The determination of the President is final and not subject to appeal.

Informal Resolution

In lieu of the formal process described above, the College may also utilize informal means of resolution, such as mediation. The following standards apply to any informal resolution method utilized:

- Can only be used with the complainant’s voluntary cooperation and the involvement of the Title IX Coordinator
- The complainant will not be required to work out the problem directly with the respondent
- Either party may terminate the informal process at any time and elevate the complaint to the formal process
- Informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence

Rights of the Parties in an Institutional Proceeding:

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
   - A prompt, fair and impartial process is one that is:
     - Completed within reasonably prompt timeframes designated by the institution’s policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
     - Conducted in a manner that:
- Is consistent with the institution’s policies and transparent to the accuser and the accused.
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
  - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
   - Such training addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest. The Title IX Coordinator and two Title IX investigators attend training annually that is offered by Husch Blackwell, a nationally known law firm that specializes in Higher Education law.

3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.

4. Have the outcome determined using the preponderance of the evidence standard.

5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, “result” means “any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters” and must include the rationale for reaching the result and any sanctions imposed.

Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses:

Following a final determination in the institution’s disciplinary proceeding that domestic violence, dating violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include: warning; reprimand; probation; restitution; fine; loss of privileges; suspension or expulsion/termination; restriction on eligibility to represent the College at any official function. If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the Vice President of Human Resources. Following a suspension, the individual will be required to meet with the Dean of Students (student) or Vice President of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the College can make available to the victim a range of protective measures. They include: forbidding the accused from communicating with the victim, other institutional no-
contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

**Publicly Available Recordkeeping:**
The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

**Victims to Receive Written Notification of Rights:**
When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

**Sex Offender Registration Program:**
The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Dean of Student Services at (319) 226-2004. State registry of sex offender information may be accessed at the following link: [http://www.iowasexoffender.com/](http://www.iowasexoffender.com/)

**Timely Warnings and Emergency Response**

*Timely Warnings*

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Dean of Student Services, Executive Director of Business & Finance, and President constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Dean of Student Services, (319) 226-2004
- Executive Director of Business & Finance, (319) 226-2012

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

*Emergency Response*

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus.
community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response.

Students, staff and visitors are encouraged to notify the Executive Director of Business & Finance at (319) 226-2012 of any emergency or potentially dangerous situation.

The President, Executive Director of Business & Finance, and/or Dean of Student Services will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution’s response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the President, Executive Director of Business & Finance, and/or Dean of Student Services will consult with other appropriate College officials to determine the appropriate segment or segments of the College community to be notified.

The President, Executive Director of Business & Finance, and/or Dean of Student Services, in collaboration with other appropriate personnel, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The Executive Director of Business & Finance will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

At the direction of President, the College’s Executive Director of Business & Finance will notify local law enforcement of the emergency if they are not already aware of it and local media outlets in order that the larger community outside the campus will be aware of the emergency.

**Methods for Issuing Timely Warnings and Emergency Notifications**

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

<table>
<thead>
<tr>
<th>Method</th>
<th>Sign-Up Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ConnectEd emergency alert system: system can send phone, email and text messages</td>
<td>sign up for current students is through CAMS My Pulse system: login and go to edit profile where local information can be edited and is used for emergency alerts, sign up for faculty and staff is through the Business Coordinator</td>
</tr>
<tr>
<td>Broadcasting speaker through fire alarm system</td>
<td>N/A</td>
</tr>
</tbody>
</table>
**Testing & Documentation**

The College tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. Also, at various times the Emergency Management Team will meet to train and test and evaluate the College’s emergency response plan.

The Dean of Student Services maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute information to its students and employees to remind them of the College’s emergency response and evacuation procedures.

**Crime Statistics**

The statistical summary of crimes for this College over the past three calendar years follows:

<table>
<thead>
<tr>
<th>Crime</th>
<th>On Campus</th>
<th>Non Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Rape</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Fondling</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>1 0 0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Incest</td>
<td>0 0 0</td>
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</tr>
<tr>
<td>Aggravated Assault</td>
<td>0 3 1</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0 1 0</td>
<td>1 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>Motor Vehicle Theft</td>
<td>0 2 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Arson</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Arrest - Liquor Law Violation</td>
<td>0 7 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Arrest - Drug Abuse Violation</td>
<td>0 2 8</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Arrest - Weapon Violation</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Disciplinary Referral - Liquor Law Violation</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
</tbody>
</table>
Disciplinary Referral - Drug Abuse Violation | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0
Disciplinary Referral - Weapon Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0

*The College does not have on-campus student housing facilities.

Hate crimes:
2017: No hate crimes reported.
2016: No hate crimes reported.
2015: No hate crimes reported.

Crimes unfounded by the College:
2017: 0 unfounded crimes.
2016: 0 unfounded crimes.
2015: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:
2017: 0 unfounded crimes.
2016: 0 unfounded crimes.
2015: 0 unfounded crimes.

Data from law enforcement agencies:
The data above reflects statistics provided from law enforcement agencies related to crimes that occurred on the College’s Clery Geography.