



**INDIANHILLS**  
COMMUNITY COLLEGE

**2024**  
***Annual Security &  
Fire Safety Report***



# President's Message

Students, Parents, Employees, and Community Members:

Campus security is a top priority at Indian Hills Community College. In order for quality educational processes to take place, we must create, support and maintain an environment of personal safety and well-being for students, employees, and guests.

Publication of the Indian Hills Community College Annual Security and Fire Safety Report places us in compliance with federal regulations under the Clery Act. It is also a reflection of our processes to review data collected from our campuses and to enhance our abilities to ensure safety and security. The report is evidence that we do take our role in providing quality environments very seriously. We adhere to best practices for creating safe environments. These practices include visibility and presence of security staff, a culture of awareness, and early reporting of suspicious activity.

Please view this report as our way of communicating a commitment to and the continuous improvement of safe educational environments. Thank you for your interest in this important topic.

Sincerely,

Matt Thompson, Ph.D.  
President

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## Quick Reference: Resources

### ***On Campus Resources***

In Case of Emergency Dial: 9-1-1

Campus Security (Ottumwa & North Campus)  
(641) 683-5300

Centerville Local Police (641) 437-7100

### ***Local Law Enforcement***

Emergency 9-1-1

Ottumwa Police Non-Emergency  
(641) 683-0661

Ottumwa Crime Alert – Tips (641) 684-5555

Wapello County Sheriff (641) 684-4350

Centerville Police (641) 437-7100

Appanoose County Sheriff (641) 437-7100

### ***Fire Department***

Emergency 9-1-1

Ottumwa Non-Emergency (641) 683-0666

Centerville Non-Emergency (641) 856-2314

### ***Student Health Services***

Counseling and Prevention Resource Center,  
Trustee Hall (641) 683-5152

Mercy Medical Center, Centerville (641) 437-4111

### ***Campus and Community Offices***

Academic Advising, Bennett Student  
Services Center, (641) 683-5262

Academic Affairs, Main Administration Building,  
(641) 683-5103

Admissions, Bennett Student Services Center,  
(641) 683-5153

Advanced Technology, ATC, (641) 683-5215

Arts & Sciences, Efner Academic Hall,  
(641) 683-5144

Athletics, Hellyer Student Life Center  
(641) 683-5288

Centerville Campus, Administration  
(641) 856-2143

Customized Learning, ATC (641) 683-5249

Disability Services, Success Center  
(641) 683-5749

Financial Aid Office, Bennett Student Services  
Center, (641) 683-5262

Health Sciences, RHEC (641) 683-5164

Housing, Trustee Hall (641) 683-5304

IT Help Desk, (641) 683-5333

North Campus, Ottumwa Regional Airport  
(641) 683-5111

Student Billing, Bennett Student Services Center  
(641) 683-5262

Title IX Coordinator, Alix McPherson,  
(641) 683-5155

### ***National and Statewide Hotlines***

Crisis Intervention Services (641) 673-0336

Emergency Housing Crisis Line 1-800-270-1620

Iowa Alcoholics Anonymous Hotline  
1-800-207-2172

Iowa Drug & Alcohol Help Line 1-800-304-2219

Iowa Road Conditions 5-1-1

Iowa Suicide Hotline 2-1-1

National Suicide Prevention Hotline  
1-800-273-8255

Poison Control Hotline 1-800-222-1222

Sexual Assault Crisis Line 1-800-656-4673

## The Clery Act

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

### **Compliance with the Clery Act**

The Clery Act requires Indian Hills Community College (IHCC) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The act also requires IHCC to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education annually.

When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety- and security-related requirements to the Higher Education Act of 1965. To be in full compliance with the law, IHCC must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. Indian Hills Community College Campus Security must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
3. Keep the past seven years of crime statistics detailing crimes that have occurred: on-campus; in college residential facilities; in public areas on or near campus; and in certain non-campus buildings,

such as remote classrooms. IHCC must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

4. Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities.
5. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths and property damage of each fire.
6. Submit the collected crime and fire statistics to the Department of Education each fall.
7. Inform prospective students and employees about the availability of the Annual Fire Safety Report.

IHCC has a vested interest in campus security and the personal safety of its students and employees. The following pages contain specific information, including crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. This report also contains information about campus crime statistics.

Members of the campus community are encouraged to use this report as a guide for safe practices on and off campus. The report is available on the Internet at [www.indianhills.edu/security](http://www.indianhills.edu/security). Every member of IHCC receives an email that describes the report and provides its website address. For more information, contact the Dean, Student Development at (641) 683-5155.

***National Association of Clery Compliance******Officers and Professionals***

Indian Hills became a member of NACCOP during the 2018-19 academic year. Further, the Dean, Student Development and the Director, Safety and Security have individual memberships with this organization. NACCOP provides a professional association for Clery Compliance Officers and Professionals to collaborate with each other, share resources and best practices. Members are also offered opportunities to participate in professional development engagements which support colleges and universities in their efforts to comply with the Clery Act. NACCOP delivers members with resources to enhance their knowledge of the Clery Act by offering education and training opportunities for the employees who are acting as Clery Compliance Officers on college campuses as well as information about Clery related news and legislative updates.

## Campus Safety

This report contains emergency management information, campus crime statistics and critical campus safety information such as policies, crime prevention, crime reporting, and resources to aid you in becoming more safety-minded. The best protections against campus crime are: a strong campus security presence; an aware, informed, and alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities. IHCC strives to be a safe place to learn, live, work and grow.

### **Safety and Security Department**

Indian Hills Community College Safety and Security is on hand 24 hours a day, 7 days a week to assist students and employees in emergency situations, enforce student code of conduct policies and enforce state and federal laws, and provide a safe environment. IHCC Security officers have the authority to enforce student code of conduct policies, write parking tickets, and patrol speeding on campus. They also work in conjunction with local and state law enforcement officials in enforcing the law. The Director of Safety & Security provides incident reports daily to the Dean, Student Development. IHCC Safety and Security Officers does not have the authority to make arrests.

### **Law Enforcement Authority**

Indian Hills Community College (IHCC) desires to maintain a secure and accessible campus for students, employees, contractors, visitors and guests.

IHCC's campuses falls under the jurisdiction of several police agencies. IHCC Campus Security personnel work closely with all local, state, and federal police agencies, and have a direct working relationship with the local law enforcement.

Whenever information is received by the Dean, Student Development from law enforcement outside of IHCC Security that has a nexus to the College, a follow-up for judicial or other purposes will be scheduled.

### **Accurate and Timely Reporting of Criminal Offenses**

Prompt and accurate reporting of criminal offenses aids in providing a timely response and timely warning notices to the community when appropriate, and assists in compiling accurate crime statistics. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to Indian Hills Community College Security or local law enforcement.

To report a crime or an emergency on the Indian Hills Community College campus, call IHCC Security at (641) 683-5300 or call 9-1-1. To report a non-emergency security or public safety related matter, call IHCC Security at (641) 683-5300.

IHCC Safety and Security Officers are available at this telephone number 24 hours a day. In response to a call, IHCC Security will take the required action, dispatching an officer or asking the complainant to report to IHCC Security to file an incident report.

Individuals on campus may also report crimes to a designated campus security authority (CSA):

- Dean, Student Development (641) 683-5155
- Faculty advisors for IHCC student organizations (641) 683-5240
- Counseling and Prevention Resource Center (641) 683-5152
- Director of Athletics (641) 683-5207
- Head coaches and assistant head coaches (baseball, basketball, cheer, cross country, dance, golf, soccer, softball, sports shooting, track and field, volleyball, and wrestling) (641) 683-5288
- Head Athletic Trainer (641) 683-5288
- Director of Student Life (641) 683-5240
- Housing personnel (housing assistant, residence hall supervisors, residence advisors) (641) 683-5304
- Title IX Coordinator (641) 683-5155
- Deputy Title IX Coordinator (641) 683-5111 ext. 1745
- Vice President, Learning & Engagement (641) 683-5106

These designated individuals have significant responsibility for student and campus activities, and as such are provided notice by IHCC as to the extent of their responsibility and how to report crimes to IHCC Security.

A student's privacy concerns are weighed against the needs of IHCC to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

Information reported to IHCC is treated as confidential during the investigative phase, except as required by law. When major incidents occur, the Local Law Enforcement may also respond.

Applicable IHCC incident reports are forwarded to appropriate campus department offices for review and potential action. IHCC will investigate a report when it is deemed appropriate. Additional information obtained via the investigation may also be forwarded to the appropriate campus department.

Campus professional counselors, when employed as a counselor and acting within the scope of their employment at Indian Hills Community College, are not considered to be CSAs and are not required to report crimes for inclusion in the annual disclosure of crime statistics. However, campus professional counselors 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 in the annual crime statistics. Counselors work with the college to assist with statistical reporting.

IHCC does not employ campus pastoral counselors.

Medical providers, when acting as such, are considered to be CSAs and are required to report crimes for inclusion in the annual disclosure of crime statistics.

### ***Access to and Security of Campus Facilities***

Indian Hills Community College (IHCC) is a public institution and, with the exception of restricted and high security areas, is accessible to the public during normal building hours (time, place, and manner restrictions apply). With the exception of essential personnel and services, and others as designated, buildings are locked and access is permitted only with proper authorization and identification after normal building hours.

Building hours may vary. Buildings will be secured according to schedules developed by the department responsible for the building. A building safety and security representative, building manager or an emergency contact is responsible for providing the building schedule to IHCC Security and Facilities when changes occur.

Video surveillance cameras are located throughout our IHCC campuses. This system monitors activity in interior and exterior, high-traffic areas 24 hours a day.

Access to residence halls is regulated by an electronic access system. Indian Hills Community College students must carry the electronic key to gain access to their building on campus. Students must have their electronic access key to enter their building. Trustee Hall is open to the public during normal business hours as this building houses the Student Development Office, the Counseling and Prevention Resource Center, and the Testing Center. All other residence halls are electronic key access only 24 hours a day.

The IHCC Facilities staff is the only entity who may make changes, additions, or alterations to College approved or installed mechanical access systems. The Housing Department and/or IT Department may work in conjunction with Facilities staff if the equipment has a software point of access component.

In order to protect the safety and welfare of students and employees of the College and to protect the property of the College, all persons on property under the jurisdiction of IHCC behaving in a suspicious or threatening manner may be asked to identify themselves by a College official. A person identifies themselves by giving their name, complete address, and stating truthfully their relationship to the IHCC. A person may be asked to provide proof of identification which is subject to verification.

If any person refuses or fails upon request to present evidence of their identification and proof of their authorization to be in the building or on the campus, or if it is determined that the individual has no legitimate reason to be in the building or on campus, the person will be asked to leave and may be removed from the building or campus. IHCC Security is available to assist with this request.

Persons who behave in a suspicious or threatening manner or are involved in suspicious or threatening activities should be reported to IHCC Security.

### ***Security Considerations***

Proper lighting and building security are major factors in reducing crime on campus. Facilities maintains the IHCC buildings and grounds with a concern for safety and security. Inspections of campus facilities are conducted regularly, and repairs are made as quickly as possible. All members of the campus community are encouraged to report safety and security hazards, such a broken locks and windows, to Facilities, IHCC Security or the Dean, Student Development.

Emergency Response information is updated on a regular basis. The Campus Emergency Response Team (CERT) procedures guide is reviewed and updated annually. Emergency Response signage and booklets are posted in classrooms and high-traffic locations as a resource for emergency situations. Surveillance cameras and software upgrades take place regularly, as well as, the addition of surveillance cameras in various campus locations.

### **Missing Student Notification**

Indian Hills Community College (IHCC) will investigate any report of a missing IHCC student residing on-campus (residence halls) and take appropriate action to ensure all notifications and actions comply with legal mandates. Investigation of such reports will be initiated immediately by the IHCC Security and local law enforcement. Procedures are governed by federal and state laws, local ordinance, and College policy, and are implemented by internal standard operating practices.

### **Registering Information**

All students are encouraged to provide emergency contact information when completing an application for admission. Additionally, all students completing a housing application provide emergency contact information.

This contact information is kept confidential and will only be used by authorized campus officials in a missing student investigation.

For a person under the age of 18 (who is not emancipated), and for purposes of missing student information, the person (s) to be contacted must be a custodial parent or guardian.

### **Reporting a Missing Student**

Any concerned person should notify a campus security authority (CSA) of a belief that a student is missing for 24 hours. CSAs include, but are not limited to, Housing staff members such as a residence hall supervisor, Dean, Student Development, resident assistant or Director of Student Life. The phone number for Housing is (641) 683-5304. Alternative CSAs include IHCC security or staff members at the Student Development Office. The missing student report must be referred immediately to IHCC Security. A list of CSAs and their contact information can be accessed by contacting the Dean, Student Development at (641) 683-5155.

A student enrolled at IHCC at either a full- or part-time status, who is perceived by the reporting person to be overdue in reaching home, campus, or another specific location, and there is an identifiable concern for the

well-being of the student, may be reported as a missing student.

Any IHCC employee receiving a complaint of a missing student must notify IHCC Security and provide further information related to the reported missing student.

### **Investigation**

Indian Hills Community College Security will investigate the report of a missing student utilizing established procedures. IHCC Security will notify the local law enforcement or the appropriate law enforcement agency within 24 hours that the student is determined to be missing.

### **Contacting Family Members**

Individuals identified by the student, and/or the parent(s) if the student is under 18 years of age, will be contacted by IHCC Security, Housing or the Dean, Student Development Office within 24 hours of the initial report to the CSA/IHCC Security.

In situations in which the student has failed to designate a contact for missing student notification, IHCC Security will use IHCC's student information system to continue its investigation. Family members, including those not formally identified by the student, may be contacted during the course of the investigation to resolve a report of a missing student.

### **Methods of Contacting a Reported Missing Student**

IHCC Security in conjunction with campus security authorities may work in cooperation and share records and information as appropriate to assess the status of a student reported as missing. Methods of attempting to locate a reported missing student include, but are not limited to, the following:

- Checking phone numbers and email addresses provided as well as social networking sites;
- Surveying the student's room or apartment, including contacting those with whom the student may live;
- Contacting friends, family members, known associates, faculty and other campus community members;
- Contacting extra jurisdictional law enforcement for assistance; and
- Assessing student's use of campus resources, such as ID card access or computer network systems.

### **Resolution of Missing Student Status**

Missing student contacts will be advised of the resolution of a student's missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. Contact notification will be made by a CSA in Housing, Dean, Student Developments, or IHCC Safety and Security.

### **Emergency Response and Evacuation**

The Indian Hills Community College Emergency Response Plan describes the responsibilities and duties of campus personnel and departments in the event of an emergency or dangerous situation involving an immediate threat. The Emergency Response Plan is designed to assist IHCC employees to respond appropriately when emergency conditions exist. To ensure emergency plans are appropriate, this plan is reviewed annually. This review is designed to assess and evaluate the emergency plans and capabilities of the institution.

The IHCC Emergency Response Plan allows for immediate response procedures, thereby minimizing danger to the campus and students.

Additionally, Indian Hills Community College offers **IHCC Alert** to all students, faculty and staff. Students and employees can participate by visiting [www.indianhills.edu/alert](http://www.indianhills.edu/alert) and registering phone numbers and mobile devices they want alerted in the event of a campus emergency. To ensure the **IHCC Alert** system is functioning properly, IHCC conducts a test of **IHCC Alert** at least once each term.

Indian Hills will also initiate the **AlertUs** system. This mass notification platform allows us to get the attention of our computer users immediately. When an emergency occurs, we will activate **AlertUs**. All PC's owned by Indian Hills and connected to the IHCC network will have a full-screen, pop-up alert take over the whole screen with a warning.

### **How to Report an Emergency**

The campus community is encouraged to call 9-1-1 to report any situation on-campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus. Dialing 9-1-1 is also the best way to help expedite an emergency notification to alert the rest of the campus community of the threat.

### **Response Procedures for an Emergency or Dangerous Situation**

When a serious threat or disaster to the campus community occurs, Indian Hills Community College

Security and IHCC Administration will coordinate with other first responders, which may include area Police Departments, Fire Departments, and Sheriff's Offices. IHCC incident response resources include the IHCC Security and Facilities staff that can help mitigate impacts to the campus. Depending on the nature and magnitude of the incident, other local, state, and federal agencies may be called upon for assistance.

### **Confirming a Significant Emergency or Dangerous Situation**

First responders and essential personnel in the IHCC Administration are responsible for initiating emergency warnings. Those responsible include, but are not limited to:

- Dean, Student Development
- Director, Safety and Security
- Executive Dean, Advancement

IHCC Security works in close collaboration with agencies and departments both on and off campus to gather and assess information related to events that may pose an immediate threat or hazard to the campus community. IHCC Security, as the first responders, will investigate all reported incidents to determine if the incident poses an immediate threat to Indian Hills Community College. IHCC Security will relay a situation update to the IHCC Administration where the incident will be confirmed as a threat and implement procedures to minimize the impact of the incident to the campus community.

Indian Hills Community College has designated 6 different Bunker Locations. These locations are established to provide a safe and secure site for administration and information personnel to meet, make decisions and communicate accurate and appropriate statements to the campus community.

### **Authorized Officials**

During or in the time leading up to an emergency that threatens life, safety, or security, it will be necessary for notification to be provided to the IHCC community with speed and accuracy. Conditions may not allow time for responders or other officials to seek approval to send notification messages.

For this reason, IHCC has designated specific campus officials to serve as authorized officials who are empowered to authorize the issuance of emergency notifications. Each authorized official is expected to act within his/her realm of responsibility as defined by department mission and authorize emergency notification when experience and prudence indicate that emergency conditions warrant such actions be taken.

The following individuals are the authorized officials at Indian Hills Community College (in the order listed below). Such authority is delegated to the highest ranked official on the list with whom the IHCC Security is able to contact in a timely manner:

1. President
2. Vice President, CFO
3. Vice President, Learning & Engagement
4. Director of Facilities
5. Dean, Student Development
6. Executive Dean, Advancement

In cases of imminent threat to the College community, such as a tornado warning, IHCC Security staff may ask the Executive Dean, Advancement to send out initial warning messages upon confirmation of such threat with the National Weather Service or Wapello or Appanoose County Emergency Management personnel.

### ***Notifying the Campus***

Decisions concerning whether to issue a notification will be made on a case-by-case basis using the following criteria:

- Nature of the situation
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

The Executive Dean, Advancement, after receiving confirmation from an authorized official, will, without delay, and taking into account the safety of the campus 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. The Executive Dean, Advancement will activate the appropriate emergency notification system(s).

### ***Notification Methods***

The following methods may be used to notify the campus community, or certain segments of the campus community of various emergencies that may affect the campus community:

- Indian Hills Alert

- AlertUs
- Phone
- Text message
- Email
- Outdoor warning sirens
- Official IHCC website
- Social media outlets
- Local media

Indian Hills Alert is the emergency notification system of Indian Hills Community College.

Indian Hills Alert allows the college to communicate timely emergency information quickly to students, faculty, staff and interested members of the community.

Phone numbers and e-mail addresses entered into Indian Hills Alert by students and employees allow IHCC to disseminate emergency alerts by telephone, text, and e-mail. Students and employees are encouraged to log into their IHCC Alert system once a term and ensure all data is current and up-to-date.

If an instructor requires students to turn off cell phones while in class, the instructor's cell phone must be available and capable to receive potential emergency notifications during class.

Individuals and organizations outside the campus community are notified of emergency and dangerous situations through the use of local media, IHCC's website and social media feeds.

### ***Procedures for Evacuation in Emergency or Dangerous Situations***

In the event of an emergency or dangerous situation, IHCC Security will direct students, faculty, staff, and guests to evacuate a building, several buildings, a portion of the campus, or the entire campus. The campus community will be asked to follow building and campus evacuation protocols and to obey directions from IHCC Security and Emergency Staff, in addition to on-scene emergency responders.

Four full system tests of IHCC Alert are conducted each calendar year.

Students living on-campus receive training upon move-in and participate in drills held throughout the academic year.

### ***Residence Hall Fire Emergency Evacuation Procedures***

Training takes place with Residence Hall Supervisors and Residence Advisors (RAs) during RA Training week prior to the fall term beginning. Exit strategies and reunification points on campus away from the facilities are also presented. During the fire drills, RAs are not notified when these will take place to ensure that training is affective and learning opportunities result from the drills.

The residence halls unification points are as follows:

- Oak - Bennett Student Services Center parking lot
- Trustee - Trustee Hall parking lot
- Wapello - Parking lot closest to Appanoose or front parking lot near wood line
- Appanoose - Trustee Hall parking lot
- Keokuk - Appanoose or Trustee Hall Parking lot
- Cooper Creek- Softball fields across the parking lot - parking lot near Child Development Center or inside the Multipurpose Building

# Communication about Campus Crime Timely Warnings

Indian Hills Community College (IHCC) will issue a timely warning when it receives a report of a crime that represents a serious or continuing threat to the safety of members of the campus community. IHCC may also issue a warning to the campus community when other instances pose a safety concern (see Emergency Response and Evacuation section).

## ***Initiating Timely Warnings***

Dean, Student Development, IHCC Security and essential personnel in the Student Development Division are responsible for initiating timely warnings. Those responsible include, but are not limited to:

- Vice President, CFO
- Dean, Student Development
- Executive Dean, Advancement

Indian Hills Community College in conjunction with various campus offices will distribute timely warning announcements when there appears to be a threat to the safety and security of persons on campus for the following crimes:

- Aggravated assault
- Arson
- Burglary
- Negligent manslaughter
- Motor vehicle theft
- Murder/non-negligent manslaughter
- Robbery
- Sexual offenses
- Domestic violence, dating violence, and stalking
- Violations of liquor law, drug law, or weapons possession law
- Any other crime in which the victim was chosen on the basis of race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing danger to the campus community

- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended, and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat, and
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

## ***Warning Content***

The warning contains sufficient information about the nature of the threat to allow members of the campus to take protective action:

- A succinct statement of the incident
- Possible connection to previous incidents if applicable
- Date, time, and location of the warning
- Description and drawing of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information

In some cases, IHCC may need to keep some facts confidential to avoid compromising an ongoing investigation.

### **Notification Methods**

The following methods may be used to notify the campus community of various emergencies that may affect the campus community:

- IHCC Alert
- AlertUS
- Phone
- Text message
- Email
- Outdoor warning sirens
- Official IHCC website
- Social media
- Local media
- Targeted communication – posters, letters, group meetings, etc.
- Digital signage

### **How to Report a Criminal Offense**

Reporting a crime or notifying law enforcement of suspicious activity helps to protect Indian Hills Community College (IHCC) property and the campus community. To report a crime, the campus community should contact Indian Hills Security (641) 683-5300. For emergencies dial 9-1-1. If you would like to report electronically, Indian Hills gives students, faculty, staff, and community members that opportunity through an electronic reporting form at the following web address: [https://publicdocs.maxient.com/reportingform.php?IndianHillsCC&layout\\_id=1](https://publicdocs.maxient.com/reportingform.php?IndianHillsCC&layout_id=1). Reports may also be made to an identified campus security authority (CSA) or an appropriate law enforcement agency off-campus. For any suspicious activity or circumstance which could cause an emergency situation and necessitate the need of an emergency alert to campus, contact Indian Hills Security.

A secondary method of reporting crimes is to contact an identified campus security authority (CSA). CSAs include but are not limited to:

- Faculty advisors for IHCC student organizations (641) 683-5240
- Director of Athletics (641) 683-5207
- Head Athletic Trainer (641) 683-5288

- Dean, Student Development (641) 683-5155
- Housing personnel (housing assistant, residence hall supervisors, residence advisors) (641) 683-5304
- Title IX Coordinator (641) 683-5155
- Vice President, Learning & Engagement (641) 683-5106

For off-campus options, you may refer to the local law enforcement with jurisdictional authority.

### **Limited Voluntary Confidential Reporting**

Indian Hills Community College 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, IHCC cannot hold reports of crime in confidence. Anonymous reports may be filed through the Indian Hills Ethics Point reporting form at [www.indianhills.ethicspoint.com](http://www.indianhills.ethicspoint.com). Indian Hills includes anonymous reports in our year end statistical analysis of campus crimes. A student's privacy concerns are weighed against the needs of IHCC Security to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. In compelling situations, Indian Hills Community College reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "timely warning" as well as inclusion in the annual crime statistics.

#### Alternatives to Immediately Filing a Police Report

- Report the crime at a later date
- Make a complaint to the Student Development Office
- Make an anonymous report to the police
- Contact a referral agency for help: the Housing Office or the Title IX Coordinator
- Make a complaint to the Title IX coordinator or a Deputy Coordinator

Such a complaint may be used for actions which include, but are not limited to, on-campus Student Code of Conduct disciplinary proceedings.

Victims and witnesses may report a crime through the Student Code of Conduct system or criminal justice system at a later date.

## **Definitions of Criminal Offenses**

**Aggravated assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary** is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Dating 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 and the existence of such relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

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

**Drug abuse violations** are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Hate crimes** are committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.

**Liquor law violations** are defined as the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Motor vehicle theft** is the theft or attempted theft of a motor vehicle.

**Murder and non-negligent manslaughter** is the willful (non-negligent) killing of one human being by another.

**Negligent manslaughter** is the killing of another person through gross negligence.

**Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sex offenses** are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is 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. This definition includes any gender of victim or perpetrator.
- **Fondling** is 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 his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** is sexual intercourse with a person who is under the statutory age of consent.

**Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

**Weapons violations** are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Unfounded Crimes** is when law enforcement determines that a particular reported incident could not have occurred or did not occur, i.e., a false report, the crime is not included in the Annual Security & Fire Safety Report. Only law enforcement can rule a case "unfounded".

### **Definitions of Geography**

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around Indian Hills Community College's campus.

#### **On-Campus Buildings or Property**

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

#### **Non-Campus Buildings or Property**

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution\*; or
2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

#### **Public Buildings or Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Indian Hills Community College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

\*Indian Hills Community College does not have buildings or property owned or controlled by a student organization that is officially recognized by the institution.

### **Preparation of Disclosure of Crime Statistics**

Indian Hills Community College is responsible for preparing and disclosing crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Section 1092. This federal mandate requires the disclosure of certain crime statistics so current and potential families, students, and employees can be knowledgeable about the safety of college campuses.

The Director of Safety & Security and the Dean, Student Development are responsible for collecting and reporting the annual crime statistics from the local police agencies and campus security authorities. This information is included in the Indian Hills Community College Annual Security and Fire Safety Report (ASR).

By October 1 of each year, notification of the new ASR is emailed to current students and employees. A hard copy of the report is available upon request in the Dean of Student Development Office, and the Housing Office. The crime statistics are also submitted to the U.S. Department of Education on an annual basis.

Indian Hills Community College Security collects its own statistics, and accepts supplemental numbers from recognized campus security authorities (CSA) in their subordinate reporting roles. Housing provides statistics to Campus Security. A working relationship between Campus Security, the Dean, Student Development and administration at non-campus locations has been established. Additionally, the Dean, Student Development sends an annual notice to these locations and the College community to solicit additional on-campus location information. The Safety and Security department then annually requests statistical information from the appropriate law enforcement agencies for non-campus operations. Clery reporting covers the preceding calendar year, January 1 to December 31.

The Dean, Student Development and the Director, Safety and Security produces the Annual Security and Fire Safety Report which contains policies, procedures and crime data as required by the Clery Act.

Indian Hills Community College (IHCC) annually requests statistical information from the appropriate law enforcement agencies for non-campus operations. IHCC maintains several County Service Centers that provide both online and face-to-face instruction. These sites are classified as non-campus property as they are owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. The statistical information received as a result of these requests are included in the crime statistics section of this report. Statistics requested, but not received from law enforcement agencies are also noted in the crime statistics section.

When received and usable, raw statistics provided by law enforcement agencies are categorized accordingly. IHCC may be unable to determine if these statistics adhere to the UCR-defined categories utilized by Clery reporting. Further, statistics received may describe an area that is more expansive than the space controlled by IHCC when and where instruction is offered.

### **Security Awareness and Crime Prevention Programs**

Security awareness and crime prevention programs encourage students and employees to be aware of their responsibility for their own security and the security of others. Indian Hills Community College Security in cooperation with other College organizations and departments, is responsible for presenting security awareness and crime prevention programs to the campus community on an ongoing basis.

#### **For Students**

- Housing resident assistant (RA), residence hall supervisors facilitate training for residents with Campus Security, Ottumwa Police Department, Ottumwa Fire Department, and others as appropriate: Ongoing

#### **For Staff**

- New employee orientation
- Staff Development Day Presentations: Bi-Annually
- Run, Hide, Fight: Annually
- RA, AC, RHS training: Ongoing

#### **For Campus Community**

- Title IX Training: Ongoing
- Domestic Violence, dating violence, sexual assault, and stalking training: Ongoing

- Mandatory New Student Orientation: New sessions each term

### **Crime Prevention Programming**

Each term Mandatory New Student Orientations and Residence Hall Orientations are used to inform Indian Hills students of campus safety procedures, the Student Code of Conduct, the Sexual Misconduct Policy, in addition to crime reporting procedures. The students are also informed about their rights to contact appropriate school officials and/or local law enforcement. The appropriate phone numbers of Indian Hills' personnel, as well as local law enforcement, are provided to staff and students alike.

Indian Hills also uses local and national public crime prevention and sexual assault speakers to speak to the student body regarding crime prevention, sexual assault, domestic violence, dating violence, and stalking. These activities are open to all students. We publicize these events at orientations, through campus flyers, local media outlets, social media, and through dormitory flyers. Pamphlets and brochures on the subjects of sexual health, domestic violence, dating violence, sexual assault and stalking brochures are available throughout campus and distributed at college orientation activities.

Quality educational programs for all students and staff on the subjects of drugs and alcohol are provided annually. Guest lectures, video presentations, and seminars are held throughout the year to provide information to our college community about such areas as peer pressure resistance, health concerns, rehabilitation, and awareness.

On-site/off-site assistance is available in the evaluation, treatment, and referral for drug and alcohol use/abuse. Pamphlets addressing alcohol and substance abuse are distributed to all students through the Counseling and Prevention Resource Center. Training is provided to all residence hall staff regarding alcohol and drug abuse and what to look for. All Residence Hall staff is trained in First Aid/CPR to provide our student body with a well-trained response team in each Residence Hall.

Awareness is also taught in the classrooms as instructors provide educational information concerning drugs and alcohol within the academic environment. These areas may include: health, physical education, human service, and behavioral science offerings.

Substance abuse and mental health counseling services are available on campus through cooperative agreements with Southern Iowa Economic Development Association (SIEDA), Southern Iowa Mental Health Center (SIMHC), and Psychology Services of Ottumwa.

For more information, or to schedule an appointment, students should contact the Student Development Office at (641) 683-5152.

### ***Protective Measures***

Indian Hills provides members of the College community assistance in seeking No Contact Directives and Campus No Trespassing Orders. In addition, Indian Hills can make academic and housing accommodations for survivors of gender-based misconduct.

### ***Bystander Intervention Training***

Bystander intervention programming called Mentors in Violence Prevention (MVP) has been brought to campus for training purposes. Students and staff who participated in the “train the trainer” workshop will in turn provide workshops to other students and staff throughout the academic year for bystander intervention. This programming is provided in efforts to decrease sexual violence by active bystander intervention.

Bystander intervention programs are available through the Student Development Office. These workshops, based on research and best practices, teach our community about social justice and how to safely intervene in situations and/or to speak up in situations they see as potentially dangerous or limiting to another individual. Launching in the Fall of 2015, the staff will first work with all athletics programs on campus, then work to present to all students living in residence halls. Additional programs are available by contacting the Student Development Office.

### ***Campus Lighting Checks***

Indian Hills Community College Security complete campus lighting checks regularly. Facilities Staff is notified when there are burned out or damaged street and building lights. This inspection ensures adequate lighting for the public at night in IHCC’s jurisdiction.

### ***Campus Security Authority (CSA) Training***

Featuring the voices of students and professionals from campus safety, student affairs, and law enforcement, the Clery Center’s Campus Security Authority (CSA) Training Video helps CSAs understand their role and responsibilities under the Clery Act.

### ***Clothesline Project***

The Clothesline Project, launched during the 2015-2016 academic year, is a visual display of shirts with written messages and illustrations that graphically demonstrate the impact of violence. These shirts are designed by survivors of violence, their families and/or friends. This display exposes students to the effects of violence. Viewing this project provides opportunity for a higher understanding of the effects of violence, the need for

social responsibility, as well as compassion for others. This display allows students to bear witness to the survivors as well as victims of violence; to help with the healing process for people who have lost a loved one or are survivors of violence; to educate; to document; and to raise society’s awareness of the extent of the problem of violence within the state of Iowa.

### ***Housing RA, AC, RHS Training***

IHCC Housing, in coordination with other IHCC departments, provides training to all RA’s, AC’s, RHS’s. Topics include campus security authority responsibilities, Title IX, crime prevention, safety, security and emergency preparedness.

### ***Informational Correspondence***

Indian Hills publishes information on how to access the campus crime statistics, campus security services, fire statistics, and important phone numbers. This information is made available to all IHCC employees and students.

**The Hook Up**

This performance that was brought to campus during the 2022-2023 academic year and discussed gender stereotypes contribute to rape culture and harm survivors.

**Beat the Blame Game**

This interactive presentation was brought to campus in 2022-2023 to discuss myths about sexual assaults on campus as well as how to reduce victim blaming.

**Purple Tuesdays**

Employees and students were encouraged to dress in purple on Tuesdays to support domestic violence awareness month in October.

**Sexual Assault Awareness Month Trivia Night**

This began in April of 2019 and was a student activity that encouraged students to learn more about sexual assaults on college campuses during Sexual Assault Awareness Month.

**Area Proclamation Declaration Day**

The Mayor of the City of Ottumwa and the President of Indian Hills Community College announce a proclamation between the city of Ottumwa and Indian Hills Community College declaring April Sexual Assault Awareness Month.

**Kisses for Consent**

This began in February of 2018 on Valentine's Day to assist with defining what consent means in a healthy relationship.

\*IHCC, like many other higher education institutions were challenged during the coronavirus pandemic to bring regular content to students and employees. Every step was taken to ensure this important content was deliverable whenever possible, however, it may have taken place in an alternative format.

**Disclosures to Victims of Alleged Crimes**

Indian Hills Community College (IHCC) adheres to disciplinary procedures when students are involved in any violent crime or sex offense.

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and consistent with the Student Code of Conduct, a school is permitted to disclose to the harassed student information about the sanction

imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student.

Further, when conduct involves a crime of violence or sex offense, FERPA permits postsecondary institutions to disclose to the complainant, upon written request, the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concludes a violation was committed. Additionally, the institution may, upon written request, disclose to anyone – not just the complainant – the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. The final results are limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed against the perpetrator by IHCC.

IHCC may not require a complainant from disclosing this information to others.

If the complainant is deceased as a result of the crime or offense, IHCC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. The records of deceased students may also be released or disclosed at the request of a parent, personal representative or other qualified representative of the student's estate, or pursuant to a court order or subpoena.

**Addressing Criminal Activity Off-Campus**

Indian Hills Community College does not have any recognized student organizations in off-campus locations.

**Crime Prevention Programming and General Risk Reduction Tips**

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.

- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends**, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others). If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
  - **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is

always a good enough reason. Do what feels right to you and what you are comfortable with.

- **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking**, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## Alcohol and Drug Awareness Programs

Indian Hills Community College uses both a proactive and reactive approach to addressing the problems of underage drinking and drunk driving. Using a proactive approach, Student Development and Housing staff provide educational programs regarding the problems associated with alcohol abuse and misuse and its relationship to crimes such as drunk driving.

In addition, Indian Hills signed a commitment with the online service MyStudentBody. This resource is designed to reduce risky behavior using strategies that research has shown are most effective – motivational, attitudinal, and skill-training interventions. More than a one-time-through prevention course, MyStudentBody is available 24/7, all term long, for information on drugs, alcohol, sexual violence, and other health and wellness issues that can affect academic success.

### **Alcohol and Drugs**

Indian Hills Community College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student or employee while participating in an academic function, or of employees when reporting for work or engaging in work – during normal work hours or other times when required to be at work – is also prohibited. IHCC employees and students are required to abide by all federal and state laws, local ordinances, Iowa Department of Education policies, and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances, and illegal drugs.

Additionally, IHCC is concerned about the academic success of students and the safety of all members of the campus community and is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students.

### **Alcohol-Free & Drug-Free Workplace Statement**

Indian Hills Community College is committed to providing a drug free environment for all students and staff. In support of this effort, the college holds membership and affiliation with these organizations: Iowa Safety Council, Will Rogers Institute, Presidents Drug and Alcohol Free Colleges, and the Department of Educations' Drug Free Schools and Campuses (The Drug Free Schools and Communities Act Amendments of 1989 – Public 101-226). This policy addresses alcohol, drugs and other intoxicants. The purpose of this policy is to clarify the rules regarding possession, consumption and distribution of intoxicants within college owned or operated buildings, property and grounds including administrative, instructional and research facilities; the policy applies to all college employees, students and visitors. This policy supplements Iowa Administrative Code Section 681-13.17(2). In all instances this policy will be construed to comply with federal and state law.

### **Covered Individuals**

Any individual who conducts business for the institution, is applying for a job or is conducting business on IHCC's property is covered by its Alcohol and Drug policy. IHCC's policy applies to, but is not limited to students, employees, off-campus employees, contractors, volunteers, interns and job applicants.

### **Applicability**

IHCC's Alcohol and Drug policy is intended to apply whenever anyone is representing or conducting business for the college. This includes all working hours and while on call on college property.

### **Prohibited Behavior**

It is a violation of IHCC's Alcohol and Drug policy to unlawfully manufacture, use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, controlled substances or intoxicants. A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802).

Moreover, it is a violation of policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action, which may include termination, will be taken if job performance deteriorates, and/or accidents occur.

### **Notification of Convictions**

Should an employee be convicted of a drug violation in the workplace, federal law requires the employee to notify their employer within five calendar days of the conviction. Any employee involved in the manufacture, distribution, possession, use or dispensing of a controlled substance in the workplace may be subject to immediate termination. Failure to inform the supervisor or department head will subject the individual to disciplinary action up to and including dismissal for the first offense.

Under the Drug-Free Workplace Act of 1988 involving employees on federal grants or contracts, IHCC, through the Vice President, Learning & Engagement, is required to notify the appropriate federal contracting officer within 10 days of receiving notice of such a conviction.

### **Consequences**

One of the goals of IHCC's alcohol- and drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If an individual violates the policy, the consequences can be serious even if the employee begins a treatment program.

In the case of applicants, if they violate the alcohol and drug policy, the offer of employment can be withdrawn.

Individuals suspected of violating either alcohol or drug policy may be referred to authorities for investigation. Conviction of either state or federal alcohol or drug statutes may subject a student or an employee to disciplinary action.

### **Resources for Assistance**

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources in the community for assistance. Questions should be directed to the Dean, Student Development or the Director of Human Resources. The college also publishes a complete community resource guide with additional locations for student and staff assistance.

Some other resources include:

- Alcoholics Anonymous - <http://www.aa.org>
- Al-Anon - <http://www.nycalanon.org>
- Narcotics Anonymous - <http://www.na.org>
- Focus on Recovery Helpline (alcohol/drugs) - 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline - 1-800-273-8255
- National Alliance for the Mentally Ill - 1-800-950-6264
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service - 1-800-662-4357

- Veterans - Locate the closest VAMC or VA Regional Office: 1-877-222-8387

### **Shared Responsibility**

A safe and productive alcohol- and drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

Employees are not to report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or drugs.

In addition, employees are encouraged to:

1. Be concerned about working in a safe environment;
2. Not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or drugs;
3. Support fellow workers in seeking help;
4. Refer employees to Human Resources for Assistance; and
5. Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

1. Inform employees of the Alcohol and Drug policy;
2. Observe employee performance;
3. Investigate reports of dangerous practices;
4. Document negative changes and problems in performance;
5. Counsel employees as to expected performance improvement;
6. Refer employees to Human Resources for Assistance;
7. Clearly state consequences of policy violations.

### **Communication**

Communicating IHCC's Alcohol and Drug policy to all individuals is critical to its success. To ensure all employees are aware of their role in supporting IHCC's alcohol- and drug-free workplace, all employees will receive a summary of the Alcohol and Drug policy in the employee handbook at new employee orientation.

Indian Hills Community College will make a good faith effort to have and to maintain an alcohol- and drug-free workplace.

## ***Student Use of Alcohol and Drugs***

### ***Student Alcohol and Drug Policy***

IHCC prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student while participating in an academic function is also prohibited. IHCC students are required to abide by all federal and state laws, local ordinances, Iowa Department of Education policies, and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances, and illegal drugs.

### ***Alcohol-Free Opportunities***

Students are encouraged to take advantage of alcohol-free programming provided by Indian Hills Student Life and other activities on- and off-campus.

### ***Student Housing***

The possession or consumption of alcoholic beverages in on-campus housing is strictly forbidden. Possession is defined as being in a room where alcohol is present. Indian Hills Community Colleges reserves the right for immediate expulsion from the residence halls for any violation of its stated policies.

### ***Domestic and International Field Trips / Study Abroad / Overseas Programs***

Students participating in domestic field trips or academic programs, or visiting foreign countries to attend field trips or academic programs abroad are reminded that they may be subject to arrest and legal sanctions for alcohol or drug offenses under the laws and regulations of that particular state, country or institution in addition to the sanctions described in the Student Code of Conduct and those adopted by the International Affairs Office.

### ***On-Campus Employment***

Students employed on-campus are considered College employees while working and subject to sanctions as an employee under this policy.

### ***Education & Awareness***

Indian Hills provides quality educational programs for its students and staff on the subjects of drugs, alcohol, and sexual violence. Guest lectures, video presentations, and seminars are held to provide information to our college community about such areas as peer pressure resistance, health concerns, rehabilitation, and awareness.

When applicable, instructors provide educational information concerning drugs and alcohol within the

academic environment. These areas may include: health, physical education, human service, and the behavioral science offerings.

Students who are concerned about their own drug or alcohol use and/or about that of others are encouraged to contact the Care and Prevention Resource Center. When appropriate, students may be referred to private counselors.

Indian Hills Community College recognizes that use of illicit drugs and alcohol abuse may lead to severe health risks.

### ***Parental Notification***

In accordance with a 1998 amendment to FERPA, IHCC school officials have the discretion to notify parents or guardians of students who, at the time of disclosure, are under the age of 21, and have violated any federal, state, or local laws, or violated any rule or policy of the institution governing the use or possession of alcohol or controlled substance. Attempt at parental notification may be made:

1. After the finding of a second alcohol offense and any subsequent alcohol offense; or after the finding of a first alcohol offense if the violation is more serious, such as but not limited to, driving under the influence of alcohol or in conjunction with another violation, especially one involving violence or property damage;
2. For any drug offense; or
3. During a medical emergency involving a student.

Exceptions to parental notification may be made based on circumstance as determined by school officials with legitimate educational interest.

### ***Disciplinary Actions***

The College responds to reports of the illegal use of substances through its discipline system. Students in violation of IHCC's Alcohol and Drug policy will face disciplinary actions as noted in the Student Code of Conduct. The Student Code of Conduct applies to conduct that occurs on college premises and college-sponsored activities, and to off-campus conduct that

adversely affects the college community and/or the pursuit of its objectives. Additionally, college disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and the Student Code of Conduct (that is, if both possible violations result from the same factual situation).

**Legal Sanctions**

Both state and federal laws prohibit distribution of, manufacture of, or possession with intent to distribute a controlled substance or a counterfeit controlled substance. State penalties range from 5 years to life confinement and a fine of \$1,000 to \$1,000,000, depending upon the type and quantity of drug involved. Conviction may also result in the loss of state and federal benefits, such as grants, school loans, or work assistance, during the time periods required by federal law. Specific drugs, amounts, and penalties are described in Iowa Code § 124.

Maximum federal penalties range from 1 year confinement to life imprisonment and a fine of \$250,000 to \$4,000,000, depending upon the type and quantity of drug involved. State and federal legal sanctions are subject to change by the General Assembly and Congress, respectively.

**Iowa Laws & Penalties**

Offense	Penalty	Incarceration	Max. Fine
<b>Possession</b>			
Any amount (1st offense)	misdemeanor	6 mos	\$ 1,000
Any amount (second offense)	misdemeanor	1 year	\$ 1,875
Any amount (third offense)	misdemeanor	2 years	\$ 6,250

Offenders who are chronic abusers of marijuana may be sent to rehab.

Cultivation or Distribution	Penalty	Incarceration	Max. Fine
50 kg or less	felony	5 years	\$ 7,500
50 - 100 kg	felony	10 years	\$ 50,000
100 - 1000 kg	felony	25 years	\$ 100,000
Involving a minor	felony	5* - 25 years	\$ 100,000

To a minor within 1000 feet of a park, elementary or middle school, or school bus	Penalty	Incarceration	Max. Fine
	felony	10 years*	\$ 100,000

\* Mandatory minimum sentence  
Distribution includes possession with intent to distribute

**Hash & Concentrates**

Penalties for hashish are the same as for marijuana except in one circumstance.

Please see the marijuana penalties section for further details.

Paraphernalia	Penalty	Incarceration	Max. Fine
Possession, distribution, or manufacture of paraphernalia	misdemeanor	6 mos	\$ 1,000

**Miscellaneous**

Sponsoring, promoting, or assisting in a gathering where marijuana will

be used, distributed, or possessed misdemeanor 1 year \$ 1,875

Possession with intent to sell large amounts can lead to an automatic driver's license suspension.

**Penalty Details**

Marijuana is a schedule hallucinogenic substance under the Iowa Controlled Substances Act.

See: Iowa Code § 124.204(4)(m)

**Possession for Personal Use**

For first offenders, possession of any amount of marijuana is a misdemeanor and is punishable by a fine of up to \$1,000 and/or up to 6 months of imprisonment. Second offenders are subject to a fine of \$315-\$1875 and/or up to 1 year of imprisonment. Third offenses are considered aggravated misdemeanors and are punishable by a fine of \$625-\$6250 and/or up to 2 years of imprisonment.

See: Iowa Code § 124.401(c)(5)

Iowa Code § 903.1

Iowa Code § 124.409

Offenders who are chronic abusers of marijuana may be sent to rehab. If this program is successfully completed the court may place the defendant on probation.

See: Iowa Code § 124.409

Possession of marijuana within 1,000 feet of an elementary school, secondary school, public park, or school bus is punishable by the penalty for possession and 100 hours of community service.

See: Iowa Code § 124.401B

**Cultivation or Distribution**

Distribution of marijuana includes possessing marijuana with the intent to distribute it. Delivery or possession with intent to deliver one half ounce or less of plant form marijuana without remuneration is equivalent to simple possession in Iowa, with penalties for a first offense being a misdemeanor with incarceration of no more than 6 months, and a fine of no more than \$1000 dollars. Subsequent convictions for delivery without remuneration will be punished more severely, just as subsequent simple possession convictions would be.

See: Iowa Code § 124.410

Distribution or cultivation of 50 kilograms of marijuana or less is a class D felony punishable by a fine of \$750-

\$7,500 and up to 5 years of imprisonment. Distribution or cultivation of 50-100 kilograms of marijuana is a class C felony and is punishable by a fine of \$1,000-\$50,000 and up to 10 years of imprisonment. Distribution or cultivation of 100-1,000 kilograms of marijuana is a class B felony and is punishable by a fine of \$5,000-\$100,000 and up to 25 years of imprisonment.

See: *Iowa Code § 124.401(1)(b)*

If a person over the age of 18 solicits a person under the age of 18 to assist in the distribution or cultivation of marijuana this act is punishable as a class C felony by a fine of \$1,000-\$50,000 and up to 10 years of imprisonment.

See: *Iowa Code § 124.406(a)*

If a person over the age of 18 distributes marijuana to someone under the age of 18 this constitutes a Class B felony punishable by a fine of \$5,000- \$100,000 and up to 25 years of imprisonment, in addition a mandatory minimum term of 5 years will apply. If the sale to a minor occurs within 1,000 feet of a park, elementary school, middle school, or marked school bus a mandatory minimum term of 10 years will apply.

See: *Iowa Code § 124.406*

**Hash & Concentrates**

Iowa classifies Marijuana and Tetrahydrocannabinols separately as hallucinogenic substances in Schedule 1 of the Iowa Controlled Substances Schedule. For the purposes of criminal justice, plant Marijuana and all Tetrahydrocannabinol derivatives thereof, including hashish and marijuana concentrates, are defined as Marijuana and punished equally in all but one circumstance. The only circumstance where plant-form Marijuana is treated differently is for a charge of delivery or possession with intent to deliver one half ounce or less without remuneration. In that circumstance, plant-form marijuana is punished equivalent to the penalties for simple possession, whereas delivery, or possession with intent to deliver an equivalent amount of hashish, hash oil, or other derivatives are punished in accordance with the regular penalties for distribution.

See: *Iowa Code § 124.101*  
*Iowa Code § 124.204*  
*Iowa Code § 124.401*  
*Iowa Code § 124.410*

**Paraphernalia**

Possession, distribution, or manufacture of marijuana paraphernalia is simple misdemeanor and is punishable by a fine of up to \$1,000 and/or up to 6 months imprisonment. Paraphernalia includes any item that is knowingly used to ingest, inhale, manufacture, enhance, or test marijuana quality.

See: *Iowa Code § 124.414*

**PENALTIES FOR DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS IN IOWA**

Offense	Fine	and/or Jail	License Suspension
1st	\$625-\$1,250	2 days to 1 year	180 days
2nd	\$1,875-\$6,250	7 days to 2 years	2 years
3rd	\$3,125-\$9,375	30 days to 5 years	6 years

Iowa Zero Tolerance for Minors Driving Under the Influence of Alcohol or Drugs

Drivers under the age of 21 with a blood alcohol concentration (BAC) of .02 % but less than .08% will be subject to the following penalties:

- First Offense - Your driver’s license will be suspended for 60 days.
- Second or Subsequent Offense - Your driver’s license will be suspended for 90 days.

Offenders under the age of 21 will not eligible to obtain a temporary restricted license for at least 60 days after the date of revocation.

Drivers with a BAC of .08 or more will face a misdemeanor charge. Penalties include:

- Jail for at least 48 hours
- A fine of \$1,250
- 180 day driver’s license suspension

The court may allow you to perform community service in lieu of the fine and it may ask you to complete a substance abuse treatment course.

See: *Iowa Code § 321J.2*  
*Iowa Code § 321J.2A*  
*Iowa Code § 321J.12*  
*Iowa Code § 321J.4*

**PERSONS UNDER LEGAL AGE – Possessing or consuming alcohol**

1. A person shall not sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age.

2. A person or persons under legal age shall not purchase or attempt to purchase, or individually or jointly have alcoholic liquor, wine, or beer in their possession or control; except in the case of liquor, wine, or beer given or dispensed to a person under legal age within a private home and with the knowledge, presence, and consent of the parent or guardian, for beverage or medicinal purposes or as administered to the person by either a physician or dentist for medicinal purposes and except to the extent that a person under legal age may handle alcoholic beverages, wine, and beer during the regular course of the person's employment by a liquor control licensee, or wine or beer permittee under this chapter.
3. a. A person who is under legal age, other than a licensee or permittee, who violates this section regarding the purchase of or attempt to purchase alcoholic liquor, wine, or beer, or possessing or having control of alcoholic liquor, wine, or beer, commits the following:
  - (1) A simple misdemeanor punishable as a scheduled violation under section 805.8C, subsection 7.
  - (2) A second offense shall be a simple misdemeanor punishable by a fine of five hundred dollars. In addition to any other applicable penalty, the person in violation of this section shall choose between either completing a substance abuse evaluation or the suspension of the person's motor vehicle operating privileges for a period not to exceed one year.
  - (3) A third or subsequent offense shall be a simple misdemeanor punishable by a fine of five hundred dollars and the suspension of the person's motor vehicle operating privileges for a period not to exceed one year.
- b. The court may, in its discretion, order the person who is under legal age to perform community service work under section 909.3A, of an equivalent value to the fine imposed under this section.
- c. If the person who commits a violation of this section is under the age of eighteen, the matter shall be disposed of in the manner provided in chapter 232.
4. Except as otherwise provided in subsections 5 and 6, a person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person

who is under legal age in violation of this section commits a serious misdemeanor punishable by a minimum fine of five hundred dollars.

5. A person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person who is under legal age in violation of this section which results in serious injury to any person commits an aggravated misdemeanor.
6. A person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person who is under legal age in violation of this section which results in the death of any person commits a class "D" felony.

See: *Iowa Code § 123.47*

### **Alcohol and Drug Prevention Programs**

Indian Hills Community College (IHCC) has a vested interest in the health and well-being of its students and employees. Providing students and employees access to substance abuse education materials promotes a healthy campus community. IHCC recognizes substance abuse as a treatable condition and offers programs and services for employees and students with substance dependency problems. The programs provide services related to substance use and abuse including dissemination of informational materials, educational programs, counseling services, and referrals.

- Indian Hills Community College has a strong partnership with Ottumwa Regional Health Care Center and Easy Care Walk In Clinic to support student needs as it pertains to physical health.
- Counseling and Prevention Resource Center – Trustee Hall: Behavioral Health Services provides a confidential setting, for you to explore concerns and achieve a better understanding of yourself — your feelings, attitudes, and strengths.

Additional Available Resources:

Alcoholic's Anonymous - (641) 673-3763

SIEDA – Substance Abuse Services - (641) 682-8741

Counseling and Prevention Resource Center - (641) 683-5152

Campus Security - (641) 683-5300

Students or staff desiring information regarding drug and alcohol counseling, treatment, or rehabilitation programs, may contact one of the following agencies:

Alcohol and Drug Dependency Services of Southeast Iowa  
Burlington, IA - (319) 753-6567

MECCA  
Iowa City, IA - (319) 351-4357

St. Luke's Hospital  
Cedar Rapids, IA - (319) 363-4429

SIEDA Drug & Alcohol Services  
Ottumwa, IA - (641) 682-8741  
Centerville, IA - (641) 856-3112

Community Health Center-Southern  
Centerville, IA - (641) 856-6471

## Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Indian Hills Community College (IHCC) will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. IHCC utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

Consent means clear, unambiguous words and/or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual contact or activity.

- Consent is voluntary. It must be freely given without coercion, force, threats, or intimidation.
- Consent is affirmative. Consent means positive and enthusiastic cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Silence or the absence of resistance does not equate to consent.
- Consent is clear. If confusion or uncertainty on the issue of consent arises anytime during the sexual interaction, the sexual contact or activity should cease.
- Consent is revocable. A person can change their mind at any time during the sexual contact or activity.
- Consent is ongoing. Consent to some form of sexual contact or activity does not imply consent to other forms of sexual contact or activity. Consent to sexual contact or a sexual activity on one occasion is not consent to engage in sexual contact or sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent, even in the context of a relationship.

In these situations, IHCC is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals

### **Prevention Efforts & Risk Reduction**

IHCC attempts to foster a safe living, learning, and working environment for all members of the campus community. To accomplish this, IHCC considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, the IHCC discipline systems, academic schedules, living arrangement, etc.), the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

IHCC develops educational programs concerning domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues. Indian Hills Campus Security supports the educational programs by providing input and personnel to accomplish this task.

For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the Title IX coordinator, the Housing Office, Human Resources, Dean, Student Development, and the Counseling and Prevention Resource Center.

All enrolled students have an account created for them in MyStudentBody, a Title IX and VAWA education program that combines sexual assault and substance abuse prevention in a comprehensive online training program. Students receive an email with account information, including an explanation of the importance of the course. MyStudentBody has been added to the curriculum in the How to be Successful in College class, and the MyStudentBody Sexual Violence Annual Course was added to mandatory online orientation in the summer of 2017. MyStudentBody is designed to reduce risky behavior using strategies that research has shown are most effective – motivational, attitudinal, and skill-training interventions. More than a one-time-through

prevention course, MyStudentBody is available 24/7, all term long, for information on drugs, alcohol, sexual violence, and other health and wellness issues that can affect academic success.

Annually an interactive program is selected, offered, and advertised for student attendance. The most recent program offered was titled, "The Hook Up," by Catharsis Productions and "The Blame Game". Student Activities also provide other programs and presentations to residential students, student organizations, classes, student employees, and other groups related to sexual misconduct.

The Title IX Coordinator works closely with Wapello and Appanoose county sexual assault advocates who are employed through Crisis Intervention Services. Those advocates are available to come to campus to provide campus-based outreach to our students, faculty and staff on domestic violence, dating violence, stalking and sexual assault. These counselor will also be available for free individualized, confidential counseling for victims of any of these types of crimes.

The College continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact Indian Hills Community College at (641) 683-5300.

The following tips are provided to help students learn healthy relationship behaviors and what resources and actions are available for victims, friends, and bystanders. These tips are in no way meant to blame a victim or bystander for the actions of rapists and violent persons.

### **Tips for Healthy Sexual Interactions**

- Clearly communicate your intentions to potential sexual partners.
- Remember, all sexual contact requires consent from everyone involved.
- Talk to your partner(s) about your boundaries
- Ask your partner about their boundaries. Respect the boundaries they set, and understand that those boundaries may change.
- Consent is required for every interaction. If a person consents to one act, it does not necessarily mean that they consent to another act.
- A person who is incapacitated (for example, because of using drugs or alcohol), cannot give consent.

- Silence or submission are not the same as consent. Consent should be affirmative, which means the person would say "yes," they want to engage in the act with you.
- Never use force, coercion, threats, alcohol, or drugs to engage in sexual activity.
- Trust your feelings, and don't be afraid that you will offend someone by leaving a situation that doesn't feel right.

### **Tips for Preventing & Responding to Violence**

- Your safety is your number 1 priority. Before taking action in a potentially violent situation, evaluate the best way to handle it while still remaining safe.
- Take care of your friends and ask them to watch out for you, too.
- Learn about relationship "red flags" and healthy relationship skills. BreakTheCycle.org and LovelsRespect.org both contain useful resources and information about relationships.
- Know the confidential resources and reporting options available so that you can utilize them or share them with friends.
- Learn the skills to be an active bystander, and utilize the various techniques to protect and stand up for your friends and classmates. Take the active bystander pledge at ItsOnUs.org.

### **How to Be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.

- Speak up when someone discusses plans to take advantage of another person.
  - Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
  - Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.
- (Bystander intervention strategies adapted from Stanford University)

Bystander intervention programming called Mentors in Violence Prevention (MVP) has been brought to campus for training purposes. Students and staff who participated in the “train the trainer” workshop will in turn provide workshops to other students and staff throughout the academic year for bystander intervention. This programming is provided in efforts to decrease sexual violence by active bystander intervention. MVP is commonly provided to all student-athletes, RAs, and utilized in our “Don’t Cancel Class” initiative in which MVP is provided to any class instead of faculty canceling class in the event they are absent.

### **Reporting**

In addition to supporting individual students affected by sexual misconduct, the college takes all incidents seriously and has a responsibility to address misconduct. When sexual misconduct involves criminal behavior, students are strongly encouraged to report the situation to law enforcement.

The Dean, Student Development will assist the student in notifying Indian Hills Community College Security or local law enforcement if the student so requests. An incident can be reported even if the student has not decided whether to take legal action.

Nonetheless, students are always free to report and are encouraged to share instances of such behavior with the Dean, Student Development (641)-683-5155, in person in Trustee Hall or by e-mailing [titleix@indianhills.edu](mailto:titleix@indianhills.edu) regardless of whether or not they choose to press formal criminal charges with law enforcement.

Students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible. This is true even if the student with a complaint or a witness may have concern that their own alcohol or drug use, or other prohibited activity were involved. The Dean, Student Development will not pursue disciplinary violations against a student with a complaint or a witness for their improper use of alcohol or drugs if the student is making a good faith report of sexual misconduct.

The college can take action only if the college is made aware of the behavior. If a college administrator becomes aware of a complaint or other violation of this policy, the administrator should bring the information to the Student Development Office so that concerns are heard and services can be offered to the affected students.

The college strongly encourages prompt reporting of complaints and information rather than risking any student’s well-being. Although there is no time limit on the reporting of formal charges with the college, the college may ultimately be unable to adequately investigate if too much time has passed or if the Respondent has graduated. Factors that could negatively affect the college’s ability to investigate include the loss of physical evidence (e.g., prompt medical examinations are critical to preserving the physical evidence of sexual assault), the potential departure of witnesses, or loss of memory.

The college strongly encourages students to report concerns to either or both of the following offices:

- For emergencies, contact 9-1-1
- For non-emergencies, including those where criminal behavior is involved, students are encouraged to contact Indian Hills Security by phone at (641) 683-5300
- Contacting Indian Hills Security does not mean you must pursue charges. Indian Hills Security will advise you of your options and can also preserve evidence while you consider your options.

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, or stalking consider each of the following:

1. Getting to a safe place.
2. Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
3. Pursuing medical treatment. Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.

4. Pursuing counseling services with appropriate agencies (e.g., IHCC Counseling and Prevention Resource Center, Employee Assistance Program (EAP), Southern Iowa Mental Health, or private providers). Calling someone that is known and trusted, such as a friend or counselor, and discussing with this person the assault can help to evaluate the trauma to sort out next steps.
5. Making a police report. You can initiate a campus and/or criminal complaint for the assault. You may obtain assistance from campus authorities in this notification.
6. Making a report to campus security authority, Title IX coordinator (641) 683-5155, Director of Student Life (641) 683-5240, or another responsible employee under Title IX.
7. Making an anonymous report. An anonymous report to the police notifies them that an act of sexual violence has occurred but gives no names or identification.

### **Consider Filing a Police Report**

A report to the police can empower the complainant by exercising her/his legal rights and can aid in the protection of others. Indian Hills staff will encourage the complainant to file a police report and will assist the complainant in notifying the police if requested. The police will then advise the complainant of the legal process.

1. On-campus investigation is conducted by a trained Title IX investigator. The Title IX Coordinator provides oversight to any on-campus investigation.
2. Off-campus cases are usually investigated by the local police or other law enforcement agency. When an investigation or legal proceedings occur off-campus, services are still available through Indian Hills Community College.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in the preservation of valuable evidence if the complainant decides to pursue charges at a later date. The County Attorney makes all decisions regarding the prosecution of alleged crimes reported to law enforcement.

### **Alternatives to Immediately Filing a Police Report**

1. Report the crime at a later date.
2. Make a complaint to a responsible employee, Title IX coordinator, or deputy Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
3. Make an anonymous report to the police (a report that notifies the police that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification).
4. Contact a referral agency for help: the Housing Office, Title IX coordinator, Human Resources Director, Dean, Student Development, and/or the Counseling and Prevention Resource Center.
5. Make a complaint to the Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
6. Contact the Title IX coordinator or a deputy Title IX coordinator for more information concerning the administrative process. Students may reference the campus judicial process in the Student Code of Conduct.

### **Student Code of Conduct**

Faculty and staff may consult with Human Resources or the Title IX coordinator for incidents involving staff.

If the complainant does not choose to file a police report, they may still file an administrative complaint. The complainant will be referred to other agencies if appropriate. Support may also be sought from the Counseling and Prevention Resource Center, the Title IX coordinator, and/or various community resources such as Crisis Intervention Services.

The complainant may decline to notify campus security and campus authorities.

### **Ongoing Care**

Students may seek assistance at any time from the Counseling and Prevention Resource Center at no additional charge. Referrals may be made upon request for relatives, partners, and friends of either the complainant or respondent to various support agencies.

Students may seek assistance from IHCC's Counseling and Prevention Resource Center services. Post-assault medical care includes testing and treating for sexually transmitted diseases (STDs). Costs for testing may be paid directly by the student or billed through insurance.

Staff and faculty may seek assistance at any time from any medical facility or contact Human Resources for on-campus resources. Additionally, the Title IX coordinator may provide additional information. Any student, faculty, or staff member may seek assistance from the on-campus Crisis Intervention Services confidential resource.

### ***On-Campus Investigation and Adjudication***

IHCC's response to domestic violence, dating violence, sexual assault, or stalking incidents may involve a number of individuals and agencies (e.g., Campus Security, Student Discipline Administrator, Dean, Student Development, Housing Office, counseling and prevention resource center, and Crisis Intervention Services). In addition, for cases involving campus community members, there is a timely, campus-based investigation which is private and protects individual rights and process. The complainant is presented with options about how they may pursue the complaint.

Title IX complainants, including those reporting violence or concerned about IHCC's compliance with Title IX or Department of Education policies, may be directed to the Title IX Coordinator, Indian Hills Community College, 525 Grandview Ave., Ottumwa, IA 52501, or the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202. Complaints may also be directed to any other federal agency.

### ***For Students***

Article IV of the ***Student Code of Conduct*** describes the procedures followed when a violation is reported to a student discipline administrator (SDA). Reports of violence involving students are generally directed to the Dean, Student Development, which manages investigations, and may act as investigators when charges are brought. For more information about the Student Code of Conduct Policy, please see our website for the entire policy and procedures. [https://catalog.indianhills.edu/content.php?catoid=62&navoid=3861#Student\\_Conduct](https://catalog.indianhills.edu/content.php?catoid=62&navoid=3861#Student_Conduct)

College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the college community to warrant processing the complaint.

### ***Faculty and Staff***

If an employee is involved in any type of incident involving a student, those reports should be submitted to the Dean, Student Development/Title IX Coordinator at (641) 683-5155. Trustee Hall, Ottumwa IA, 52501, OR [titleix@indianhills.edu](mailto:titleix@indianhills.edu). Reports involving employees will also be forwarded to the Director, Human Resources. For further information for employee's, please see the employee handbook."

### ***Standard of Evidence***

The standard of proof that exists for campus disciplinary proceedings is ***preponderance of evidence***, (i.e., more likely than not the event(s) occurred). If a complainant requests that their name not be revealed to the respondent or asks IHCC not to investigate or seek action against the respondent, IHCC will be limited in its ability to respond fully to the incident.

### ***Immediate Actions (Interim Measures)***

The Dean, Student Development and Campus Security may take immediate interim actions to protect the safety of the college community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation. These actions may include interim suspension or no-contact notices between the individuals involved."

The Dean, Student Development and Campus Security may also take additional actions, as appropriate, including but not limited to:

- Modifying class or work schedules, or housing arrangements
- Addressing other academic concerns (e.g., absences, assignments, grades, leaves of absence, withdrawal)
- Safety planning
- Education/training
- Issuance of a no-contact directive if the College determines that continued contact between the student who has made a complaint, a student who has been accused of sexual misconduct, and/or a witness would be detrimental to the parties' welfare

The accommodations are available if requested and they are reasonably available, regardless of whether the complainant chooses to report the crime to campus security or local law enforcement.

#### **Sexual and Gender-based Misconduct Definitions**

Sexual harassment can be committed by a person of any gender, and it can occur between people of the same or different gender.

Sexual harassment can include unwelcomed behavior (verbal, written, physical) that is directed at someone because of that person's sex or gender, and that meets either of the following criteria:

A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called quid pro quo harassment);

OR

Unwelcome conduct on the basis of sex that is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school's education program or activity (often called hostile work/educational environment harassment).

Examples including but not limited to:

- unwelcome sexual advances; requests for sexual favors.
- other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation.
- In addition, depending on the facts, dating and domestic violence, sexual assault, and stalking are also forms of sexual harassment.

Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration all of the circumstances, including the context in which the alleged incidents occurred.

Sexual assault occurs when physical sexual contact or a sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the contact or activity due to incapacitation.

Any sexual penetration or sexual contact with another individual without consent. Sexual contact includes intentional contact with the intimate parts of another person, causing another person to touch one's intimate parts, or disrobing or exposure of another person without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner.

Sexual intimidation: An implied or actual threat to commit a sex act against another person, or behavior used to coerce participation in a sex act when no sex act actually occurs.

Consent means words or clear, unambiguous actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual contact or activity.

- Consent is voluntary. It must be freely given without coercion, force, threats, or intimidation.
- Consent is affirmative. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Silence or the absence of resistance does not equate to consent.
- Consent is clear. If confusion or uncertainty on the issue of consent arises anytime during the sexual interaction, the sexual contact or activity should cease.
- Consent is revocable. A person can change their mind at any time during the sexual contact or activity.
- Consent is ongoing. Consent to some form of sexual contact or activity does not imply consent to other forms of sexual contact or activity. Consent to sexual contact or a sexual activity on one occasion is not consent to engage in sexual contact or sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent, even in the context of a relationship.

Incapacitation means the inability (temporarily or permanently) to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

- Being intoxicated by drugs or alcohol oneself does not diminish the responsibility to obtain consent from the other party.
- The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

Sexual exploitation involves taking sexual advantage of another person, even though the behavior might not constitute sexual assault. Examples can include, but are not limited to:

- Distribution or publication of sexual or intimate information about another person without consent
- Electronic recording, photographing, or transmitting sexual or intimate utterances, sounds, or images without knowledge and consent of all parties
- Engaging in indecent exposure
- Sexual intimidation, which is an implied or actual threat to commit a sex act against another person, or behavior used to coerce participation in a sex act, when no sex act actually occurs
- Voyeurism, which involves both secretive observation of another's sexual activity or secretive observation of another for personal sexual pleasure

### **Retaliation**

This Policy prohibits retaliation against a person who reports sexual misconduct, assists someone with a report of sexual misconduct, or participates in any manner in an investigation or resolution of a sexual misconduct report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Stalking means: An individual engages in a course of conduct directed at a specific person that would cause a reasonable person to feel fear. The individual may engage in a wide range of behaviors, including, but not limited to, the following (repeatedly or in combination):

- A. Contacting someone by phone, email, or other social media or communication technology, even after being told to stop;

- B. Using social networking sites and other forums to harass, threaten, or release sensitive information about a person;
- C. Using technology to locate, track, and/or follow another person without their knowledge and/or consent;
- D. Following another person without that person's permission;
- E. Appearing at the workplace or residence of another person with no legitimate reason to be there;
- F. Vandalizing a person's property.

Dating Violence means 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 a consideration of:

- A. The length of the relationship.
- B. The type of relationship.
- C. The frequency of interaction between the persons involved in the relationship.
- D. The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual, or economic abuse directed towards a partner in an intimate relationship.
- E. Can be a single act or a pattern of behavior in relationships.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner, a parent of a shared child, a former or current cohabitor as a spouse or intimate partner, or someone similarly situated to a spouse under domestic or family violence laws, or by any other person against a victim who is protected under the domestic or family violence laws.

The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual, or economic abuse directed towards a partner in an intimate relationship. Can be a single act or a pattern of behavior in relationships.

**Iowa Code Chapter 709** provides guidance on the definitions of sexual abuse.

## Sanctions

The Student Discipline Administrator, Dean, Student Development, or designee may impose one or more IHCC sanctions as described below for violations of the **Student Code of Conduct**.

1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct or the Sexual and Gender-based Misconduct Policy:
  - a. Warning—a notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation—a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges—denial of specified privileges for a designated period of time.
  - d. Fines—previously established and published fines may be imposed.
  - e. Restitution—compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions—work assignments, essays, service to the college, or other related discretionary assignments.
  - g. Deferred Suspension – A serious and final notification that any violation of College policy may result in the immediate suspension of the student from the College for a specified period of time after which the student would be eligible to return. Conditions for readmission may be specified prior to the student being eligible to return.
  - h. Suspension—separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - i. Expulsion—permanent separation of the student from the college.
  - j. Revocation of Admission and/or Degree—admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - k. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
  - l. Delayed Registration-- A student may be required to delay his/her course registration until a complainant or any other student(s) involved in a conduct matter has completed course registration. Delayed registration is for a specified number of terms or may be required until the complainant or other involved student(s) graduate.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. (a) Other than college expulsion or revocation or withholding of a degree, disciplinary sanctions will not be made part of the student's permanent academic record but will become part of the student's disciplinary record.
 

(b) In situations involving both an Respondent(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, will be considered to be the education records of both the Respondent(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
4. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in article IV(B)(1) (a)–(k).
  - b. Loss of selected rights and privileges for a specified period of time.
  - c. Deactivation-loss of all privileges, including college recognition, for a specified period of time.
5. In each case in which a Student Conduct Board or Student Discipline Administrator determines that a student and/or group or organization has violated the Student Code, the sanction(s) will be determined and imposed by the Dean, Student Development or Student Discipline Administrator with the exception of cases involving sexual misconduct, in which case the Title IX Coordinator or Deputy Coordinator

Misconduct Board or chair will determine the sanctions as prescribed in the Sexual Misconduct policy.

#### C. Interim Suspension

In certain circumstances, the Student Discipline Administrator or designee, may impose an interim suspension prior to the disposition of a student conduct hearing.

1. Interim suspension may be imposed only:
  - a. to ensure the safety and well-being of members of the college community or preservation of college property;
  - b. to ensure the student's own physical or emotional safety and well-being; or
  - c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the college
2. During the interim suspension, a student will be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Associate Dean, Student Development or designee may determine to be appropriate.
3. The interim suspension does not replace the regular process, which will proceed on the normal schedule, up to and through an Administrative or Student Conduct Board proceeding, if required. However, the student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why their continued presence on the campus does not constitute a threat and at which they may contest whether a campus rule was violated.

#### **College Disciplinary Sanctions for Faculty and Staff**

Indian Hills Community College will follow the disciplinary policies and procedures of the **Human Resources** office in the **Staff Handbook** for faculty and staff.

#### **Privacy and Respect of Information**

Respecting one's right to privacy is important to IHCC. Students can be assured that when they share information with medical, police, and/or College officials, such information will be handled professionally and within the framework of each agency's governing body privacy limitations (e.g., state law, licensing, FERPA, etc.).

Indian Hills Community College 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, law enforcement cannot hold reports of crime in confidence. Anonymous reports may be filed for statistical reporting purposes with a

Campus Security Authority (CSA). A student's privacy concerns are weighed against the needs of Indian Hills Security and local law enforcement to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. In compelling situations, Indian Hills reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the college community. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "timely warning" as well as inclusion in the annual crime statistics.

A college employee cannot guarantee complete confidentiality, but the individual can guarantee privacy. Information is disclosed only to select officials who have an essential need to know in order to carry out their college responsibilities. As is the case with any educational institution, the college must balance the needs of the individual student with its obligation to protect the safety and well-being of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a campus security alert. The alert, however, would never contain any information identifying the student who brought the complaint.

### **Confidentiality**

Indian Hills Community College is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The College will work to safeguard the identities and privacy of the students who seek help or who report sexual misconduct. However, it is important that students understand the limits on confidentiality of individuals whom they may contact for such assistance. Different people, depending on their positions, have different obligations with regard to confidentiality.

Under Iowa law, communications with some individuals are confidential. Students who want to maintain confidentiality should always confirm whether confidentiality applies to the communication before they make the communication. Generally, confidentiality applies when a student seeks services from the following persons:

- Trained and statutorily certified victim's advocate  
See Section VII.A. Confidential Advocacy and Support.
- Licensed Psychological counselor (including counselors at the Counseling and Prevention Resource Center)

- Personal attorney representing the victim
- Religious/spiritual counselor

Any other College employee cannot guarantee complete confidentiality. However, information is disclosed only to select officials who have an essential need to know in order to carry out their job responsibilities. As is the case with any educational institution, the College must balance the needs of the individual student with its obligation to protect the safety and well-being of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a timely warning notice. The notice, would not contain any information identifying the student who brought the complaint.

Behavioral-health counselors, Crisis Intervention Services employees or any other person with a professional license requiring confidentiality, or who is supervised by such a person, will not report incidents of sexual violence to the Title IX Coordinator in any way that identifies a student without the student's consent.

As required by law, all information received by any Indian Hills Community College employee of sexual misconduct are tabulated for statistical purposes without personally identifying information in annual IHCC-published reports.

In order to protect the confidentiality of victims and other necessary parties, Indian Hills Community College will:

- Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim.
- Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of Indian Hills Community College to provide the accommodations or protective measures.



Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0
	On-Campus			On-Campus Residence			Non-Campus			Public		
<b>ARRESTS</b>	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021
Liquor Law Violations	2	1	1	1	1	1	0	0	0	0	0	1
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	1	0	0	0	0	0	0	0	0	0	0	0

	On-Campus			On-Campus Residence			Non-Campus			Public		
<b>NON-ARREST CAMPUS REFERRALS</b>	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021
Alcohol Violations	6	15	6	6	15	5	0	0	0	0	10	0
Drug Violations	9	8	3	9	7	3	0	0	0	0	0	0
Weapons Violations	1	0	0	0	0	0	0	0	0	0	0	0

NOTE: Sodomy and sexual assault with an object are included in the rape category.

\*\* On-Campus Residence crimes are included in the On-Campus numbers.

\*\* Statistics reported in the non campus property category include the following academic centers: Jefferson County Center, Keokuk County Center, Monroe County Center, Mahaska County/William Penn Center, Mahaska County Career Academy, Cardinal Welding Academy, Mahaska Welding Academy, Mahaska County Career Academy

Indian Hills Community College had no incidents of unfounded crimes during 2022.

^ Bias was Race

< Bias was National Origin

~Bias was Sexual Orientation

Figure 2: Non-Responding Locations

### Clery Crime Statistics - Centerville

	On-Campus			On-Campus Residence			Non-Campus			Public		
<b>CLERY CRIME STATISTICS</b>	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021
Aggravated Assault	1	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	1	0	0	1	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0

	On-Campus			On-Campus Residence			Non-Campus			Public		
<b>VIOLENCE AGAINST WOMEN ACT (VAWA)</b>	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	1	0	1	1	0	0	0	0	0	0	0
	On-Campus			On-Campus Residence			Non-Campus			Public		
<b>HATE OFFENSES</b>	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0

	On-Campus			On-Campus Residence			Non-Campus			Public		
<b>ARRESTS</b>	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0

	On-Campus			On-Campus Residence			Non-Campus			Public		
<b>NON-ARREST CAMPUS REFERRALS</b>	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021
Alcohol Violations	11	1	2	11	1	2	0	0	0	0	0	0

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Drug Violations	6	1	0	6	1	0	0	0	0	0	1	0
Weapons Violations	1	0	0	1	0	0	0	0	0	0	0	0

NOTE: Sodomy and sexual assault with an object are included in the rape category.

\*\* On-Campus Residence crimes are included in the On-Campus numbers.

Indian Hills Community College had no incidents of unfounded crimes during 2018.

## Annual Fire Safety Report

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary institutions to publish fire safety information and statistics, much as is already done with other crime statistics, such as campus theft and assault.

Additionally, the National Student Loan Program requires all eligible Title IV institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and

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standards of the institution. The statistics include the number, cause, related injuries and deaths, and property damages associated with each fire. In addition, each institution is required to report fire safety information to the U.S. Department of Education.

Collectively, this information provides prospective and current students information regarding the policies, concerns, and fire safety conditions that are present at Indian Hills Community College.

### ***Indian Hills Fire Safety***

Indian Hills Community College has established fire safety policies in order to ensure the safety of our resident students. Evacuation procedures have been set in place and posted in each residence hall and are published in the Residence Hall Handbook. Each resident is asked to familiarize themselves with their particular route in the event of a fire emergency. Mandatory supervised fire evacuation drills are held in each residence hall once per term. All residents are asked to participate fully in these drills in order to ensure the timely evacuations of our buildings and the safety of our residents.

Each residence hall is equipped with fire safety systems, including fire detectors in each room in all residence halls and hallway sprinklers in Trustee and Oak Halls. The fire detectors are checked yearly to make sure they are in good working condition. The fire safety systems are checked at least once per year by local fire department personnel. The residence hall staff is trained yearly on fire safety policies and evacuation procedures. Fire safety policies and evacuation procedures are included in each residence hall orientation.

Residents must follow the guidelines set forth within the Residence Hall Handbook regarding portable

electric appliance, smoking, and the use of open flames within the dormitory buildings. Failure to do so will result in fines and/or expulsion from the residence halls depending on the severity of the violation.

Statistics relating to the number of fires, cause of each fire, the number of fire-related injuries that require hospitalization, the number of fire-related deaths, and the value of property damage caused by a fire are logged by the Director of Housing for each incident in the residence halls. These statistics are reported to the Department of Education by calendar year in accordance with the Higher Education Opportunity Act (HEOA). Hard copies of that report may be obtained from the Housing office upon request.

### ***Policies on Open Flames, Portable Electrical Appliances, and Smoking in Student Housing***

The use of candles and burning of incense are not allowed in residence halls at Indian Hills Community College.

### ***Microwaves and Refrigerators***

Compact refrigerators are allowed in all residence halls and microwaves are allowed in residence halls. For safety reasons, grounded surge protectors should be used and the units should be well ventilated, not placed in a closet or confined space. Only portable refrigerators up to 4.5 cu. ft. will be approved. The college reserves the right to ensure compliance with safety and sanitation standards.

### ***Small Appliances***

**NOT ALLOWED:** Hotplates, toasters, toaster ovens, pressure cookers/Instapots, electric/carving knives or small appliances with an exposed heating element are not allowed.

ALLOWED: Coffee pots, blenders, air fryers, crockpot/ rice cooker, electric blankets, and heating pads are allowed; however, they should not be left plugged in when no one is in the room. If you have further questions about appliances not included, please contact the housing department.

### **Space Heaters**

Space heaters are not allowed in the residence halls.

### **Smoking in Student Housing**

Smoking is not allowed in any residence halls. Students who do not abide by this policy will be fined, may be asked to leave the residence halls, and/or are subject to arrest due to the Smoke-Free Air Act.

### **Smoking on Campus**

Smoking is not permitted on campus. In April 2008, Iowa Governor Chet Culver signed legislation—the Smoke-Free Air Act—that requires all public educational facilities to be smoke-free both inside buildings and on the grounds. Under this legislation Indian Hills Community College is required by law to be a smoke-free campus effective July 1, 2008.

All Indian Hills Community College campuses are tobacco-free. For the purpose of this policy, “tobacco” is defined as all tobacco-derived or containing products, including but not limited to any lighted or unlighted cigarette, cigar, pipe, hookah, and ALL forms of smokeless tobacco (chew, snuff) and any nicotine delivery device including e-cigarettes.

### **Scheduled Fired Drills**

The Department of Housing conducts fire drills in all residence halls once per term. The exception to this process is when a residence hall is shut down for the summer term or for maintenance projects.

### **Emergency Evacuations**

#### **Fire Procedures**

The threat of fire is always a danger in residence halls. Fire drills will be conducted periodically to help acquaint residents with proper procedures.

In case of fire:

If possible, use a fire extinguisher to help contain the fire. **WARNING! USE EXTREME CAUTION! DO NOT PUT YOUR SAFETY IN JEOPARDY!** Property can be replaced, but not your life.

1. A small, non-electrical blaze can be extinguished with a fire extinguisher located on each floor or with a pail of water.
2. Extinguish an electrical fire, such as one caused by a frayed electrical cord, by pulling the cord from the socket and then smothering the fire with a blanket or rug. NEVER use water on electrical fires.
3. Your Dormitory Supervisor will instruct you as to the proper use and handling of the fire extinguishers.

NOTE: The fire extinguishing equipment is there for everyone’s safety and protection.

**THE TAMPERING WITH OR MISUSE OF FIRE EXTINGUISHERS OR THE FIRE ALARM SYSTEM WILL RESULT IN SERIOUS DISCIPLINARY ACTION AND PROSECUTION UNDER STATE LAW.**

### **Reporting a Fire Occurring in an On-Campus College Student Housing Facility**

Individuals discovering a fire at a IHCC on-campus student housing facility should dial 9-1-1 and activate the fire alarm system. The fire alarm system in buildings on campus, when sounded, will not summon the fire department. They are for alerting occupants of the building only.

If fire cannot be contained:

1. Pull the Fire Alarm
2. Evacuate the Residence Hall
3. Dial 911
4. Notify the Residence Hall Supervisor on duty
  - \* The Residence Hall Supervisor will be responsible for contacting Security and the Director of Student Life
  - \* The Director of Student Life will be responsible for contacting the Dean, Student Development
5. The Dean, Student Development will be responsible for contacting the President

Indian Hills Security, the local Fire Department, or

the Director of Student Life will be responsible for communicating to residence hall students if and when they are clear to return to the facility.

If a fire alarm sounds, follow these procedures:

1. Close the windows and door (do not lock) in your room.
2. Proceed quickly, but cautiously to assigned stairway exit.
3. Return to the residence hall only after the building has been totally evacuated and permission has been granted by the Residence Hall Supervisor or fire department official.

### **Residence Hall Fire Emergency Evacuation Procedures**

Training takes place with Residence Hall Supervisors and Residence Advisors (RAs) during RA Training week prior to the fall term beginning. Exit strategies and reunification points on campus away from the facilities are also presented. During the fire drills, RAs are not notified when these will take place to ensure that training is affective and learning opportunities result from the drills.

The residence halls unification points are as follows:

- Oak – Bennett Student Services Center parking lot
- Trustee – Trustee Hall parking lot
- Wapello – Parking lot closest to Appanoose or front parking lot near wood line
- Appanoose – Trustee Hall parking lot
- Keokuk – Outside lot near Trustee Hall
- Cooper Creek- Softball fields across the parking lot
- Traxler Hall- Greenhouse across the parking lot

### **Fire Safety Definition**

On-campus student housing facility is any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**Cause of fire** is the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire** is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire drill** is a supervised practice of a mandatory

evacuation of a building for a fire.

**Fire-related injury** is any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

**Fire-related death** is any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

**Fire safety system** is any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

**Value of property damage** is the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

### **Fire Log**

IHCC tracks fire alarms and fire calls. The Statistics and Related Information Regarding Fires & Residential Facilities table provides information pertaining to fires that have occurred at Indian Hills Community College on-campus housing facilities for the 2021, 2022, and 2023 calendar years.

IHCC maintains — available for public inspection upon request — a fire log, generated through reports from Campus Security and Residence Hall staff that includes a listing of all fires that occur in an on-campus student housing facility. The report includes the nature, date, time and general location of each fire. The log may be viewed at the Security Office. Call (641) 683-5300 to view the fire log.

### **Post-Fire Contact Information**

Contact the Ottumwa Fire Department (OFP) to report fires that have been successfully extinguished in on-campus housing in Ottumwa: (641) 683-0666. In Centerville: (641) 856-2314. The local fire departments will investigate and generate a report as appropriate.

### **Plans for Future Improvements in Fire Safety**

Indian Hills Community College evaluates the fire protection system in residential facilities. Upgrades to the system occur through replacements or building renovations. Current planning and education include:

- Inviting Ottumwa and Centerville Fire Departments to attend first fire drill of the Fall term to monitor residence hall evacuations and give feedback to Housing Staff.
- When completing Housing Master Facilities planning, examining which halls need upgraded equipment and fire safety technology.

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

Building - Address	Building Fire Alarm	Room Detection	Pull Stations	Connected to Security	Fire Evacuation Maps	Sprinkler System	Fire Extinguisher	Fire-Rated Doors	Fire Drills Conducted
Appanoose Hall	YES	YES	YES	NO	YES	YES	YES	YES	4
Keokuk/Mahaska Hall	YES	YES	YES	NO	YES	YES	YES	YES	4
Oak Hall	YES	YES	YES	NO	YES	YES	YES	YES	4
Trustee Hall	YES	YES	YES	NO	YES	YES	YES	YES	4
Wapello Hall	YES	YES	YES	NO	YES	YES	YES	YES	4
Traxler Hall	YES	YES	YES	NO	YES	YES	YES	YES	4
Cooper Creek Hall	YES	YES	YES	NO	YES	YES	YES	YES	4

**Statistics and Related Information Regarding Fires in Residential Facilities: 2023**

Building - Address	Total Fires	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Appanoose Hall	0	0	0	0	0	0
Keokuk/Mahaska Hall	0	0	0	0	0	0
Oak Hall	0	0	0	0	0	0
Trustee Hall	0	0	0	0	0	0
Wapello Hall	0	0	0	0	0	0
Traxler Hall	0	0	0	0	0	0
Cooper Creek Hall	0	0	0	0	0	0

**Statistics and Related Information Regarding Fires in Residential Facilities: 2022**

Building - Address	Total Fires	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Appanoose Hall	0	0	0	0	0	0
Keokuk/Mahaska Hall	0	0	0	0	0	0
Oak Hall	0	0	0	0	0	0
Trustee Hall	0	0	0	0	0	0
Wapello Hall	0	0	0	0	0	0
Traxler Hall	0	0	0	0	0	0
Cooper Creek Hall	0	0	0	0	0	0

**Statistics and Related Information Regarding Fires in Residential Facilities: 2021**

Building - Address	Total Fires	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Appanoose Hall	0	0	0	0	0	0
Keokuk/Mahaska Hall	0	0	0	0	0	0
Oak Hall	0	0	0	0	0	0
Trustee Hall	0	0	0	0	0	0
Wapello Hall	0	0	0	0	0	0
Traxler Hall	0	0	0	0	0	0
Cooper Creek Hall	0	0	0	0	0	



**H HELLYER STUDENT LIFE CENTER**

- Athletics Director's Office
- Athletic Training Office
- Basketball Office
- Recreation Facilities
- Volleyball Office

**I TRUSTEE RESIDENCE HALL**

- Counseling & Prevention Resource Center
- Housing Office
- Safety & Security Office
- Student Development Office
- Testing Center

**J CHILD DEVELOPMENT CENTER**

**K CEMETERY**

**L BENNETT STUDENT SERVICES**

- Academic Advising
- Admissions
- College Bookstore
- College Registrar
- Financial Aid
- Foundation Office
- One-Stop
- Veterans Affairs

**M MAINTENANCE BUILDING**

**N OAK RESIDENCE HALL**

**O ADVANCED TECHNOLOGY CENTER**

- Advanced Technology Programs
- Continuing Education & Workforce Solutions
- Warrior Junction

**P ROSENMAN CENTER**

**Q RURAL HEALTH EDUCATION CENTER**

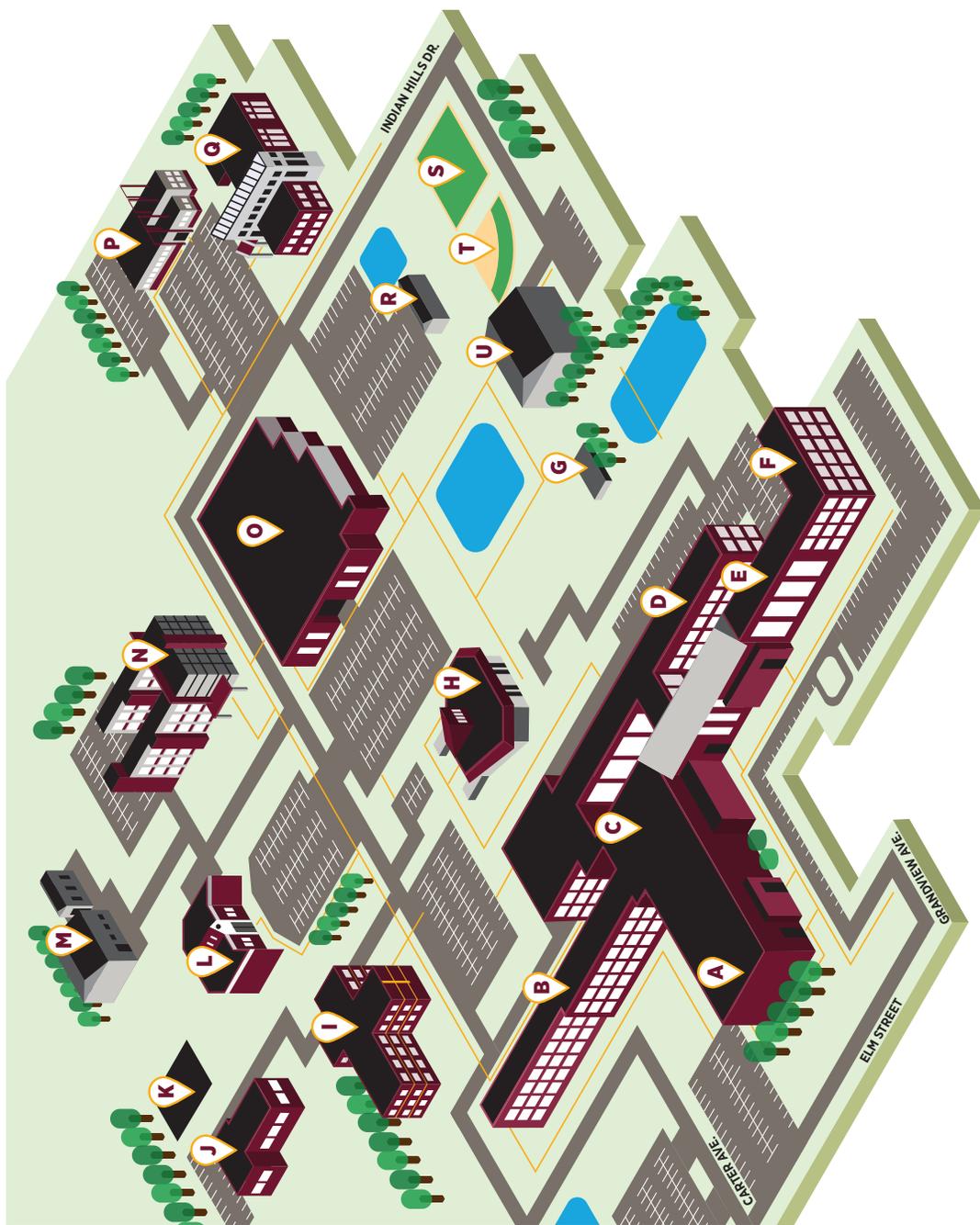
**R ATHLETIC FACILITIES OFFICE**

**S SOCCER FIELD**

**T R.L. HELLYER SOFTBALL FIELD**

**U TOM ARNOLD NET CENTER**

- Health Science Programs
- Health Sciences Simulation Lab
- Dental Clinic
- Health Science Programs
- Associate & Assistant AD Offices
- Athletic Training Room
- Cross County/Track & Field Offices
- Cheer Office
- Golf Office
- Men's & Women's Soccer Offices
- Recreation Facilities
- Softball Office
- Weight Room



**INDIAN HILLS COMMUNITY COLLEGE | MAIN CAMPUS DIRECTORY**

**A EFNER ACADEMIC HALL**

- Arts and Sciences Programs
- Buena Vista University
- Criminal Justice Program
- Educational Opportunity Center
- Printing Department (Basement)
- St. John Auditorium

**B KEOKUK/MASHAKA RESIDENCE HALL**

- Maintenance Office (Basement)
- Pothoven Academic Success Center

**C DINING ROOM/LIBRARY**

- Art Gallery
- Culinary Arts Program
- English Language Learning Center
- Formal Lounge
- Hills Kitchen
- Library
- Maintenance Office (Basement)
- Pothoven Academic Success Center

**D APPANOOSE RESIDENCE HALL**

- Business Office
- Board of Trustee Meeting Room
- Human Resources Office

**E ADMINISTRATION OFFICES**

- Human Resources Office

**F WAPELLO RESIDENCE HALL**

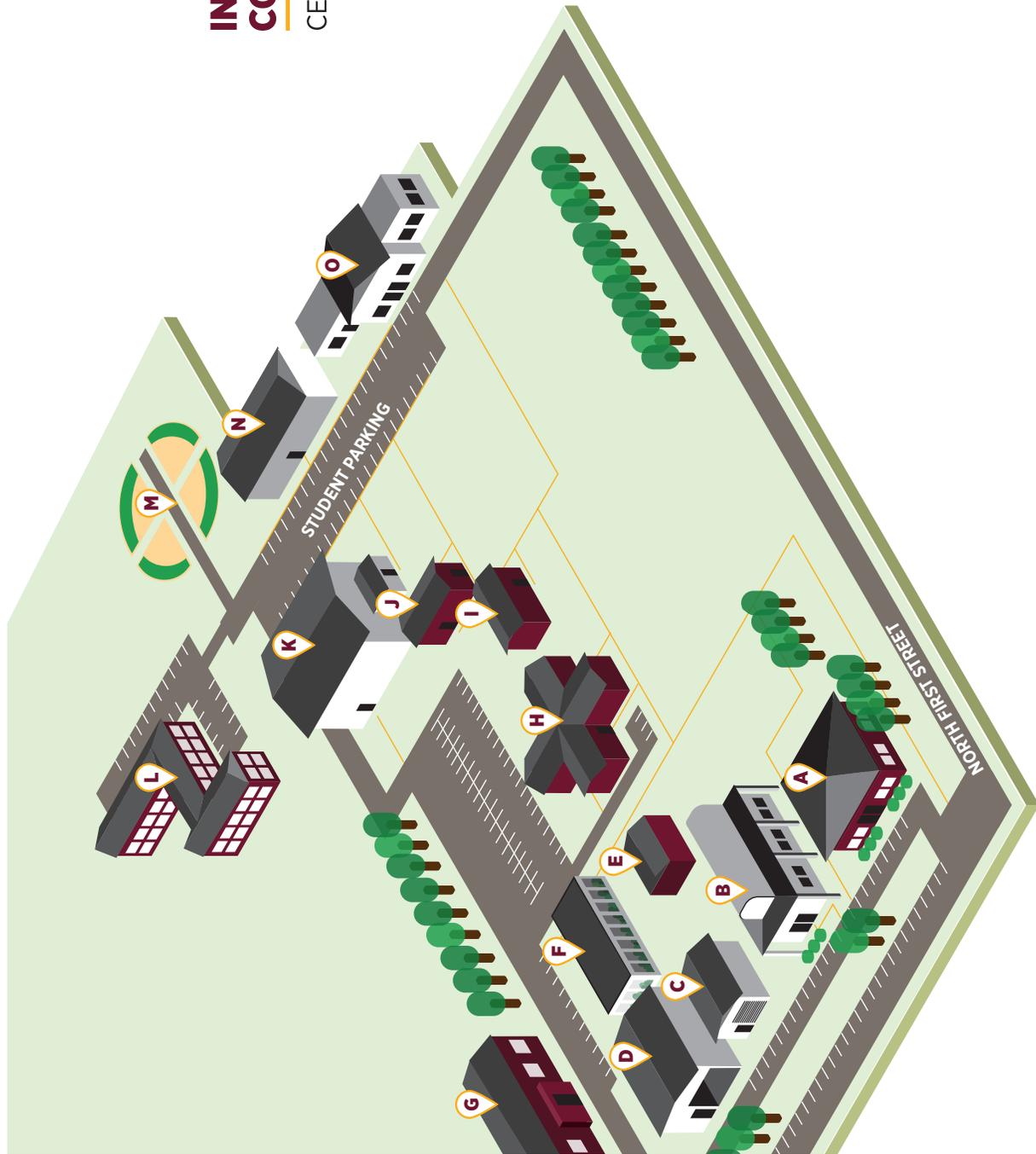
- Human Resources Office

**G MARGE DODD OUTDOOR STAGE**



# INDIAN HILLS COMMUNITY COLLEGE

## CENTERVILLE CAMPUS DIRECTORY



**A ADMINISTRATION**

- Admissions/Reception
- Business Office
- Financial Aid

**B THE BARN**

- Food Service/Student Union

**C MAINTENANCE STORAGE**

**D MAINTENANCE BUILDING**

**E CLASSROOM BUILDING**

- Classrooms 1-2

**F GREENHOUSE**

**G TRAXLER HALL**

**H INDUSTRIAL EDUCATION BUILDING**

- Construction Trades

- Ag Sciences

- Industrial Maintenance

**I LIBRARY/BOOKSTORE/**

**SUCCESS CENTER**

**J DISTANCE LEARNING CENTER**

- Classrooms 19-20

**K MULTI-PURPOSE BUILDING**

- Athletic Training Room

- Baseball Office

- Baseball Clubhouse

- Weight Room

**L COOPER CREEK HALL**

**M SPORTS COMPLEX**

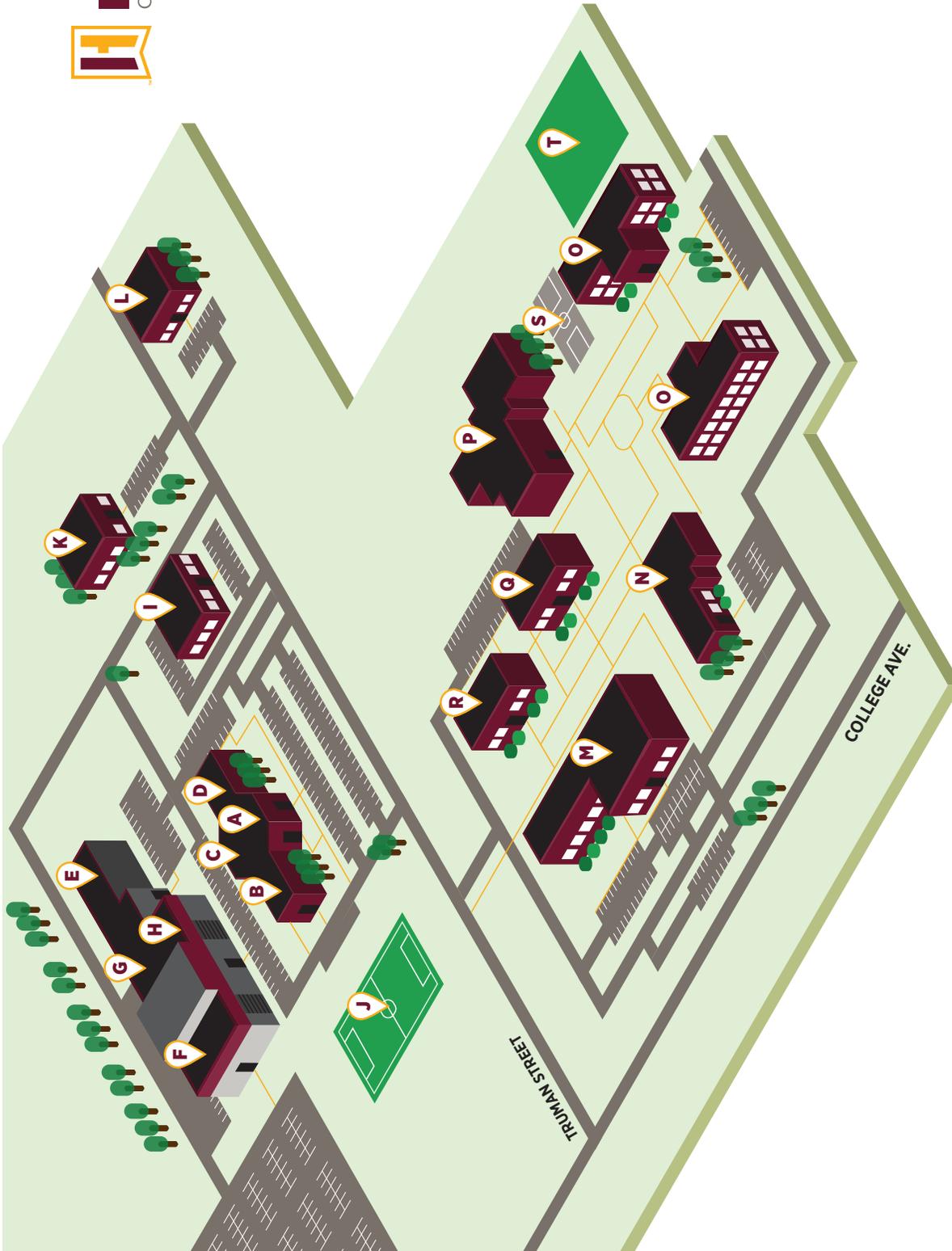
- Concession Stand

- Pat Daugherty Field

**N WRESTLING BUILDING**

- Wrestling Office

**O KIDS WORLD DAYCARE & PRESCHOOL**



**INDIAN HILLS COMMUNITY COLLEGE | NORTH CAMPUS DIRECTORY**

**IHCC FACILITIES**

- A** Community Education Center
- B** Iowa Works Southern Regional Office
- C** Iowa Vocational Rehabilitation Center
- D** Wapello County Regional Academy
- E** Diesel Technology

**RURAL EMERGENCY TRAINING SERVICES**

- K** Education Center
- L** Boxx Training Center

**JOB CORPS CENTER**

- M** Education
- N** Cafeteria

**Dormitory**

- P** Recreation
- Q** Student Services
- R** Administration
- S** Basketball Court
- T** Recreation Field