

Campus Safety and Security

North Iowa Area Community College

July 1, 2014

Pursuant to the Student Right to Know and Campus Security Act, North Iowa Area Community College monitors criminal activity and publishes this report and maintains a three-year statistical history. The College distributes a copy of this report to each current student and employee. NIACC notifies prospective students and employees of its availability and provides a copy upon request.

Security and Access to Campus Facilities

Normal access to campus facilities is Monday through Friday, 7 a.m. to 10:30 p.m. Facilities may be open by reservation and/or prearrangement at other times. The campus is closed during other times and on holidays.

Facilities staff is on duty Monday through Friday, 5:00 a.m. to midnight, and Saturday and Sunday, 7:00 a.m. to 11:00 p.m. Student Security staff is on duty Monday through Thursday, 6:00 p.m. to 11:00 p.m. They are directed to report any unusual happenings immediately to their supervisor and/or the police by dialing 911. Campus and college housing are regularly checked by the Mason City Police Dept.

Campus Community Education Regarding Security Procedures

NIACC encourages students and employees to be responsible for their safety and the safety of others. New employees are informed about security policies and procedures at the annual New Employee Orientation. At each College Orientation, students are given information regarding security policies and procedures on College property. In addition, students living in College housing are given more specific information on security procedures.

Substance Abuse Prevention

NIACC recognizes drug abuse as a potential health, safety, and security problem. Students needing help in dealing with such problems are encouraged to seek assistance from our College professional counselors available in the Student Development Office located in the Administration Building, Room 104, and to utilize the resources made available through the campus and the community. For pertinent information regarding substance abuse, the following website reflects extensive research by The Office of National Drug Control Policy: www.whitehousedrugpolicy.gov.

The legal drinking age in the state of Iowa is 21. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol on College property or as a part of any college-sponsored activity is prohibited. Violations of this policy will result in disciplinary action, up to and including expulsion, and may have legal consequences. Note: When College-sponsored events take place in states or countries where more lenient laws exist, the legal age shall be defined as 21. College sponsors of off-campus events have the right to develop and enforce more stringent rules (such as no alcohol).

Activities to promote responsible decision making concerning the use of alcohol by students are organized by the NIACC Student Senate.

Sexual Assault

Members of the counseling staff understand the personal and potentially traumatic nature of these incidents and are available to provide students with support, information, and guidance in responding to incidents involving sexual assault.

What to do if you are sexually assaulted

There are a variety of options available to students who are sexually assaulted. Listed below are several options students may choose when attempting to resolve some of the issues associated with a sexual assault. An individual may select all of these options, or he/she may select none of them. One important component of the recovery after a sexual assault is talking about the incident, and each person must choose the avenue that is best for him/her.

1. Contact the police immediately. Dial 911. Even if a person is unsure whether or not he/she wishes to file criminal charges, reporting the incident to the police helps maintain available options by preserving important evidence. An individual should not wash, douche, or shower following an assault because it could destroy evidence. Members of the counseling staff are available to assist students throughout this process.
2. Contact a trained sexual assault advocate. Advocates are available through the Sexual Assault Center and may be contacted by the police, emergency room personnel, or directly through their answering service at 422-7433. Advocates are available 24 hours each day, and may provide valuable support and information.
3. Contact the Mental Health Center of North Iowa. Professional counselors are an invaluable resource in surviving a sexual assault. Counselors can provide immediate as well as long-term support and may be contacted at 424-2075.
4. Report the incident to the Vice President for Student Services. He/she can provide information about on-campus counseling services and campus disciplinary systems. The NIACC campus discipline system will be utilized for incidents where the parties involved are NIACC students.

Sexual assault prevention programs are sponsored annually on the NIACC campus with the goal of promoting safe, healthy, nonviolent relationships. Educational information is presented at new student orientation, during residence halls programs, and at campus-wide informational sessions.

Non-Discrimination and Non-Harassment

North Iowa Area Community College (NIACC) fosters a positive community environment in which all employees and students enjoy a work and academic environment free from illegal discrimination or harassment. The intent of this policy is to prevent the occurrence of any form of discrimination or harassment by expressing the College's strong disapproval of such action, providing a means for community members to report incidents of discrimination or harassment, setting forth procedures for handling allegations, sanctioning appropriate punishment of those to violate this policy, and inform community members of their right to raise issues of discrimination or harassment and the procedures to be followed in doing so. This policy seeks to protect the rights of the complainant and the accused.

Non-Harassment

NIACC will not tolerate any form of intimidation or harassment. Specifically, harassment based on race, religion, color, creed, sex (including pregnancy), sexual orientation, gender identity, national origin, marital status, age, disability (physical or mental), veteran status, or genetic information is prohibited.

The College prohibits such harassment by all employees, students, and other individuals associated with NIACC, and the College does not condone such conduct by business partners, vendors, guests, or other third parties with whom the College has business or educational dealings.

Harassment is conduct that has the purpose or effect of substantially interfering with an employee's or student's work or educational opportunity; creates an intimidating, hostile, or offensive work or educational environment; or otherwise negatively affects an employee's or student's work or educational opportunities.

Harassment denies an individual dignity and respect and may take on different forms. It includes, but is not limited to:

- Unwelcome verbal, written, or physical conduct that denigrates or shows hostility or aversions toward an individual because of that individual's race, religion, color, creed, sex (including pregnancy), sexual orientation, gender identity, national origin, marital status, age, disability (physical or mental), veteran status, or genetic information. (or that of an individual's relatives, friends, or associates);
- Unwelcome threats, derogatory comments, jokes, innuendoes, insults, slurs, epithets, negative stereotyping, and other similar conduct that relates to race, religion, color, creed, sex (including pregnancy), sexual orientation, gender identity, national origin, marital status, age, disability (physical or mental), veteran status, or genetic information; or
- The placement, dissemination or circulation in the workplace or on campus of any unwelcome written or graphic materials (in hard copy or electronic form) that denigrates or shows hostility or aversion toward an individual or group because of race, religion, color, creed, sex (including pregnancy), sexual orientation, gender identity, national origin, marital status, age, disability (physical or mental), veteran status, or genetic information.

Definition of Sexual Harassment: The Equal Employment Opportunity Commission characterizes sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” Such behavior is illegal when any of the following occur:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of status as a student or employee;
- B. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individuals’ employment or academic progress; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment can also take place between peers. Any time questionable behavior takes place, whether during work, class, or other college functions, it should be reported.

Sexual harassment takes many forms, for example:

- repeated and unwanted staring, comments, or propositions of a sexual nature subtle pressure for sexual activity
- sexist remarks about a person’s clothing, body, or sexual activities
- graphic material including printed or electronic display
- unnecessary touching, patting, hugging, or brushing against a person’s body direct or implied threats that submission to sexual advances will be a condition of employment, work status, grades, or letters of recommendation
- physical assault

Sexual Harassment Policy: The relationship between staff and students is central to the mission of the College. It is essential to establish that the standard of expected conduct in that relationship goes beyond the normal description against sexual harassment. What might appear to be consensual, even to the parties involved, may in fact not be so. Recent court cases tend to support this view.

Staff members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them.

Therefore, the College will view it as unethical and inappropriate if staff members engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. Exceptions might be previous and ongoing relationships, such as husband and wife.

Workplace Dating and Relationships

NIACC prohibits supervisors and managers from dating or having any amorous or sexual relationship (consensual or otherwise) with a subordinate, including student employees. The College also prohibits any employee from dating or having any amorous or sexual relationship

(consensual or otherwise) with any College employee of lesser authority if the employee with greater authority has responsibility of any kind in reviewing, evaluating, supervising, or determining the performance, compensation, job assignments, or general work of the other individual.

Such relationships can be disruptive to the work environment, create a conflict of interest or the appearance of a conflict of interest, lead to charges of favoritism, discrimination, and claims of indirect sexual harassment.

NIACC reserves the right to take whatever action is appropriate, in its discretion, to protect the College's interests in the event of supervisory/subordinate relationships or violation of this policy in general. This may include, among other things, reassignment or dismissal of one or more of the employees involved.

Employee/Student Dating and Relationships

In addition to the above restrictions on workplace dating and relationships, faculty members and staff are prohibited from dating students, asking students for dates, engaging in amorous or sexual activities with students, asking students to engage in amorous or sexual activities, or engaging in any activities designed to encourage or which does encourage an amorous or sexual relationship with a student when:

- the student is enrolled in a course being taught by the faculty member; or
- the student's academic work, admissions, enrollment, athletic, or other educational participation or programming is being supervised or subject to review in any way by the faculty member or staff.

Any other amorous or sexual relationship between an employee or student not otherwise prohibited by this policy is nonetheless strongly discouraged. In principle, such relationships call into question the professional integrity of the faculty member and staff, create an appearance of impropriety, and raise potential conflicts of interest. In addition, such relationships jeopardize the academic freedom of the college community insofar as academic freedom demands an environment in which no person is intimidated, exploited, or coerced.

The claim of mutual consent to such relationship will not prevent the faculty or staff member from being subject to administrative sanctions.

NIACC reserves the right to take whatever action is appropriate, in its discretion, to protect the College's interest in the event of employee/student relationships or violation of this policy in general. This may include sanctions up to and including dismissal of the employee involved.

Courses of Action:

Although not required, a good first step in any situation in which one feels discriminated against or harassed is to speak up and tell the other person that his or her behavior is uncomfortable and unwelcome.

A. Students who feel that they have been the subjects of such harassment should advise the Vice

President for Student Services who will investigate the complaint under the Student Code of Conduct, which is found in the Student Handbook.

- B. Staff members should advise their immediate supervisor, Vice President for Administrative Services, or the Vice President for Institutional Effectiveness and Organizational Development.
- C. When informed or made aware of a possible harassment situation, the President will conduct an investigation utilizing the procedures outlined in the guidelines for "Handling Complaints Regarding Employees."

Protection Against Retaliation

Retaliation against any individual who, in good faith, makes a complaint or participates or assists in an investigation under this policy is expressly prohibited. Retaliation is itself a separate, serious violation of this position and should be reported in the same manner as a complaint of discrimination or harassment.

Any attempt to coerce, intimidate, or retaliate against anyone who in good faith complains of a violation of this policy or who in good faith participates in an investigation under this policy will not be tolerated. If NIACC determines that retaliation has occurred, the College will take appropriate corrective and/or disciplinary action, up to and including dismissal.

False Accusations and Information

NIACC recognizes that false accusations under this policy and the providing of false information in an investigation can have a serious effect on innocent persons. Thus, although the College encourages the reporting of unwelcome conduct perceived to be a violation of this policy, if the College determines that a person has provided materially false information in making a complaint or as part of an investigation under this policy, the College will take appropriate corrective and/or disciplinary action, up to and including dismissal.

Harassment Education and Awareness

NIACC is committed to educating the campus community regarding this policy and its provisions. Training and education programs will be offered, which may include:

- Standards of workplace behavior as part of orientation;
- Education on a discrimination and harassment free workplace; and/or
- Supervisor responsibilities for dealing with employee workplace concerns and issues.

Student Conduct Code

The Student Conduct Code and other appropriately published rules of conduct play an important role in NIACC's commitment to provide for the safety and security of all of its community members. Students are expected to conduct themselves in a responsible manner. (<http://www.niacc.edu/about/consumer-information/> Student Handbook)

It is expected that each student will obey federal, state, and local laws; will show respect for properly constituted authority; and will exhibit and maintain integrity and honor in all matters related to the College.

Failure of students to comply with duly established laws or regulations may subject violators to appropriate action by NIACC and/or other civil authorities. Such action might include referral to College disciplinary processes and even the possibility of arrest. NIACC does not attempt to shelter students from federal, state, or local laws.

Reporting Crimes

Students are encouraged to report all criminal incidents and/or suspicious activity to the Mason City Police Department. Any crime on campus or violation of the Student Conduct Code should be reported to the Vice President for Student Services.

**NIACC Crime Statistics
Campus Security Act**

Criminal Offenses On-campus	FY 12	FY 13	FY 14
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	4	2	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

Criminal Offenses On-campus Residence Hall	FY 12	FY 13	FY 14
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	1	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1
Burglary	0	1	5
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

Disciplinary Actions/Judicial Referrals - On-campus	FY <u>12</u>	FY <u>13</u>	FY <u>14</u>
<u>Crime</u>			
Liquor Law Violations	55	76	53
Drug Law Violations	17	9	10
Illegal Weapons Possessions	1	0	2

NIACC Alert

NIACC Alert is the emergency message system for North Iowa Area Community College. NIACC has created this service to provide text messages and e-mail notices to students and staff about campus closings due to weather. It also provides a way for NIACC to quickly notify the campus community about threats to the safety of students and staff.

The service is free but normal text message rates from your cell phone service provider will apply. Information on NIACC Alerts can be found at: <http://www.niacc.edu/about/campus-safety/niaccalerts/>

For assistance, call the Help Desk at 1-866-614-5020 or visit Technology Services in BC105.

Missing Student and Emergency Contact Registration

The North Iowa Area Community College will require students residing in the College owned housing that they provide emergency contact information. This confidential information will be used only by authorized College personnel in the event a student is reported missing while at the institution.

If a NIACC student living in on-campus housing is suspected to be missing from campus, students, faculty, and staff are instructed to immediately report this information to the Vice President for Student Services. The Mason City Police Department must be called if any student is reported as missing after 24 hours of the report.

If the reported missing student resides off campus, individuals may contact the Vice President for Student Services for assistance in making notifications to the emergency contact number and to the police department.

All reports of missing students made to the residence hall staff will be investigated and given priority to other tasks. If the investigation determines that the student has been missing over 24 hours then within the next 24 hours the NIACC staff will:

- Notify the individual identified as the student's emergency contact person;

- If under 18 years of age, the College will notify parent or guardian, and;
- If 18 years of age or older and have not provided an emergency contact, NIACC will notify the parent or guardian if the information is available and the appropriate law enforcement agency.

Personal Safety Reminders

- Be alert of your surroundings at all times.
- Walk with a friend, whenever possible.
- Watch your purse, backpack, books, and electronic devices i.e. computers and cell phones. Don't leave them unattended.
- Practice the "buddy system," which includes letting someone know where you are going, when you plan to return, what routes you will take and how to reach you.
- Stick to well-lighted, well-traveled areas. Avoid short-cuts and dark or isolated spots.
- Avoid jogging or biking alone. If you must go by yourself, stay clear of isolated or poorly-lit areas.
- Keep your keys safe.
- Have keys in hand before you get to your door or car, especially at night.
- Do not hitchhike. Never pick up hitchhikers.
- Keep your door locked.
- Automatic teller machines - avoid taking money out at night, be alert for suspicious persons in the area, keep your PIN separate from your access card, and never give out your PIN.
- Register your bicycle and never leave it unlocked.
- Always lock the doors to your vehicle and pocket your keys.
- Don't leave valuables or personal identification in view in your parked car.
- Never leave your car running unattended, even for a minute.
- Park in well-lit, busy areas as close to your destination as possible. Check the interior of your car before getting in.
- If you're followed by someone on foot, cross the street, change direction, vary your pace, go toward people, stay in the light, and call the police.
- If you're followed by someone in a car, change direction, go up a one-way street, record license number, and call the police.
- If you feel you are in danger or if approached suddenly, yell "Fire!" or "Help, Police!" and scream, scream, scream. Many people have avoided or escaped harm by screaming.
- If you're held up, give the person your wallet or purse quickly and quietly. Scream and run away if possible. Don't take chances, a robber may be armed.
- If you witness or are a victim of a violation of the law, try to get a description that includes the person's approximate age, height, weight, hair, voice, clothing, distinguishing characteristics, jewelry, scars, etc.
- If the violator has a vehicle, get a description of its make, year, color, markings, license number, etc.
- Know the locations of telephones.

- Remember, every emergency situation is different. Only you can decide which course of action is appropriate.

North Iowa Area Community College is committed to the policy that all persons shall have access to its programs, facilities, and employment without discrimination based upon race, religion, color, creed, gender, gender identity, sexual orientation, national origin, marital status, age, disability (physical or mental), veteran status, or genetic information.

Any person having concerns with respect to rights under section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act of 1990, please contact Dr. Terri Ewers, Vice President for Student Services, in the Pierce Administration Building, Student Development Office, Room 104B, telephone 641-422-4106.