

Northeast Iowa Community College Campus Crime and Security Report for Calendar Year 2008

September 29, 2009

Northeast Iowa Community College (NICC) is a comprehensive community college serving the transfer, technical and vocational educational needs of the region's residents, businesses and industries. The campuses at Peosta and Calmar, along with six conveniently located centers in Cresco, Dubuque (2), New Hampton, Oelwein, and Waukon, feature modern and attractive facilities where NICC students can earn a quality, two-year degree close to home. NICC is committed to the safety and security of each campus community member and encourages you to read the following campus crime and security report. The report is required by the CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990 Section 204-DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS, and also gives the college an opportunity to share important information with you related to crime reporting and safety procedures. Hard copies of the report can be obtained from the office of Student Services.

Campus Crime Statistics

Northeast Iowa Community College recognizes the need to make reasonable efforts to track crimes which may occur at satellite facilities and therefore impact NICC faculty, staff, students, and patrons. All incidents of a criminal nature occurring at satellite facilities shall be reported to that facilities local law enforcement agency. Additionally, the satellite facility manager, faculty or staff involved or advised of a criminal incident shall make timely notification of that criminal incident to the Provost's office. The notification will consist of written confirmation of the facility of occurrence, date and time of occurrence, type of incident and the name of the local law enforcement agency which handled the incident.

Below are crime statistics for NICC's satellite center facilities (see paragraph 1), for the past three calendar years.

	2006	2007	2008
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	1	0
Burglary	0	1	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0
Hate Crimes	0	0	0

	2006	2007	2008
Liquor law violations	0	0	9
Drug abuse violations	0	0	6
Weapons violations	2	1	0

Note that the crime statistics categories above are provided and defined by the Crime Awareness and Campus Security Act of 1990. It is incumbent upon the reader to become as well educated as possible when attempting to categorize and quantify the

nature and extent of crime at Northeast Iowa Community College in comparison to other colleges and universities.

Reported crimes at the Calmar and Peosta campuses are as follows:

	2006		2007		2008	
	Calmar	Peosta	Calmar	Peosta	Calmar	Peosta
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	1
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0

	2006		2007		2008	
	Calmar	Peosta	Calmar	Peosta	Calmar	Peosta
Liquor law violations	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Weapons violations	0	0	0	0	0	0

Crime Reporting

Northeast Iowa Community College is dedicated to the premise of fair and impartial enforcement of law, apprehension of violators, maintenance of order, protection of property, and provision of services to the college community. The College continues to provide for your safety and security needs through the local sheriff's office.

If you witness a crime, become the victim of a crime, or have any law, safety, or security concerns, please report to the office of the Provost immediately. Your concerns will be handled in a confidential and professional manner. An emergency non-injury form is available for use in voluntary, confidential reporting of crimes. The Provost's Office will assist you in contacting local authorities if called for. All efforts will be made to: (a) resolve the conflict and (b) identify the offender or hazard.

The College has the capability to notify students and staff of a dangerous situation by email and text messaging using the Cruiser Alert module of NICC Xpress. Emails will automatically be generated when a message is sent out. Members of the campus community also have the option to sign up to receive cell phone text messages through Cruiser alert. At the beginning and periodically throughout each semester, the invitation will be published by email. Please take advantage of this communication tool of the College.

Any occurrences of Clery Act crimes on campus are documented by local police and/or the Provost's Office, and are reported in the annual crime report. The preparation of the annual disclosure of crime statistics is handled by the Director of Institutional Research. Letters requesting crime statistics are sent to campus provosts, center coordinators, school superintendents for those centers that have schools adjacent to the centers, and local police authorities for all municipalities in which NICC centers are located. These letters explicitly request statistics for crimes reportable under the Clery Act. All responses must be made in written format and must indicate when there are no incidents to report. Gathered statistics are used to prepare the Campus Crime and Security Survey and to update NICC's annual security report. Current crime and security policies are sent to the Provost's for review and update prior to the completion of the annual

security report. Any updates to the Clery Act reporting requirements are communicated to the Provost's whose responsibility it is to make any changes required for compliance. Once completed, the annual security report is posted to the website and all students and staff are notified of its location.

Security of Facilities

Northeast Iowa Community College is open from 6:15 a.m. on the Peosta campus and from 6:45 on the Calmar campus, to the end of the last class during the work week. Weekend opening is dependent upon class and conference scheduling.

During closed periods, all exterior doors are locked prohibiting any but authorized entry. All main college buildings have a security system which is armed during closed periods. Diligent patrols by the local police and sheriff's department are utilized to maintain safety and security.

All exterior locations, during the hours of operation, are well lighted. A program is in effect which assures prompt maintenance of the lighting system when required.

Northeast Iowa Community College does not have any campus residences.

Campus Law Enforcement

Northeast Iowa Community College works harmoniously with all local law enforcement agencies concerning matters relevant to the college community. Security personnel are hired by the college during evening class hours. Signs are posted on how to contact security. Students and staff are encouraged to utilize this person to walk them to their vehicles as desired. Security personnel at NICC are trained to de-escalate hostile and threatening situations. They do not carry weapons or have the authority to arrest but are to call 9-911 for law enforcement support if needed.

Members of the college community are encouraged to report incidents of crime to the Provost's Office. Any criminal activity reported or observed is promptly reported to local law enforcement authorities. Professional counselors on campus are trained to help individuals in the most appropriate way which includes informing them of their right to voluntarily report crimes on a confidential basis for inclusion in the annual disclosure of crime statistics if applicable.

Security and Crime Prevention Awareness Programs

Northeast Iowa Community College recognizes the reality that crime on campus requires special attention and special efforts by the college officials. The College feels it is our responsibility to attempt to reduce the likelihood and opportunities for criminal activity on campus. A proactive crime prevention approach has been adopted which involves all constituencies within the campus community. The program is an on-going program which is readily adaptable to the various constituencies. Some of the available programs are:

1. New employee orientation
2. New student orientation
3. Clubs and organizations
4. Classroom guest speakers
5. Student newspaper articles

The Emergency management plan for Northeast Iowa Community College is updated annually and posted on the Xpress website referred to above. All students and employees have access to this document and receive notification regarding updates to this document as well as the path/location of access. In addition, an educational video titled "Shots Fired" is posted to the Xpress website for access by all members of the campus community. Safety drills are required to be carried out once each semester to insure familiarity among all campus community members of safety procedures.

Northeast Iowa Community College focuses on the idea that prevention of crime is the responsibility of everyone. Handouts and brochures in the Student Services division and new student orientation packets outline crime prevention strategies. Regular electronic correspondence regarding safety issues and prevention strategies is delivered to students and employees via email or by posting an announcement on the Xpress website.

Off-Campus Criminal Activity

Northeast Iowa Community College currently has no off-campus student organizations which are recognized by the institution. Occasionally, student groups do meet off-campus and conceivably someone could become a crime victim. In those instances, club and organization advisors have been instructed to report the crime to the agency in whose jurisdiction the crime occurred and as soon as practical to also report the incident to the Provost's Office.

Alcohol and Controlled Substance Use Policy

The Board of Trustees Policy titled ILLEGAL DRUGS ON NORTHEAST IOWA COMMUNITY COLLEGE WORKPLACES, numbered 409, states, in part, "possessing, using, manufacturing, distributing, or dispensing illegal drugs or alcohol at a NICC workplace will be subject to immediate disciplinary action, up to and including discharge".

The College catalog and Student Handbook identify the policy for students. It states, in part, "The possession, use or distribution of illicit drugs and alcohol by students (regardless of the length of the student's program of study) or employees on the property of Northeast Iowa Community College or as part of any of its activities will subject the student or employee to immediate disciplinary action, up to and including expulsion or termination of employment and referral for prosecution. Disciplinary sanction may include the completion of an appropriate rehabilitation program. The college complies with all of the requirements of the Drug Free Workplace Act of 1989, P. L. 101-226."

Drug and Alcohol Abuse Prevention Programs

Northeast Iowa Community College is an active member of the Dubuque Area Substance Abuse Coalition, Alcohol Risk Reduction Committee. This Committee provides prevention programs which address underage drinking in Dubuque and the surrounding communities. Grant funding to the Substance Abuse Coalition allowed NICC's participation in a 3-year survey aimed at gathering information on prevailing attitudes about drugs and alcohol. The survey has provided the institution with valuable information to share with the campus community as part of the drug and alcohol abuse prevention efforts and has launched some successful programs in the Dubuque Area.

Information regarding drug and alcohol abuse prevention services is available to members of the campus community upon request. In October, several handouts are made available in recognition of Red Ribbon Awareness Month. Local law enforcement officials assist with providing prevention programming. An example of this is the

provision of “drunk goggles” which mirror the effects of alcohol and drugs. Spring programming is offered to assist with prevention during graduation celebrations.

Campus Counselors maintain an updated referral list of service providers and treatment centers, and are available to assist with making such a referral. The Dubuque area Substance Abuse Services Center is used as a referral agency for students enrolled in the southern part of the district.

Discrimination and Sexual Assault Prevention and Response

It is the policy of NICC to provide education to help prevent sexual abuse. The following educational opportunities are provided:

- Faculty, staff and students are informed of the procedures for reporting sexual abuse to the local Police/Sheriff and to campus administrators.
- Faculty, staff and students are educated as to the common sense practices which may enable them to avoid becoming victims of sexual abuse.
- Campus Security and NICC administrative personnel are made aware of their responsibilities, NICC policy, and the laws and potential liabilities when sexual abuse occurs.
- Faculty, staff and students are informed of the counseling services available to victims of sexual abuse.
- Victims of sexual abuse are encouraged to help punish perpetrators through use of the criminal courts.
- Education programs such as Mock Trial are brought to campus each year as feasible to raise awareness. Local social service agency advocates are involved in the mock trial process.

Sexual abuse of either students or employees is criminal behavior as defined by Iowa Code Section 709.1 and shall subject the offender to appropriate disciplinary sanctions. Complaints in this regard shall be promptly investigated and actions concluded by designated College officials. Following is a detail of the college’s discrimination and harassment procedures which apply to all complaints of unlawful discrimination, harassment, and retaliation from employees, students, visitors, and contractors associated with Northeast Iowa Community College against an NICC employee or student.

I. Referral of Complaint

(a) Complaints

All complaints and/or incidents of unlawful discrimination, including sexual harassment, or retaliation shall be referred to the Director of Human Resources for investigation and resolution. If complaints or incidents arise which appear to involve faculty misconduct and/or competence, the Director of Human Resources and the Vice President for Academic Affairs shall collaborate to oversee a joint investigation. If complaints or incidents arise which involve students, the Director of Human Resources, the Vice President for Academic Affairs, and the Dean of Student Services shall collaborate to oversee a joint investigation.

(b) Disqualification

If reporting a complaint to the Director of Human Resources presents a conflict of interest, the Director of Human Resources shall not participate or otherwise be involved with the investigation of the complaint, except as a witness in order to defend a claim made against him or her by the complainant. An example of such a conflict would be when the individual against whom the complaint is made is involved in the intake, investigation, or decision-making process. The same shall be true of complaints that involve the Vice President for Academic Affairs, the Dean of Student Services, and/or the Vice President for Finance and Administration.

2. Filing of Complaints

- (a) Complaints should be reported within 30 days of the alleged occurrence of unlawful discrimination, harassment, and/or retaliation.
- (b) Supervisory employees shall immediately report all alleged violations of NICC policies on unlawful discrimination, harassment, and/or retaliation, whether reported by any other person or observed directly, to the Director of Human Resources.

3. Investigation of Complaints

- (a) The Director of Human Resources will conduct an impartial investigation into the alleged unlawful discrimination, harassment, or retaliation. At his/her discretion, the Director of Human Resources may involve other staff members, legal counsel, or outside experts to assist in the investigation.
- (b) At each opportunity during the investigation, the Director of Human Resources will encourage conciliation or an informal settlement that is satisfactory to the parties concerned.
- (c) College employees are required to cooperate with the Director of Human Resources in the investigation of complaints and any recommendations or final directives issued as a result.

4. Completion of Investigation

Upon completion of the investigation, the Director of Human Resources will prepare a written report which may include a summary of the complaint, summary of the facts, analysis of the allegations and facts and a finding. The investigatory report will be submitted to the Vice President for Finance and Administration unless the Vice President has been actively involved in the investigation. In this case, the report will be submitted to the President.

5. Decisions

The Vice President will review the investigatory report and make a determination as to whether the allegations of a violation of NICC policies prohibiting unlawful discrimination, harassment, sexual harassment, or retaliation have been substantiated. During review and consideration, the Vice President may, at his/her discretion, consult with other staff members, outside experts, and/or legal counsel. If a violation occurred, the Vice President will determine the appropriate corrective measures necessary to remedy the situation, including disciplinary action. The Vice President will issue a final letter of determination to all parties, containing the results of the investigation.

6. Confidentiality

Confidentiality, to the extent practical, appropriate, and legal under the circumstances, will be maintained throughout all phases of the intake, investigation, and remediation process. In the course of the investigation, it may be necessary to discuss the claim with other persons who may have relevant knowledge. It may be necessary, therefore, to disclose information to parties with a legitimate need to know. All persons interviewed will be directed to maintain the confidentiality of the investigation. Any breach of confidentiality by anyone involved in this procedure may be considered an act of obstruction, and may subject that person to disciplinary action.

7. Retaliation Prohibited

Any person who participates in the procedure, either as a party, witness, or otherwise, may do so without fear of retaliation. Retaliation by any College employee shall be grounds for disciplinary action, up to and including termination.

8. False Accusations and Information

If any employee knowingly makes a false accusation of unlawful discrimination, harassment, sexual harassment, or retaliation or knowingly provides false information in the course of an investigation of a complaint, such conduct may be grounds for disciplinary action up to and including termination. Complaints made in good faith, however, even if found to be unsubstantiated, will not be considered a false accusation.

9. Record of Complaint and Decision

The record of complaint, informal resolution, or final decision shall be retained in a file in the Office of Human Resources.

10. Appeal Process

Appeals to the decision of the Vice President of Finance and Administration by either party, complainant or accused, must be made in writing and received by the College President within 15 working days of receipt of the original decision. Grounds for appeal in such cases are procedural error, new evidence, unsuitability of the proposed sanction, and administrative failure to implement the decision of the Vice President. The request for appeal must clearly state the reason for the appeal. The President may accept or modify the original decision or s/he may reject the original decision and order a new investigation. The decision of the President is final.

II. External Complaint Process

In addition to utilizing this internal procedure, a complainant can file directly with federal and State agencies that investigate unlawful discrimination/ harassment charges. The time frames for filing complaints with external agencies indicated below are provided for informational purposes only. Employees, students, visitors, and/or contractors should contact the specific agency to obtain exact time frames and procedures for filing a complaint.