



**Hawkeye Community College
Annual Security and Fire Safety Report
2022**

(Information for 2022-2023 Academic Year)

Main Campus, Cedar Falls Center; Independence Center; Adult Learning Center; and Western Outreach Center



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Introduction

The Hawkeye Community College Annual Security and Fire Safety Report is posted on the web for review by employees, prospective employees, students, prospective students, and parents. A hard copy of this report may be requested from the Public Safety office.

This notification is in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 28 U.S.C. §1092(f), and the provisions of the Higher Education Opportunity Act Pertaining to Campus Statistics, 28 U.S.C. §1092(i). For more information or if you have specific questions regarding the Annual Security Report or security policies at Hawkeye Community College, contact the Public Safety office.

Hawkeye Community College is a public two-year community college with its main campus located in Waterloo, Iowa. The College has four additional service locations: Cedar Falls Center; Independence Center; The Adult Learning Center; and Western Outreach Center. Hawkeye does not have any student organizations that own or control Non-Campus facilities.

The following is information to be reported pursuant to federal law and regulation. This report is intended to inform all current and prospective students and employees of the College's safety and security program.

Separate Campuses

All policy statements contained in this report apply to all campuses unless otherwise indicated.

Title IX

Title IX is a federal civil rights law in the United States of America that was passed as part of the Education Amendments of 1972. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Hawkeye Community College has two Title IX Coordinators. One for students and one for employees. These coordinators oversee all Title IX complaints that occur at the college. Their contact information is listed below.

For Employees:

Susan Hauber, Human Resource Services Office (319)-296-4405 Hawkeye Center Room 101D, email at equity-titleIX@hawkeyecollege.edu

For Students:

Norman Coley, Student Services Office (319)-296-4448 Hawkeye Center Room 208C, email at equity-titleIX@hawkeyecollege.edu

Reporting Crimes and Campus Emergencies

All members of the Hawkeye Community College community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and any emergencies on campus to Public Safety by calling (319)-296-4234. Crimes should be accurately and promptly reported to Public Safety or the appropriate law enforcement agency,

when the victim of a crime elects to, or is unable to, make such a report. Public Safety can be reached directly by calling extension 4234 from any campus telephone or (319)-296-4234 from any phone. Reports may be made in person at the Public Safety office located in Hawkeye Center and can be made Monday through Friday from 6 a.m. to 11 p.m. In addition, the Public Safety office number is posted throughout campus.

Members of the community are encouraged to immediately report crimes, offenses or emergencies to:

Public Safety (319)-296-4234

Susan Hauber (Exec. Director of Human Resources and Title IX Coordinator) (319)-296-4405

Norman Coley (Dean of Students and Title IX Coordinator) (319)-296-4448

Joseph Corso (Director of Admissions and CSA) (319)-296-4204

Stephanie Cherry (Assoc. Director of Enrollment Technology and CSA) (319)-296-4437

Ethan Crawford (Assoc. Director of Athletics and CSA) (319)-296-4430

Paige Bergmann (Student Activity Coordinator and CSA) (319)-296-2320 ext. 1018

Lynn Lagrone (Vice President/Provost of Academic Affairs and CSA) (319)-296-4230

Rhonda McRina (Director of Diversity and Inclusion and CSA) (319)-296-4463

Student Services (319)-296-4014.

This is helpful when assessing the event for potential distribution of a timely warning notices and including them in the annual statistical disclosure.

Campus Security Authority

A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Department of Public Safety so that they may be included and published in the college's Annual Security Report. They have completed training on appropriately handling reporting crimes, victim relations and support, and related school policies.

Response to a Report

Public Safety Officers are available at (319)-296-4234, Monday through Friday from 6 a.m. to 11 p.m. to answer your calls. In response to a call regarding a reported crime, Public Safety will take the required action by meeting with the victim or asking the victim to report to the Public Safety Office to file an incident report. In response to a reported emergency, Public Safety will respond and summon the appropriate resources to assist in the response to the incident.

Public Safety Officers will investigate an incident when it is deemed appropriate and forward to the Dean of Students Office if applicable for review and for potential action, as appropriate.

Additional information obtained via the investigation will also be forwarded to the appropriate College personnel. Public Safety will contact local law enforcement or local fire officials if assistance is required. If a sexual assault or rape should occur, staff on the scene, including Public Safety, will offer the victim a wide variety of services.

Voluntary Confidential Reporting

Crimes and other incidents can be reported on a confidential basis, to the extent allowed by law, to the Public Safety office.

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Public Safety officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger in a timely manner. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

Pastoral and Professional Counselors

As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Professional Counselors and Pastoral Counselors," when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselor at the College is encouraged if and when deemed appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to Public Safety.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification. The College's professional counselor is the mental health counselor at the Student Health Clinic.

Pastoral Counselor

Hawkeye Community College does not have Pastoral Counselors on staff.

Public Safety encourages professional counselors; if and when they deem it appropriate, to inform the persons they are counseling to voluntarily report the incident to the Public Safety on a confidential basis for inclusion of the annual disclosure of crime statistics.

Access to College Facilities

The College buildings and facilities are generally intended for the use and benefit of the students and employees. However, the facilities are open and accessible during normal business hours and into the evening and weekend hours depending on the class schedule and events. Visitors and guests seeking to utilize College facilities are expected to make prior arrangements with the appropriate College offices.

The Residential facility is only accessible to building residents and their authorized guests and visitors. Residents should avoid allowing unknown individuals access to the residential building. Public Safety officers monitor security in the residential facility and encourage building residents to report suspicious or unusual activity.

Security of Campus

Public Safety Officers conduct routine patrols of campus buildings (including the residential facility), to evaluate and monitor security related matters.

Campus Emergency Response and Immediate Notification

The Incident Command Team coordinates appropriate actions on behalf of the College in all emergencies in accordance with the Hawkeye Community College Emergency and Crisis Plan and Response Guide. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions. This Team consists of the Director of Public Safety, Director of Plant and Facilities, College President and all Cabinet members, and other employees designated based on the specific crisis and are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

Hawkeye Community College has developed a process to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student, employees and visitors occurring on the campus, the Director of Public Safety or designee will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system in order to immediately notify the appropriate segment(s) of the campus community.

The Director of Public Safety or designee, in conjunction with the national weather service, local first responders, health service departments, College administrators, etc., will be responsible for confirming the existence of a significant emergency or dangerous situation.

If Public Safety, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the HCC Community, the Director of Public Safety or designee will collaborate with Public Relations and Marketing to craft the message that will be distributed via some or all of the systems described below to communicate the threat to the College community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population.

Hawkeye will use some or all of the following systems to communicate an immediate threat to the campus community: [Hawkeye Alert system](#) which sends a voice mail, text message, and/or email; [ALERTUS](#) which sends a warning message to every computer (that is turned on) and every campus phone, fire alarm (where available), public address systems (where available), social media, digital signage (where available), local media, webpage and/or in person

communication. If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

System	Primary Message Creator	Backup Message Creator	Authority for Approving and Sending Messages	Primary Message Sender/Distributor	Backup Message Sender/Distributor
Hawkeye Alert System	Mary Pat Moore	Hillary Anniss	President's Cabinet	Public Relations	Public Safety
Alertus	Mary Pat Moore	Hillary Anniss	President's Cabinet	Public Relations	Public Safety
Public Address System	Mary Pat Moore	Hillary Anniss	President's Cabinet	Public Relations	Public Safety
Social media	Mary Pat Moore	Hillary Anniss	President's Cabinet	Public Relations	Public Safety
Digital Signage	Mary Pat Moore	Hillary Anniss	President's Cabinet	Public Relations	Public Safety
Local Media	Mary Pat Moore	Hillary Anniss	President's Cabinet	Public Relations	Public Safety
Webpage	Mary Pat Moore	Hillary Anniss	President's Cabinet	Public Relations	Public Safety
In Person Communication	Mary Pat Moore	Hillary Anniss	President's Cabinet	Public Relations	Public Safety

The Hawkeye Alert includes instructions for taking appropriate actions. Members of the College community are added to the Hawkeye Alert system unless they choose to opt out. To update or change information in the Hawkeye Alert system, members of the campus community can go to <https://www.hawkeyecollege.edu/emergency-safety/hawkeye-alert>. Follow-up messages will be sent to the campus community using some or all of the systems above (except fire alarms).

Members of the College community who know of a crime or other serious incident that could pose an immediate threat to the campus community should report that incident as soon as possible to the Public Safety Office at (319)-296-4234.

The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Annual emergency response procedures and evacuation exercises and drills will be conducted involving the College community. In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. The exercise and drill (test) may be announced or unannounced, and are designed to assess and evaluate the emergency plans and capabilities of the institution.

Hawkeye publicizes its emergency response and evacuation procedures in conjunction with at least one test per calendar year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act. Emergency evacuation information and routes are posted in all facilities. Public Safety is responsible for maintaining records of all exercises and drills.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties.

Individuals who are members of the larger community and interested in receiving information pertaining to emergencies on campus may access that information by visiting <https://www.hawkeyecollege.edu/emergency-safety/>

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Public Safety does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Public Safety staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and call 911. Some other tips:

1. Remain Calm
2. Do NOT use elevators. Use the stairs.
3. If you are unable to self-evacuate without the use of elevators, proceed to the “temporary gathering place” as identified on the building emergency evacuation plans posted in all buildings; oftentimes, this is near or in a stairwell. If you are part of a personal support network for someone who is unable to self-evacuate, evacuate the building and

immediately notify Public Safety or fire personnel of the individual's location. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.

4. Make sure all personnel are out of the building.
5. Do not re-enter the building.

Shelter-in-Place Procedures – What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, Public Safety, Housing Staff members, other College employees, Waterloo Police Department, or other authorities utilizing the College's emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - A. An interior room;
 - B. Above ground level; and
 - C. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to Public Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Timely Warning Notices

A timely warning notice will be distributed to the College community when crime is reported or situation arises, within the HCC Clery Geography (On Campus, Public Property and Non-Campus property), that, in the judgement of the Director of Public Safety and in consultation with responsible authorities when time permits, poses a serious or continuing threat to the campus community, a campus wide “timely warning” notice will be issued. Timely warning notices will be distributed to the campus community via email blast to all HCC assigned email accounts. Timely warnings may also be issued using some or all of the following methods of communication: text messages or emails using ALERTUS, Hawkeye Alert, or the telephone intercom system or building postings by Building Administrators.

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non-negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Public Safety Department. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Hawkeye community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Public Safety Department. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime. The Director of Public Safety or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning is warranted. Timely Warnings may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of Public Safety Department, as deemed necessary. Timely Warnings are typically written by the Director of Public Safety or designee. The Director of Public Safety or designee usually distributes the Timely Warnings using systems identified above. Timely Warnings will be distributed as soon as pertinent information is available to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Crime Statistics and Residential Fire Statistics

The Hawkeye Community College Security and Safety Statistics are compiled from all reported incidents to Public Safety personnel. A formal report is not needed in order for a statistic to be included in the annual crime report.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: Public Safety, Waterloo Police Department, Black Hawk County Sheriff’s Office, Cedar Falls Police Department, Independence Police Department, Buchanan County Sheriff’s Office, and the Grundy County Sheriff’s Office,

and non-police officials identified by Federal Law as Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law).

All of the statistics are gathered, compiled, and reported to the College community via this report, which is published by the Public Safety Office. Public Safety submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. The report is published by October 1 of the current year and includes statistics for the previous calendar year. For example, the report published by October 1, 2023 includes statistics for the previous 3 calendar years: 2020, 2021, and 2022. The Public Safety office compiles Crime Report Statistics for any incident which occurs at any College owned or operated location. The staff, in cooperation with local law enforcement agencies, keeps a record of these statistics and reports the information to the National Uniform Crime Report Division of the FBI

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Crime statistics begin on the following page.**

The Crime Report Statistics for Criminal offenses for the previous three calendar years are as follows:

Main Campus

Criminal Offenses

On Campus	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Student Housing	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Public Property	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Crimes*

Main Campus, Student Housing, and Public Property	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Arrests

On Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Student Housing	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	5	1
Liquor law violations	0	0	2

Disciplinary Actions

On Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	1
Liquor law violations	0	0	0

Student Housing	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

VAWA Offense

On Campus	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	1	0

Student Housing	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Public Property	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Unfounded Offenses**

Main Campus, Student Housing, and Public Property	2020	2021	2022
Total unfounded crimes	0	0	0

* Hate crimes include all the offenses listed above along with the following offenses: larceny-theft, simple assault, intimidation, damage/vandalism of property. Categories of bias are: race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin.

** Unfounded means that a sworn or commissioned law enforcement officer has investigated the reported incident and determined the incident to be false or baseless. Unfounded crimes are not counted in any other category

Cedar Falls Center

Criminal Offenses

On Campus	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Public Property	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Crimes*

Cedar Falls Center and Public Property	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Arrests

On Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions

On Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

VAWA Offense

On Campus	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Public Property	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Unfounded Offenses**

Cedar Falls Center and Public Property	2020	2021	2022
Total unfounded crimes	0	0	0

* Hate crimes include all the offenses listed above along with the following offenses: larceny-theft, simple assault, intimidation, damage/vandalism of property. Categories of bias are: race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin.

** Unfounded means that a sworn or commissioned law enforcement officer has investigated the reported incident and determined the incident to be false or baseless. Unfounded crimes are not counted in any other category.

Independence Center

Criminal Offenses

On Campus	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	2
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Public Property	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Crimes*

Independence Center and Public Property	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Arrests

On Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	1
Liquor law violations	0	0	0

Public Property	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions

On Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

VAWA Offense

On Campus	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Public Property	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Unfounded Offenses**

Independence Center and Public Property	2020	2021	2022
Total unfounded crimes	0	0	0

* Hate crimes include all the offenses listed above along with the following offenses: larceny-theft, simple assault, intimidation, damage/vandalism of property. Categories of bias are: race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin.

** Unfounded means that a sworn or commissioned law enforcement officer has investigated the reported incident and determined the incident to be false or baseless. Unfounded crimes are not counted in any other category

Adult Learning Center

Criminal Offenses

On Campus	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	1
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Public Property	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	2
Arson	0	0	0

Hate Crimes*

Adult Learning Center and Public Property	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Arrests

On Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property	2020	2021	2022
Weapons: carrying, possessing, ect.	2	0	1
Drug abuse violations	1	0	3
Liquor law violations	0	0	2

Disciplinary Actions

On Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

VAWA Offense

On Campus	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Public Property	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Unfounded Offenses**

Adult Learning Center and Public Property	2020	2021	2022
Total unfounded crimes	0	0	0

* Hate crimes include all the offenses listed above along with the following offenses: larceny-theft, simple assault, intimidation, damage/vandalism of property. Categories of bias are: race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin.

** Unfounded means that a sworn or commissioned law enforcement officer has investigated the reported incident and determined the incident to be false or baseless. Unfounded crimes are not counted in any other category.

Western Outreach Center

Criminal Offenses

On Campus	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Public Property	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Crimes*

Western Outreach Center and Public Property	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Arrests

On Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions

On Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

VAWA Offense

On Campus	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Public Property	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Unfounded Offenses

Western Outreach Center and Public Property	2020	2021	2022
Total unfounded crimes	0	0	0

* Hate crimes include all the offenses listed above along with the following offenses: larceny-theft, simple assault, intimidation, damage/vandalism of property. Categories of bias are: race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin.

** Unfounded means that a sworn or commissioned law enforcement officer has investigated the reported incident and determined the incident to be false or baseless. Unfounded crimes are not counted in any other category.

Definitions of Reportable Crimes

Aggravated assault

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 a 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 that could and possibly would result in serious personal injury if the crime were successfully completed.)

Arson

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 of another, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft.

Criminal Homicide

Murder and non-negligent manslaughter

The willful (non-negligent) killing of one human being by another.

Manslaughter by negligence

The killing of another person through gross negligence.

Drug abuse violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Hate crimes

The Clery Act requires institutions to separately report all Hate Crimes statistics on any of the previously mentioned offenses or any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias or the perpetrator perceived the person to be in one of the protected group categories: Race, Gender, Religion, Sexual Orientation, Ethnicity, and Disability.

As of August 14, 2008, the Clery Act was amended to include larceny/simple assault, intimidation and destruction/damage/vandalism (except arson) as reportable categories of hate crimes.

Liquor law violations

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

Motor vehicle theft

The theft or attempted theft of a motor vehicle.

Robbery

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

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

- A. Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- B. Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C. Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

Weapon law violations

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

Daily Crime Log

The Public Safety office maintains records of all crimes and serious incidents that occur on main campus or at any Center which will include the nature, date, time, and general location of each incident reported to the Public Safety office, as well as the disposition. These records and the public inspection of same are controlled by all relevant state and federal laws. The Daily Crime Log is available to the public for review, at the Public Safety Office in the upper level of the Hawkeye Center Room 216, from 8 a.m.– 5 p.m. Monday through Friday, excluding holidays.

The Daily Crime Log is also available online at:

<https://www.hawkeyecollege.edu/emergency-safety/public-safety/security-report>

Iowa Sex Offender Registry

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

Iowa law requires a person who has been convicted of a sex offense crime anywhere to register with the Sheriff in the county in which they reside, and, if the person attends or works for an

institution of higher education, register with the sheriff in the county in which the institution is located. In Iowa, convicted sex offenders must register with <https://www.iowasexoffender.gov/>

Maintenance of Campus Facilities

Hawkeye Community College maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. The Public Safety Manager and Officers and the Plant and Facilities Director along with Maintenance and custodial staff at Hawkeye Community College work together to ensure that the campus is as safe as possible. Lighting, landscaping, and other safety-related aspects of the campus are continually monitored, maintained and repaired. It is helpful when members of the College community report equipment problems to Public Safety at 319-296-4234 or to Facilities Management at 319-296-2320 ext. 1424.

Nondiscrimination Statement

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; marital status; sexual orientation; gender identity; genetic information; political affiliation or belief in its employment practices; educational programs and activities; admission procedures; outreach and recruitment; counseling and guidance; testing; selection, placement, appointment, and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-2964405.

Policies Regarding Alcohol & Illegal Drugs

Hawkeye 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 State of Iowa has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

For the College's main campus and the Adult Learning Center, the Black Hawk County Sheriff's Office, or the Waterloo Police Department has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

For the Cedar Falls Center, the Black Hawk County Sheriff's Office or the Cedar Falls Police Department has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

For the Independence Center, the Buchanan County Sheriff's Office or the Independence Police Department has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

For the Western Outreach Center, the Grundy County Sheriff's Office has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

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. Hawkeye 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, Hawkeye 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

Hawkeye Community College is committed to providing a drug free environment for all students and employees. 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 and students. In all instances this policy will be construed to comply with federal and state law.

Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, Hawkeye Community College publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for HCC students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at: <https://www.hawkeyecollege.edu/webres/File/about/alcohol-and-other-drug-prevention-biennial-review.pdf>

Applicability

Hawkeye's Alcohol and Drug policy is intended to apply whenever anyone is representing or conducting business for the college.

Prohibited Behavior

It is a violation of Hawkeye'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 will be taken.

Communication

Communicating Hawkeye's Alcohol and Drug policy to all individuals is critical to its success. To ensure all Hawkeye Community College employees are aware of their role in supporting Hawkeye's alcohol- and drug-free workplace, all employees will receive a summary of the Alcohol and Drug policy and a Web link to access the complete policy document during the annual notification of policies. Students will receive an email annually from the Dean of Students about the college's Alcohol and Drug Policy.

Hawkeye Community College will make a good faith effort to have and to maintain an alcohol- and drug-free workplace and learning environment.

Health Risks

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

Health risks associated with alcohol abuse and/or illicit drug use:

- Violence – fights, vandalism, sexual assaults, homicide and suicide are far more likely to occur when drinking is involved.
- Unprotected sex – individuals are less likely to use safe sex practices when drinking, which can result in unplanned pregnancy and exposure to sexually transmitted diseases.
- Serious injury – over 53% of all fatal automobile accidents in the U.S. involve alcohol use.
- Addiction – although anyone can become addicted, those with a family history of alcohol or other drug addiction are at least four times more likely to develop alcoholism.
- Lowered resistance to disease/illness.
- Increased risk of ulcers, heart disease, and cancers of the liver, mouth, throat and stomach.
- Fetal Alcohol Syndrome (FAS)/Fetal Alcohol Effects (FAE) – women who drink during pregnancy may give birth to infants with physical deformities, brain damage and mental retardation. If a woman is pregnant, trying to become pregnant, or suspects she is pregnant; she should abstain from alcohol and other drug use.
- Illicit drug use may result in:
 - * Physical or psychological dependency;
 - * A craving or inability to stop using drugs;
 - * Adverse effects on the body systems; injury due to motor vehicle crashes, assaults or other unintended acts;
 - * Disruption of personal relationships and work habits;
 - * Ineligibility for some types of employment
 - * Health risks associated with Drug and Alcohol use facts you should know if you are considering the consumption of alcoholic beverages:

- Iowa's legal drinking age is 21.
- Iowa's legal blood alcohol limit is .08.
- The fine for possession of alcohol under the legal age is \$300. If you DO choose to drink:

Misuse of alcohol or drugs inhibits your ability to act responsibly or react quickly. Below are a few safety tips you should keep in mind:

- Limit your alcohol intake.
- Avoid combining alcohol with prescription medicines and club drugs; the combination can be dangerous.
- Never leave your drink unattended or accept a pre-poured drink from a stranger.
- Buzzed or drunk driving is deadly and illegal; leave your vehicle parked and find other transportation. Your life and others' lives depend upon your decision.

Alcohol-Free Opportunities

Students are encouraged to take advantage of alcohol-free programming provided by Hawkeye Community College 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. Hawkeye Community College reserves the right for immediate expulsion from housing on the farm 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 Conduct Code and those adopted by the International Student Services Office.

No Use of College Finances

No College controlled finances will be utilized for the purchase or sale of alcoholic beverages or any controlled substance on or off college premises except where such items are used as a part of an approved activity or educational program.

Consequences

One of the goals of Hawkeye'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. 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. Students employed on-campus are considered College employees while working and are subject to sanctions as an employee under this policy.

Notification of Convictions

Employees must report all arrests, charges, or convictions under a criminal drug or alcohol statute for violations occurring on or off college premises. A report of such conviction must be made in writing to the Human Resource Services Office within five (5) days after the conviction.

Disciplinary Actions – Students

The College responds to reports of the illegal use of substances through its discipline system. Students in violation of Hawkeye's Alcohol and Drug policy will face disciplinary actions as noted in the Student Conduct Code. The Student Conduct Code 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 Conduct Code (that is, if both possible violations result from the same factual situation).

Parental Notification

In accordance with a 1998 amendment to FERPA, Hawkeye Community College 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 will 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 – Employees

All employees are expected to dedicate their best efforts to the performance of their work assignments. Any employee who engages in violations of the standards of conduct, misconduct, or insubordination at work or away from work which violates any of the established policies or rules of Hawkeye Community College or engages in misconduct which otherwise violates Hawkeye Community College's reasonable expectations for employee conduct may be disciplined.

Disciplinary sanctions may include, but are not limited to: warning, reprimand, suspension with or without pay, suspension for part of a day or for a period of one or more days, demotion, or termination of employment. The College reserves the right to impose any disciplinary sanction without prior warning including but not limited to termination. Other disciplinary sanctions may also be imposed.

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 one-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 Possession	Penalty	Incarceration	Maximum Fine
Any amount (first offense)	Misdemeanor	6 months	\$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	Maximum 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	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	Maximum Fine
Possession, distribution or manufacture of paraphernalia	6 months	\$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-\$1,875 and/or up to 1 year of imprisonment. Third offenses are considered aggravated misdemeanors and are punishable by a fine of \$625-\$6,250 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 \$1,000 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 a 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
1 st	\$625-\$1,250	2 days to 1 year	180 days
2 nd	\$1,875-\$6,250	7 days to 2 years	2 years
3 rd	\$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 be 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 § 321.J.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 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.
 - a. 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.
 - b. 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/Education and Awareness

Hawkeye Community College has a vested interest in the health and well-being of its students and employees. In order to promote a healthy campus community, Hawkeye Community College provides 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.

Hawkeye recognizes substance abuse as a treatable condition and offers programs and services for employees and students. The programs provide services related to substance use and abuse including dissemination of informational materials, educational programs, counseling services, and referrals.

- Student Life: The Student Life Office provides preventative, educational, and informative

services to Hawkeye Community College regarding substance use and abuse. Working with other campus departments and organizations, the Student Life Department strives impact the negative effects of substance abuse on student success.

- Student Health Clinic: The clinic provides a confidential setting to explore concerns and achieve a better understanding of yourself — your feelings, attitudes, and strengths.

Resources for Assistance – Students and Employees

Students who are concerned about their own drug or alcohol use and/or about that of others are encouraged to contact the Student Health Clinic. When appropriate, students may be referred to private counselors. Contact the Student Health Clinic, located in the HESC Building on campus, at (319) 296-4224. The Student Health Clinic can provide counseling and referrals for substance abuse issues.

Employees of the college who are concerned about their own drug or alcohol use and/or of their family members, may contact the Employee Assistance Program (EAP) at (800)-327- 4692.

Additional Resources for Assistance (for both students and employees)
Alcoholics Anonymous (319) 291-3660; www.aa-iowa.org)

Al-Anon – <http://www.nycalanon.org/>

Pathways (319) 235-6571; www.pathwaysb.org)

Covenant Horizons (319) 272-2873; Crisis Line (800)-273-8255

Narcotics Anonymous (800)-897-6242; www.iowa-na.org)

Iowa Substance Abuse Information Center (866)-242-4111; www.drugfreeinfo.org)

Focus on Recovery Helpline (alcohol/drugs) – (800)-374-2800 or (800)-234-1253
Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service – (800)-662-4357

Veterans – Locate the closest VAMC or VA Regional Office: (877)-222-8387

National Suicide Prevention Lifeline – (800)-SUICIDE (800)-784-2433

National Alliance for the Mentally Ill – (800)-950-6264

Public Safety

Hawkeye Community College provides public safety coverage Monday through Friday, from 6 a.m. to 11 p.m. Public Safety Officers are trained in basic first aid, emergency procedures, patrolling and C.P.R. Services performed include:

- locking and unlocking buildings

- random and preventive patrols of campus
- escorts
- enforcement of college regulations
- enforcing college parking regulations
- medical emergency response
- emergency message delivery

Public Safety Officers are not authorized to enforce local/state laws or to arrest individuals. Hawkeye Public Safety officers enforce College policies and have jurisdiction to do so on college owned or controlled property.

The Public Safety office maintains good working relationships with federal, state and local law enforcement authorities, including Waterloo Police Department, Independence Police Department, Waverly Police Department, Cedar Falls Police Department, University of Northern Iowa Police Department, Black Hawk County Sheriff's Office, Bremer County Sheriff's Office, Buchanan County Sheriff's Office, Grundy County Sheriff's Office, and Iowa State Patrol, but there is no written memorandum of understanding regarding any topic, including the investigation of criminal incidents, in place between Public Safety and the outside law enforcement agencies.

Monitoring and Recording of Criminal Activity by Students at Non-campus locations of Recognized Student Organizations

HCC does not have officially recognized student organizations that own or control housing facilities. Therefore, local law enforcement is not used to monitor and record criminal activity since there are no non-campus locations of student organizations.

Security Awareness and Crime Prevention Programming

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the Hawkeye Community College to inform students of good crime prevention and security awareness practices.

During the 2021-2022 academic year Hawkeye offered approximately 50 educational programs (this includes MORE sessions). Public Safety attends all orientation sessions to describe services and promote safety. Topics such as personal safety, drug and alcohol abuse awareness and sexual assault prevention are some examples of the programming.

All effective crime prevention and security awareness programs include people watching out for one another; all staff and students being responsible for their own security and the security of others. They are asked to be alert, security-conscious and involved. Call Public Safety to report suspicious behavior. For additional questions regarding crime prevention, contact the Public Safety department directly at (319) 296-4234.

As part of the department's philosophy, Hawkeye Public Safety offers crime prevention presentations each semester to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness, Rape Aggression Defense (R.A.D.) and property protection strategies. Anyone interested in having a Public Safety Officer speak to his or her classroom or group should contact them at (319) 296-4234.

Policies and Procedures for Sexual Assault, Domestic Violence, Dating Violence, and Stalking, and other Sexual Offenses

The College has policies and procedures in place that serve to be sensitive to victims who report sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges and the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The College will make such accommodations or protective measures, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Hawkeye Public Safety or local law enforcement. Students and employees should contact Public Safety at (319) 296-4234.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, if appropriate. 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 12. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to

Stalking continued	<p>preserve evidence</p> <ol style="list-style-type: none"> 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Additionally, the College publishes the procedures a victim should follow if such a crime occurs, including written information about:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred
- the importance of preserving evidence that may assist in proving that an alleged criminal offense occurred or in obtaining a protection order;
- how and to whom an alleged offense should be reported;

- options about the involvement of law enforcement and campus authorities, including notification of the victim's option to notify proper law enforcement authorities, be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses, and declining to notify such authorities; and
- the rights of victims and the institution's responsibilities for orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court in Iowa or by the College;
- information about how the institution will protect the confidentiality of victims and other necessary parties, and
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- the procedures for college disciplinary action in sexual misconduct cases, including alleged dating violence, domestic violence, sexual assault, or stalking.

In the case of disciplinary proceedings for sexual misconduct cases, including alleged dating violence, domestic violence, sexual assault, or stalking, the College publishes procedures, which

- (1) describes each type of disciplinary proceeding used by the College, the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding, how to file a disciplinary complaint, and how the College determines which type of proceeding to use based on the circumstances;
- (2) describes the standard of evidence used during any disciplinary proceeding;
- (3) lists all of the possible sanctions that the College may impose following the results of any institutional disciplinary proceeding; and
- (4) describes the range of protective measures that the institution may offer to the victim following an allegation.

Adjudication of Violations

The College’s published procedures ensure through policy language and practice that the proceedings will

- (1) include a prompt, fair, and impartial process from the initial investigation to the final result;

- (2) Investigators, Decision-Makers, and other personnel involved in the process of investigating, responding, coordinating or otherwise assisting in the adjudication of complaints of sexual harassment will receive training as required on the topics of 1) impartiality, 2) avoiding prejudice of facts at issue, 3) conflicts of interest and bias, 4) the College's resolution processes, 5) issues of relevance and evidence, 6) the scope of the College's educational programs and activities, and 7) types of sexual harassment. College investigators will also be trained in writing investigation reports and decision-makers will be trained in conducting hearings, writing decisions and the technology used in hearings. The training materials used to perform these trainings will be published on the College's website and will ensure that relevant personnel are trained on issues related to sexual harassment and are taught how to conduct an investigation and hearing process that protects the rights, well-being, and safety of the parties, provides an equitable process for all parties involved, and promotes accountability;
- (3) on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability, and have no conflict of interest or bias;
- (4) provide both parties with the same opportunities to have others present during any College disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
- (5) does not limit the choice of advisor or presence for either party in any meeting or institutional disciplinary proceeding,
- (6) requires simultaneous notification, in writing, to both parties of the results of the proceeding, appeal procedures, any change to the result, and when the result is final. In addition, the procedures provide for proceedings which are:
 - completed within reasonably prompt timeframes (within 60 days of the report which allows for extensions of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay) and are conducted consistent with the College's policies;
 - completed consistent with institutional policy and in a transparent manner to the complainant and the respondent;
 - include timely notice of meetings at which the parties may be present; and
 - provide timely and equal access to the parties and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.
 - The institutional disciplinary procedures will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

The College publishes these policies and procedures, and describes this information, through its [Sexual Misconduct Policy](#). This Policy is available to all students and employees of the College on the College's website, in the Student Handbook, in the Employee Handbook, and in hard copy in various locations throughout campus.

Sexual assault and abuse, and sexual exploitation (collectively “Sexual Misconduct”) is prohibited by the College. The College also prohibits dating violence, domestic violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Dating Violence, Domestic Violence, Sexual Assault and Stalking can also be forms of sex-based harassment (whether sexually motivated or not), and shall be considered “Sexual Misconduct” for purposes of this Policy. Prohibited conduct under this Policy also includes attempting or aiding in the commission of Sexual Misconduct or retaliating against another for exercising his/her rights under this Policy. The College is committed to educating students, staff and faculty about its policies and procedures against sexual discrimination and Sexual Misconduct. Any such instances of discrimination and/or misconduct will be dealt with promptly by the College.

“Sexual abuse” as contemplated by Iowa Code § 260C.14(18) is a form of Sexual Misconduct, and College students and employees should refer to this Policy for information on counseling, campus security, education, and the prompt reporting of acts constituting sexual abuse to law enforcement.

The College issues this statement, in regards to its policy, to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Prohibited Conduct/Sexual Misconduct Definition

Sex-Based Harassment (including Sexual Harassment) is unwelcome conduct of a sexual nature or aimed at another because of sex when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or status in a course, program or activity;
 - Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
 - Has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creates an intimidating, hostile, or offensive working or educational environment.
- a. Harassing conduct includes various types of unwelcome verbal, written or physical conduct, such as unwelcome touching; sexually explicit offensive jokes; sexually degrading graphic, verbal or written comments or questions of a sexual nature; sexual innuendo; sexual threats; obscene gestures; inappropriate humor and jokes about gender specific traits or sexual orientation; sexual propositions; sexually suggestive or insulting sounds and actions, including, whistling, leering, and obscene gestures; and may include Sexual Assault or Sexual Exploitation.
- b. A hostile environment exists when Sex-Based Harassment is sufficiently severe or pervasive/persistent and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim’s) and an objective (reasonable

person's) viewpoint. The determination of whether an environment is "hostile" must be based on the circumstances. These circumstances could include:

- 1) The frequency of the conduct;
- 2) The nature and severity of the conduct;
- 3) The identity and relationships of persons involved;
- 4) The location of the conduct and the context in which it occurred;
- 5) Whether the conduct was physically threatening;
- 6) Whether the conduct was humiliating;
- 7) The effect of the conduct on the alleged victim's mental or emotional state;
- 8) Whether the conduct was directed at more than one person;
- 9) Whether the conduct arose in the context of other discriminatory conduct;
- 10) Whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
- 11) Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
- 12) Whether the speech or conduct deserves the protections of academic freedom.

The more severe the Sex-Based Harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of Sexual Assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the Sex-Based Harassment is not particularly severe.

Sex-based actions which are offensive or inappropriate, but do not rise to the level of creating a hostile environment, can still be reported and, where appropriate, the College will take remedial steps intended to end or prevent such actions in the future.

Conduct is considered "unwelcome" if an individual did not request or invite it and considered the conduct to be undesirable or offensive.

"Sex-Based" Harassment includes both actual and perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

"Sexual abuse" as contemplated by Iowa Code § 260C.14(18) is a form of Sexual Misconduct, and College students and employees should refer to this Policy for information on counseling, campus security, education, and the prompt reporting of acts constituting sexual abuse to law enforcement.

Sexual Assault as defined by the Clery Act:

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident- Based Reporting System User Manual from the FBI UCR Program, a sex offense is "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 defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes 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 defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

Sexual Assault: "Sexual Assault" (including all acts constituting "Sexual Abuse" under Iowa law) is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to, the following behaviors without consent:

- a. Intentional touching of another person's "intimate" parts, including genitals, buttocks, breast, or other body parts;
- b. Coercing, forcing, or attempting to coerce or force a person to touch another person's "intimate" parts;
- c. Rape or attempted rape;
- d. Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person;
- e. Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other condition;
- f. Inducing consent through drugs or alcohol; or
- g. Ejaculation onto the person of another.

Jurisdictional Definition of "Sexual Assault": The State of Iowa does not define "Sexual Assault." However, Iowa criminal code uses the term "Sexual Abuse" under Iowa Code § 709.1:

Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other. Such other person is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters. Such other person is a child.

Iowa Code § 709.1. "Sex act" is defined under Iowa Code § 702.17 as: "any sexual contact between two or more persons by any of the following: 1. Penetration of the penis into the vagina or anus; 2. Contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; 3. Contact between the finger or hand of one person and the genitalia or anus of another person, except in the course of examination or treatment by a person licensed pursuant to chapter 148, 148C, 151, or 152; 4. Ejaculation onto

the person of another; 5. By use of artificial sexual organs or substitutes therefor in contact with the genitalia or anus.”

1. Sexual Exploitation:

“Sexual Exploitation” occurs when a person takes sexual advantage of another person without that person’s consent, including but not limited to sexual intimidation or distribution/publication of sexual or intimate information about another person.

2. Dating Violence as defined by the Clery Act:

“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 where the existence of such a relationship shall be determined based on a consideration of the following factors:

- A. The length of the relationship.
- B. The type of relationship.
- C. The frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

- I. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- II. Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definition of “Dating Violence”: Iowa Code does not provide a per se definition for “dating violence.”

3. Domestic Violence as defined by the Clery Act:

“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; or 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.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting, as well as any act that constitutes “domestic abuse” under Iowa Code § 236.2.

Jurisdictional Definition of “Domestic Violence”: Iowa Code does not provide a per se definition for “domestic violence.” However, Iowa law does define “domestic abuse” as committing assault as defined in Iowa Code § 708.1 under any of the following circumstances:

- a. The assault is between family or household members who resided together at the time of the assault.

- b. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.
- c. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.
- d. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.
- e. The assault is between persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault. In determining whether persons are or have been in an intimate relationship, the court may consider the following nonexclusive list of factors:
 - I. The duration of the relationship.
 - II. The frequency of interaction.
 - III. Whether the relationship has been terminated.
 - IV. The nature of the relationship, characterized by either party's expectation of sexual or romantic involvement. A person may be involved in an intimate relationship with more than one person at a time.

An "assault" is defined under Iowa Code § 708.1 as:

A person commits an assault when, without justification, the person does any of the following: Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act.

Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act. Intentionally points any firearm toward another, or displays in a threatening manner any dangerous weapon toward another.

- 4. An act described in subsection 2 shall not be an assault under the following circumstances:
 - A. If the person doing any of the enumerated acts, and such other person, are voluntary participants in a sport, social or other activity, not in itself criminal, and such act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.
 - B. If the person doing any of the enumerated acts is employed by a school district or accredited nonpublic school, or is an area education agency staff member who provides services to a school or school district, and intervenes in a fight or physical struggle, or other disruptive situation, that takes place in the presence of the employee or staff member performing employment duties in a school building, on school grounds, or at an official school function regardless of the location, whether the fight or physical struggle or other disruptive situation is between students or other individuals, if the degree and the force of the intervention is reasonably necessary to restore order and to protect the safety of those assembled.

5. Stalking as defined by the Clery Act:
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A. Fear for the person’s safety or the safety of others; or
 - B. Suffer substantial emotional distress. For the purposes of this definition—
 - I. *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - II. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - III. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

“Stalking” occurs when:

- a. The person purposefully engages in a course of conduct directed at a specific person that would cause a reasonable person to fear bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family.
- b. The person has knowledge or should have knowledge that the specific person will be placed in reasonable fear of bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family by the course of conduct.
- c. The person’s course of conduct induces fear in the specific person of bodily injury to, or the death of, the specific person or a member of the specific person’s immediate family.
Iowa Code § 708.11.

Jurisdictional Definition of “Stalking”: Iowa Code § 708.11 defines the offense of “stalking” as:
The person purposefully engages in a course of conduct directed at a specific person that would cause a reasonable person to fear bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family.

The person has knowledge or should have knowledge that the specific person will be placed in reasonable fear of bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family by the course of conduct.

The person’s course of conduct induces fear in the specific person of bodily injury to, or the death of, the specific person or a member of the specific person’s immediate family.

6. Retaliation:
Taking an action against an individual for seeking guidance, making a report, supporting a complainant, or assisting in providing information relevant to a report or complaint, or filing a complaint under this Policy.

Definition of Consent

Hawkeye Community College defines “Consent” as clearly communicating agreement or permission to participate in sexual activity. The consenting individuals must act freely and voluntarily and have knowledge of the act involved. Such consent may be withdrawn at any time, without regard to the preceding activity. A current or previous relationship, or past consent, is not sufficient to constitute consent. Consent may not be inferred from silence or passivity. Consent is voluntary, affirmative and clear. Consent cannot be given when a person is incapacitated (such as due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual disability that prevents an individual from having the capacity to give consent). Coercion, force, or threats invalidate consent. This definition is used in allegations of sexual misconduct.

Jurisdictional Definition of “Consent”: Iowa Code does not provide a per se definition for “consent.” Thus, the College uses its institutional definition of “consent” as defined in its Sexual Misconduct Policy (included above).

Confidentiality

Hawkeye is committed to creating an environment that encourages those who have experienced any form of Sexual Misconduct to come forward. The College will work to safeguard the personally identifiable information and privacy of those who seek help or who report Sexual Misconduct. It is important that those reporting Sexual Misconduct understand the limits on confidentiality of the individual who 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. Those who want to maintain confidentiality should always confirm whether confidentiality applies to the communication before they make the communication. Generally, confidentiality applies when seeking services from the following persons:

- Trained and statutorily certified victim’s advocates (such as individuals at crisis centers such as Waypoint or Friends of the Family).
- Licensed psychological counselor (such as the mental health counselor in the Student Health Clinic).
- Licensed health care providers (including medical professionals at the Student Health Clinic).
- Personal attorney representing the victim.
- Religious/spiritual counselor.

Any other College employee, including counselors in the Student Services Office, 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, such as those investigating/adjudicating a complaint or providing interim protective measures. The College will also keep personally identifiable information out of public recordkeeping, including the College’s Annual Security Report of Crime Statistics under the Clery Act.

As is the case with any educational institution, the College must balance the needs of the individual students 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 to the campus community. The notice would not contain any information identifying the person who brought the complaint.

Hawkeye Community College's Sexual Harassment Policy

Purpose/Statement of Policy

Hawkeye Community College strives to provide a safe and secure educational and workplace environment. Sexual harassment in the College's educational programs and activities is prohibited, which includes sexual assault and abuse², dating violence, domestic violence, and stalking, collectively called "Sexual Harassment" for purposes of this Policy. Prohibited conduct under this Policy also includes attempting or aiding in the commission of sexual harassment or retaliating against another for exercising his/her rights under this Policy.

The College is committed to educating students, staff and faculty about its policies and procedures against sexual discrimination and sexual harassment. Any such instances of discrimination and/or sexual harassment will be dealt with promptly by the College. It is intended to ensure that the College's policies and procedures related to sexual harassment are interpreted and applied consistently with Title VI, IX, the Violence Against Women Act (VAWA), the Clery Act, Iowa Code § 260C.14(18) and other applicable law.

Scope of Policy

This Policy governs the conduct of all students, employees, and third parties whose actions impact the College's educational and working environment, regardless of sexual orientation or gender identity. This Policy applies to all locations of the College, College-sponsored activities, and incidents occurring off-campus which affect the College environment or mission.

The scope of Title IX: The College's jurisdiction under Title IX is limited to locations, events, or circumstances over which it substantially controls both the respondent accused of behavior violating this Policy and the context in which the alleged harassment occurs, as well as any building owned or controlled by a student organization that is officially recognized by the College, such as a fraternity or sorority. The College's jurisdiction under Title IX is also limited to conduct against a person that occurs in the United States, and to complainants who are engaging or attempting to engage in a College educational program or activity.

If a report or complaint falls under the College's jurisdiction under Title IX, the College will utilize the formal complaint resolution process below to respond to a claim of sexual harassment and will not proceed under any other College policy or procedure if doing so would interfere with any right or privilege provided to a party under Title IX. If the College determines that a report or complaint does not fall under the College's jurisdiction under Title IX, the College may still take action for such alleged conduct, as herein provided and/or consistent with applicable law and policy (such as the Discrimination/Harassment Complaint Procedures or Student Code of Conduct) and based on the nature of the alleged conduct. The parties will be notified of this decision.

Definitions

A. Definitions of Prohibited Conduct:

Sexual harassment means:

1. Unwelcome conduct (verbal, written, physical) that is directed at someone because of that person's sex or gender³, and that meets either of the following:
 - A College employee, agent, or other individual under the College's control or authority explicitly or implicitly conditions a decision or benefit on submission to sexual conduct (e.g., sexual favors for a better grade or promotion; implicitly or explicitly threatening negative consequences if the student or employee rejects sexual advances); or
 - Unwelcome conduct that creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive, and objectively offensive that it effectively denies a person equal access to participation in the College's educational program or activity. Harassing conduct includes various types of unwelcome verbal, written or physical conduct, such as unwelcome touching; sexually explicit offensive jokes; sexually degrading graphic, verbal or written comments or questions of a sexual nature; sexual innuendo; sexual threats; obscene gestures; inappropriate humor and jokes about gender specific traits or sexual orientation; sexual propositions; sexually suggestive or insulting sounds and actions, including, whistling, leering, and obscene gestures; and may include sexual assault or exploitation.
2. Sexual assault or abuse⁴, defined as one of the following offenses in which one has or attempts to have sexual contact or sexual penetration with another individual without their consent:
 - Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without consent of the victim;
 - Fondling: the touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim;
 - Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or Statutory rape: sexual intercourse with a person who is under the statutory age of consent.
3. Dating violence⁵, which is violence committed by a person who is or has been in a social relationship of a romantic, sexual, or intimate nature with the individual. The existence of such a relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

4. Domestic violence⁶, which is a felony or misdemeanor crime of violence committed by:
- i. Current or former spouse or intimate partner of the victim;
 - ii. Person with whom the victim shares a child in common;
 - iii. Person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - iv. Person similarly situated to a spouse of the victim under the laws of the State of Iowa or the jurisdiction in which the incident reported occurred; and
 - v. Any other person against an adult or youth victim who is protected from that person's act under the laws of the State of Iowa or the jurisdiction in which the incident reported occurred.
 - vi. Stalking⁷, which is engaging in a course of conduct toward another person under circumstances that would reasonably cause a person to fear bodily injury to themselves or others or to experience substantial emotional distress.

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. These definitions of terms used in this Policy are intended to track those in Title IX and the Clery Act. An act that might not fall within these definitions may still constitute misconduct, discriminatory harassment, and/or violate other College policy and/or codes of conduct.

Retaliation means: Taking an action (including intimidating, threatening, coercing, or discriminating) against an individual for seeking guidance, making a report, supporting a complainant or respondent, assisting in providing information relevant to a report or complaint, or filing a complaint under this Policy. It is also considered retaliation to interfere with any right or privilege afforded under Title IX.

B. Other Applicable Definitions:

Consent: "Consent" is defined as clearly communicating agreement or permission to participate in sexual activity. The consenting individuals must act freely and voluntarily and have knowledge of the act involved. Such consent may be withdrawn at any time, without regard to the preceding activity. A current or previous relationship, or past consent, is not sufficient to constitute consent. Consent may not be inferred from silence or passivity. Consent is voluntary, affirmative and clear. Consent cannot be given when a person is incapacitated. Coercion, force, or threats invalidate consent.

Incapacitation: Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). Incapacitation can result from the use of alcohol or other controlled substances, or from mental or physical incapacity. Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, or impairment.

Employees: Include full-time and part-time faculty and staff employed on campus or through a college program, activity, or event, including visiting faculty or adjunct instructors.

Education program or activity: Means locations, events, or circumstances where the College exercises substantial control over both the respondent and the context in which the alleged sexual harassment occurs

Students: Include admitted students, as well as students who may not be on campus but are nonetheless considered an active or enrolled student at the College.

Confidentiality:

Hawkeye is committed to creating an environment that encourages those who have experienced any form of sexual harassment to come forward. The College will work to safeguard the personally identifiable information and privacy of those who seek help or who report sexual harassment. It is important that those reporting sexual harassment understand the limits on confidentiality of the individual who they may contact for such assistance. Different people, depending on their positions, have different obligations with regard to confidentiality.

The College will keep confidential the identity of any individual who has made a report or complaint of sexual harassment, or has been identified as the perpetrator or respondent to any such report or complaint, or is a witness to any complaint or investigation, except as required to carry out the purposes of this Policy (including the conduct of any investigation, hearing, or judicial proceeding), applicable law, or as permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g. However, complaints about violations of this Policy will be handled in strict confidence, with personally identifiable information protected and information made available only to those who need to know in order for the College to promptly and thoroughly investigate and resolve the matter. The College must balance the needs of individual students with its obligation to protect the safety and well-being of the community at large.

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

- Trained and statutorily certified victim's advocates (such as individuals at crisis centers such as Riverview Center, Waypoint or Friends of the Family).
- Licensed psychological counselor (such as the mental health counselor in the Student Health Clinic).
- Licensed health care providers (including medical professionals at the Student Health Clinic).
- Personal attorney representing the victim.
- Religious/spiritual counselor

Any other College employee cannot guarantee complete confidentiality.

As noted above, the College must balance the needs of the individual students 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 to the campus community. The notice would not contain any information identifying the person who brought the complaint. The College will also keep personally

identifiable information out of public recordkeeping, including the College's Annual Security Report of Crime Statistics under the Clery Act.

Options for Assistance Following an Incident of Sexual Harassment:

1. Medical Attention and Evidence Preservation:

Seek medical attention at a local hospital or clinic, both for physical well-being and to preserve medical and physical evidence. A free, confidential medical examination from a Sexual Assault Nurse Examiner (SANE) can be obtained at any hospital in the college service area. MercyOne Medical Center, UnityPoint Health – Allen Hospital and the Student Health Clinic on the Hawkeye Community College campus can provide medical assistance to victims of sexual assault, dating violence, or domestic violence. Evidence may be collected even if you chose not to make a report to law enforcement. Sexual assault evidence can be submitted to law enforcement anonymously. The hospital that you visit is required to collect your name and other personal information but that information is not made available to the public nor is your presence at the hospital public information. Bathing, douching, smoking, changing clothing and cleaning the scene of the assault is discouraged before seeking medical attention.

Receiving an evidentiary examination does not mean a victim must make a formal report to the College or to law enforcement. The examination serves to preserve evidence if a victim wishes to make a complaint in the future.

Preserve other evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents if they have any that would be useful to college adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining criminal/civil protective orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident¹, they nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order in the event that the victim decides to act at a later date.

2. Victim Advocacy, Confidential Reporting and Mental Health Counseling:

Victims of sexual harassment may also want to contact an advocacy group for information and assistance, or seek mental list of such resources on or accessible from the College area:

On Campus:

Hawkeye Community College Student Health Clinic (Mental Health Counseling with licensed providers)*

Health Education and Services Center Building (319) 296-4224

Off-Campus:

Cedar Valley Friends of the Family*
319-234-0232 or 1-800-410-SAFE (7233)

www.fofia.org

Waypoint Services*

319-365-1458 or 1-800-208-0388

www.waypointservices.org/

Riverview Center*

319-939-9599

www.riverviewcenter.org

Iowa Domestic Violence Hotline*

1-800-942-0333

www.cfiowa.org

National Domestic Violence Hotline*

1-800-799-SAFE (7233)

1-800-787-3224 (TTY)

Text LOVEIS to 22522

www.thehotline.org

*Denotes confidential resource.

Reporting, Investigation and Disciplinary Procedures

1. Reporting to Law Enforcement:

The College strongly encourages victims to report instances of sexual harassment which constitute a crime to local law enforcement, but it is a victims' right to choose whether to make a report or decline law enforcement involvement. However, Hawkeye Community College Department of Public Safety staff will assist any victim with notifying law enforcement if the victim so desires. If making a report to law enforcement, whether on or off-campus, a report should be made to law enforcement in the applicable jurisdiction:

- For the College's main campus and any of Hawkeye's metro sites (Cedar Falls Center, Iowa Works—Cedar Valley, Van G. Miller Adult Learning Center), call the Black Hawk Consolidated Communications Center at (319) 291-2515 to be connected to the Black Hawk County Sheriff's Office, or Waterloo, Cedar Falls, Evansdale, Hudson, LaPorte City, Gilbertville and Dunkerton Police Departments.
- For the Independence Center, call the Buchanan County Sheriff's Office at (319) 334-2567 or the Independence Police Department at (319) 334-2520.
- For the Western Outreach Center, call the Grundy County Sheriff's Office at (319) 824-6933 to reach the Grundy County Sheriff's Office or Grundy Center Police Department.

In any emergency situation, law enforcement can always be reached by dialing 911. In addition, if the sexual harassment occurs on campus, Campus Security can be contacted at (319) 296-4234 for immediate assistance, and to provide help with reaching law enforcement.

Criminal acts may subject the perpetrator to criminal and civil penalties under federal and state law.

Police reports are made to a police officer either at the law enforcement agency or at a location of your choosing. Law enforcement officers will need your personal information and basic facts about the alleged crime in order to complete a report.

2. Reporting to the College:

To report an incident involving sexual harassment, whether it occurred on or off-campus, contact:

- The College's Public Safety Office: 319-296-4234
- Title IX Coordinator** for Students: 319-296-4448,
equity-titleIX@hawkeyecollege.edu
Norman Coley
Student Services Office
Hawkeye Center 208
- Title IX Coordinator** for Employees: 319-296-4405,
equity-titleIX@hawkeyecollege.edu
Susan Hauber
Human Resource Services
Hawkeye Center 101

Any nonconfidential employee of the College who has the authority to institute corrective measures on behalf of the College must immediately report any known instances of sexual harassment to the Title IX Coordinator**. Otherwise, the College strongly encourages and expects all students, employees, or anyone with knowledge to report incidents of sexual harassment to one of the above referenced individuals. Confidential reporting resources are listed above.

The College encourages individuals to come forward as soon as possible to share concerns of sexual harassment. There is no time limit for a reports or complaints under the Policy, although the College's ability to investigate and respond fully may be limited with the passage of time.

3. Amnesty for Parties and Participants in Investigations:

The College will not pursue disciplinary action for improper use of alcohol or other drugs against a student who reports or makes a complaint in good faith concerning an incident of sexual harassment, or who participates in good faith in an investigation into an incident of sexual harassment.

4. Interim Supportive/Protective Measures:

After receiving a report or complaint of sexual harassment, the Title IX Coordinator** will promptly contact the Complainant to discuss the availability of interim supportive/protective measures and consider the Complainant's wishes, whether or not law enforcement is contacted or a formal complaint is filed. The College will also implement interim or supportive action for both parties during an investigation, or when requested by the Complainant (when reasonably available).

Supportive measures will be individualized, provided without fee or charge, are non-disciplinary in nature, and will not unreasonably burden either party. When putting supportive measures in place, the College will consider individually each situation and the circumstances presented.

Supportive/protective measures, when reasonably available, may include:

- Transfer of class sections;
- Assistance in exploring incompletes, leave or withdrawal;
- Changes in living, transportation or working arrangements;
- Safety Planning;
- Referral to counseling and health resources, and assistance with notifying law enforcement;
- Providing a mutual campus, no-contact agreement/order.

Individuals may also pursue other civil or criminal no-contact/protective orders through the court system. The College will keep any protective measures confidential, to the extent confidentiality does not impair the College's ability to provide the measures.

In compliance with Iowa law, the College recognizes both criminal no-contact orders and civil protective orders. If you obtain an order of protection from the court in Iowa, you should provide a copy to the College's Public Safety office and a Title IX Coordinator^{***}. You may then meet with college officials to develop a plan to reduce risk of harm while on campus or coming and going from campus. This plan may include, for example: escorts, special parking arrangements, changing classroom location, allowing a student to complete assignments from home, etc. The College cannot enforce a violation of a court order, but can assist an individual in contacting law enforcement to report a violation. If any terms of a court order are unclear in their application to the campus environment, it is up to the parties to seek clarification through the court – the College cannot render a legal opinion or give advice other than to develop a plan to reasonably prevent violations of the order.

5. Institutional Complaints (Formal Complaints)

When the College learns of potential sexual harassment, in most cases outreach will be done with the Complainant to identify reporting options (discussed earlier) within and outside the College and to offer supportive measures. The Title IX Coordinator^{**} is available to meet to discuss those reporting options with the Complainant or answer questions from the Respondent.

To initiate the formal resolution process, the Complainant must file a formal complaint. A Complainant who proceeds with a formal complaint must do so in writing, and by filing a complaint with the Title IX Coordinator^{**} by hard copy, email, or any other writing evidencing a physical or digital signature, or otherwise verifying the Complainant is filing the complaint. The Title IX Coordinator^{**} will only initiate a formal complaint against the wishes of the Complainant where doing so is not clearly unreasonable based on known circumstances, based on the potential impact to the College community if the allegations were true. If the Title IX Coordinator^{**} signs a formal complaint, the Title IX Coordinator^{**} will not become a party or Complainant for purposes of the processes below.

To receive information regarding filing a formal complaint or to do so, contact the following:

For Students:

- Title IX Coordinator** for Students: 319-296-4448,
equity-titleIX@hawkeyecollege.edu
Norman Coley
Student Services Office
Hawkeye Center 208

For Employees:

- Title IX Coordinator** for Employees: 319-296-4405,
equity-titleIX@hawkeyecollege.edu
Susan Hauber
Human Resource Services
Hawkeye Center 101

As noted above, the College may or may not be able to honor all requests to keep the details or identities in a complaint of sexual harassment confidential, and will need to weigh the interests of the Complainant against its obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant. If the College honors requests for confidentiality in the complaint process, a complainant must understand that the College's ability to fully investigate the incident and pursue disciplinary action against the respondent may be limited.

a. Dismissal and Consolidation of Formal Complaints

If, at any point of the resolution process, it becomes apparent that the allegations contained within a formal complaint of sexual harassment, even if true, would not meet the scope and/or definitions in the Policy and Title IX, the College will dismiss the complaint for purposes of processing under these procedures, but may proceed under a different policy or process for adjudication as the circumstances warrant.

Additionally, the College may, in its sole discretion, elect to dismiss any formal complaint of sexual harassment under the following circumstances:

- The complainant requests, in writing, the withdrawal of the formal complaint,
- The respondent is no longer employed or enrolled as a student at the institution, or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination or satisfy its own burden of proof in investigating and adjudicating a formal complaint of sexual harassment.

If the College elects to dismiss a formal complaint, all parties will be notified in writing of the decision, and will be given the opportunity to appeal the decision as set forth below.

The College may choose, at its sole discretion, to consolidate formal complaints where more than one Complainant and/or more than one Respondent is involved so long as the allegations

of sexual harassment arise out of the same facts/circumstances. In such cases, the College may also choose to issue a single investigation report.

6. Formal Complaint Resolution Process:

Upon receipt of a formal complaint of Sexual Harassment, the College will proceed with the resolution procedures described below, and where appropriate, sanctions and corrective measures will be taken. All steps of the College's resolution procedures (including investigation and disciplinary procedures) will be prompt, fair, and impartial.⁷

Generally, the College will attempt to complete the formal complaint resolution process within 60 days. However, the time frames set forth in these procedures are meant to provide guidance, and the College may, as appropriate, alter or extend time frames for good cause, with written notice to the parties. The time it takes to complete the resolution of a sexual harassment complaint may vary based on the complexity of the investigation and the severity and extent of the alleged conduct, as well as on whether there is a parallel criminal investigation, or if school breaks occur during the process.

a. Informal Resolution

In some cases, the Title IX Coordinator(s)** may determine, after receiving a formal complaint and conducting a review of the circumstances, that informal resolution may be an appropriate means of addressing reported behaviors and responding to the complainant's concerns. Informal resolution will only be pursued prior to the Decision-Maker(s) issuing a written decision on responsibility. Informal resolution will not be available to resolve allegations involving an employee sexually harassing a student. The College will not require the parties to participate in the informal resolution process as a condition of enrollment, continuing enrollment, or employment or continuing employment, or of any other right conferred by the College.

During the informal resolution process, the parties will be given the same opportunities to have others present for interviews or meetings, which includes the opportunity to be accompanied to interviews by a silent advisor of their choice. The Title IX Coordinator** will provide the parties with a written notice setting forth the allegations, the requirements of the informal resolution process set forth in this Policy, the right of any party to withdraw from the informal process and proceed with the formal process, at any time prior to agreeing to a resolution; and any consequences resulting from the participation in the informal process, including the records that will be maintained or could be shared by the College. Both parties must voluntarily consent in writing to participation in the informal resolution process.

Either party may, at any time prior to signing an informal resolution agreement, elect to end the informal resolution process and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution will not be considered in the subsequent formal resolution. In order to promote honest, direct, communication, information disclosed during informal resolution must remain private while the informal resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

The Title IX Coordinator** or designee will attempt to aid the parties in finding a mutually acceptable resolution to the complaint. This resolution will be reduced to writing and must be signed by the Complainant and the Respondent. Once both parties have voluntarily signed the

written resolution, the written resolution becomes final and neither party can initiate the formal process to resolve the allegations in the formal complaint. The written resolution is not subject to appeal.

Sanctions and/or supportive/protective measures may be taken as the result of an informal resolution process, if both parties agree to such measures. The College will retain a record of the resolution reached.

b. Right to an Advisor

Both a Complainant and a Respondent are given the opportunity to have support or advice through the reporting and if applicable, investigative and disciplinary processes. Either the Complainant or the Respondent may have an individual accompany them at their own expense to any meetings, interviews, or hearings related to the matter – these individuals are called “advisors.” The advisor may be a friend, victim advocate, lawyer, employee, family member, or other person chosen by the Complainant or Respondent. The roles and expectations of a person serving as an advisor are explained as follows:

- The advisor will keep private the information shared during meetings and throughout the investigation and adjudication process and will not disclose in any manner information shared or learned in the College process.
- It is up to the Complainant and Respondent to present their information in meetings, interviews, or hearings. Advisors cannot speak for an individual and do not have an active role during any meetings, interviews, or hearings, with the sole exception of conducting cross-examination on behalf of a party in a live hearing.
- Unless otherwise indicated, the College’s communication during the process will be with the Complainant and Respondent, not with the advisor directly.
- A Complainant or Respondent may use a different advisor at various stages in the process, especially if their chosen individual cannot be available for a scheduled meeting, interview, or hearing. The College will work to reasonably accommodate the advisors’ schedules, but will not unnecessarily delay the process due to the advisors’ conflicts.
- The College may remove an advisor if they unreasonably delay the process, or their presence is disruptive, obstructive, or otherwise interferes with the College’s handling of the matter. In such a case, the College will notify the Complainant or Respondent, who may seek another advisor.
- College policy prohibits retaliation against any individuals for filing a complaint or participating in the investigation of the complaint. An advisor is also protected by and subject to this retaliation prohibition. This means an advisor may not retaliate against any person participating in this process, nor may anyone retaliate against an advisor.

- The College will provide any party who does not have an advisor present to assist with cross-examination during the hearing with a College appointed advisor for the duration of that hearing, the selection of which is in the College's sole discretion.

c. Formal Resolution Process

- Investigators

Formal complaints of alleged sexual harassment will be investigated by an Investigator or team of Investigator(s) assigned by the Title IX Coordinator**. The Investigator(s) may be internal or external to the College. If, prior to the initiation of the investigation, either the complainant or the respondent alleges that an Investigator(s) has a conflict of interest, after hearing from the party on the topic, the Title IX Coordinator** will decide whether to excuse Hawkeye Community College – Sexual Harassment Policy (revised August 2020)) Page 13 the Investigator and announce the decision in writing to both parties. If the Title IX Coordinator** determines that the Investigator should be excused, or if an Investigator is unavailable to conduct the investigation, the Title IX Coordinator** will appoint a replacement Investigator.

- Notice of Investigation

Upon receipt of a formal complaint of sexual harassment, the Title IX Coordinator** will prepare a notice of complaint to be provided simultaneously in writing to the parties which identifies:

The written notice of investigation shall notify the parties that making false statements or knowingly submitting false information during the resolution process is prohibited by the College and may constitute an independent basis for disciplinary sanctions, up to and including suspension or expulsion of a student or termination of an employee's employment.

The notice shall be provided prior to the initial interview of any party, and within a sufficient amount of time to prepare. Parties will be also be provided advance notice in writing of the date, time, location, participants, and purpose of any interview, hearing, or meeting in the investigation and resolution process.

If, during the course of investigation, the College determines that additional allegations will be investigated as part of the pending complaint, the Title IX Coordinator** or designee will provide written notice of the additional allegations to any identified Complainant(s) or Respondent(s).

1. The respondent;
2. The complainant;
3. The date(s), time, and location of the alleged sexual harassment;
4. A description of the allegation;
5. The specific provisions of this Policy that were allegedly violated;
6. The investigatory process that will follow;
7. Respondent's entitlement to a presumption of innocence;

8. The parties' rights to have an advisor of their choice at the party's expense, who may be an attorney; and
9. The parties' rights to review and comment on investigative evidence.

- Investigation Process

The burden of proof and the burden of gathering sufficient evidence to reach a determination of responsibility rests with the College and not with the parties. During the investigation, both the Complainant and Respondent:

10. Will be asked to present their version of events to the Investigator(s) and to Hawkeye Community College – Sexual Harassment Policy (revised August 2020)) Page 14 provide any supporting evidence.
11. Will have the same opportunities to have others present for interviews, which includes the opportunity to be accompanied to interviews by a silent advisor of their choice. The silent advisor will not be allowed to provide information to the Investigator(s) or ask questions of the party during the interview process.
12. Will be allowed to identify witnesses, including expert witnesses, all of whom will be interviewed by the Investigator(s) absent a compelling reason why such an interview cannot take place. If the Investigator(s) determines that an identified witness cannot or should not be interviewed, both parties will be informed in writing of this decision.
13. Will be notified of the witnesses identified by the other party and be given an opportunity to comment on those witnesses and identify rebuttal witnesses.
 - The order of the interviews will be determined by the investigator(s) based on the circumstances of each complaint.

Neither party will be restricted in their ability to discuss the allegations or to gather and present relevant evidence; provided, however, that such communications shall not constitute harassment of or retaliation against any party or witness.

In the event Complainant or Respondent request reasonable accommodations during the investigation process due to a disability, the investigator(s) will consult with the Title IX Coordinator.**

All investigations will be conducted as discretely as is practicable. Witness interviews might be audio recorded, and if so, all such recordings shall at all times remain the property of the College.

- Review of Investigatory Evidence and Report

Complainant and Respondent and, unless directed otherwise by the respective parties, their advisor, will be provided the opportunity to inspect all evidence directly related to the allegations of the formal complaint, including both inculpatory and exculpatory evidence, and evidence that the College does not intend to rely on in reaching a determination. The College may require both parties and their advisors to enter into a written agreement prohibiting the use or dissemination of evidence for any purpose other than those directly related to the parties' participation in resolution process.

Complainant and Respondent will be given at least ten days to inspect and review the evidence collected during the College's investigation and to submit a written response the Investigator(s) will consider in preparing a final investigation report.

The final investigation report will summarize the information and include any documents gathered. The investigative report will not include determination of responsibility for the Hawkeye Community College – Sexual Harassment Policy (revised August 2020)) Page 15 complaint itself. Complainant and Respondent will be given at least an additional ten days after receiving a copy of the investigation report to respond to it, in writing. In their written response to the investigation report, Complainant and Respondent may provide written comments regarding the relevance of the evidence included in or excluded from the investigation report, provide factual or other corrections to the report, and otherwise provide context for the report.

The final investigation report will be distributed, concurrently, to both of the parties and the Title IX Coordinator** at least ten (10) calendar days prior to a hearing to determine responsibility.

14. Live Hearing and Cross-Examination

For purposes of adjudication of formal complaints of sexual harassment under the Policy and Procedures' scope, regardless of the identity of the parties involved, the College will conduct a live hearing prior to the issuance of a written decision report in accordance with the procedures below:

15. Appointment of Decision-Maker(s)

The College shall appoint one or more Decision-Maker(s) who are either internal or external to the College, but have been trained on the matters set forth in the Policy and procedures. If there is more than one Decision-Maker, one of the Decision-Makers shall be designated to serve as Chair during the hearing. The Chair may be designated as a "non-voting" member of the Decision-Maker panel, meaning the Chair only conducts the hearing and assists the other Decision-Makers, but does not vote on responsibility. The Chair will preside over the hearing and determine whether information or questions of parties is relevant.

All procedural questions, including the decision to accept evidence and/or statements, will be made by the sole Decision-Maker or Chair, in their sole discretion.

16. Notice of Hearing

No less than ten (10) calendar days before the hearing, the Title IX Coordinator** will prepare and send the parties a written notice of the time and date of the hearing, as well as the identities of the Decision-Maker(s).

Within five (5) calendar days either the Complainant or Respondent may request, in writing to the Title IX Coordinator**, that the Decision-Maker(s) be recused because of an identified conflict of interest. The Title IX Coordinator** will hear from the party and determine if a conflict exists, and notify the parties in writing of the Coordinator**'s decision. If the Title IX Coordinator** finds a conflict of interest, a replacement Decision-Maker will be appointed.

If a party requests or at the College's discretion, the entire hearing will be conducted with the parties in separate rooms with technology enabling the Decision-Maker(s) and parties to simultaneously see and hear the witness answering questions.

17. Notice of Witnesses

At least five (5) calendar days before the hearing, the Decision-Maker(s) will notify the parties in advance which witnesses (including Complainant or Respondent) they would like to be present at the hearing. The Decision-Maker(s) or designee will notify these witnesses of the hearing date and time and that their presence has been requested. Any witness called by the Decision-Maker(s) will also be expected to answer questions from the parties.

- a. When notifying the parties of these witnesses, the Decision-Maker(s) will also request the parties identify any additional witnesses they wish to have present at the hearing for cross-examination.
- b. The Decision-Maker(s) or designee will notify relevant witnesses of the hearing date and time and that their presence has been requested by the party for cross-examination. However, the College does not have "subpoena power" and cannot compel parties and witnesses to appear.

18. Proceedings

- a. The hearing is closed to the general public. The parties and their advisor will be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing will be at the discretion of the Decision-Maker(s).
- b. There shall be no formal pleadings, legal memorandum, or motions filed in the hearing process.
- c. The Decision-Maker(s) will advise the parties if opening statement or closing statements are permissible.
- d. The College will record and/or create a transcript of all live hearings and will make that recording and/or transcript available to all parties for inspection or review.

- e. The College will make all evidence subject to inspection by all parties available at any hearing and will give each party equal opportunity to refer to that evidence at the hearing, including as part of cross-examination.
- f. Presentation of Evidence:

The College will not allow Decision-Maker(s) to rely on any statements made by a party or witness in reaching his or her determination if that party or witness does not submit to cross examination during a live hearing.

The Decision-Maker(s) will not draw an inference about responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions, nor give deference to the investigation report.

- g. The hearing is not a second investigation of the allegations. In the hearing, the parties will be asked if they have any additional evidence, they wish the Decision Maker(s) consider, and if the parties wish to comment on the investigation report and evidence. Any new evidence presented by a party, if admitted as relevant, will be provided to the other party to review and provide comment;
- h. Parties will be allowed, through their advisors, to cross-examine all other parties and any witnesses, including fact and expert witnesses, and to ask all relevant questions and follow-up questions including those challenging party or witness credibility, directly, orally and in-real time. Any party without an advisor will be appointed an advisor by the College, with selection of the advisor being at the sole discretion of the College;
- i. Only relevant questions may be asked of a party or witness. Before a party or witness answers a question, the Decision-Maker(s) will exclude any irrelevant question, with a brief explanation to explain the basis for finding the question irrelevant. Questions about prior sexual history will generally be deemed irrelevant with limited exceptions.
- j. The Decision-Maker(s) may ask questions, at any time, of the parties and of the witnesses.

- Standard of Proof

The determination of whether or not sexual harassment occurred will be made on the basis of whether it is more likely than not that the Respondent violated the Policy. This standard is more formally referred to as the "preponderance of evidence" standard. In making its determination, the Decision-Maker(s) will carefully consider all of the evidence presented and follow the procedures stated in the Policy and any other applicable policies, procedures, rules, or handbook provisions in order to ensure as fair a hearing as possible for all parties.

- Written Decisions

The College Decision-Maker(s) will independently evaluate the evidence gathered. Written decisions will be provided simultaneously to the parties and include the following information:

- allegations of sexual harassment,
- procedural history (including specifics about notifications of hearings, meetings and interviews, methods used to gather evidence and hearings held),
- findings of fact supporting the decision,
- conclusions regarding application of policy to the facts,
- rationale for the decision/finding of responsibility as it applies to each allegation,
- disciplinary sanctions imposed on respondent, if any,
- whether (but not the nature of) remedies designed to restore/preserve equal access to any or all education programs or activities that will be provided to the Complainant, and
- procedure and permissible bases for appeal.

Decisions, including the imposition of any sanctions, will become final upon written notification to the parties of the outcome of an appeal or, if there is no appeal, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator** will be responsible for coordinating the effective implementation of remedies, as well as any non-punitive or non-disciplinary supportive measures imposed.

- Sanctions

College sanctions may be imposed upon those determined to have violated this Policy. For students, sanctions include verbal reprimands, written warnings, probation, loss of privileges, fines, restitution, educational or work assignments, suspension, expulsion, revocation of admission, withholding a degree, or removal from courses.

For employees, sanctions could range from warning, reprimand, suspension with or without pay, suspension for part of a day or for a period of one (1) or more days, demotion, or termination of employment, and may include such other forms of disciplinary action as appropriate under applicable College procedures. If a final decision imposes disciplinary action which constitutes termination of college personnel entitled to the hearing/judicial review procedures of Iowa Code chapter 279, such procedures shall be followed as required by law.

A final decision may also include supportive/protective measures, including mutual no-contact orders or changes in arrangement to academic or working situations. The College will take

steps to prevent recurrence of any sex discrimination/harassment and correct the effects of the discrimination, as appropriate.

- Appeals

The written decision of the Decision-Maker(s) shall be subject to appeal by both Complainant and Respondent. All parties have an equal right to appeal any final decision on the following bases so long as the bases of the appeal is significant enough to be reasonably expected to affect the outcome of the decision:

- A procedural irregularity within the investigation or adjudication process;
- New evidence not reasonably available when determination of responsibility was made;
- A conflict of interest or the bias of the Title IX Coordinator**, investigator or a decisionmaker.

The College will notify all parties upon receipt of an appeal by any party alleging one of the bases for appeal above. Both parties will be given an opportunity to submit a written statement in support of, or challenging, the written determination. Written statements must be submitted to within five (5) business days.

The Appeal Decision-Maker(s) will determine if the decision and/or sanctions imposed will be stayed pending the outcome of the appellate decision. Except as required to explain the basis of new information, an appeal will be limited to a review of the verbatim record of the hearing and supporting documents.

The Appeal Decision-Maker(s) may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed. A written decision will be issued simultaneously to the parties describing the result of the appeal and the rationale therefor. The written appeal decision is the final decision of the College, and no further appeals are permitted under the Policy or these procedures.

7. Sexual Harassment Outside the Policy's Scope and Definitions

If a formal complaint is filed which alleges sexual harassment which falls outside the scope and definitions of this Policy and is dismissed, the Title IX Coordinator** will refer the complaint as appropriate for adjudication under another policy or process, such as the policy on Discriminatory Harassment or the Student Code of Conduct, as long doing so would not interfere with any right or privilege provided to a party under Title IX.

To the extent the complaint alleges dating violence, domestic violence, stalking, or sexual assault which fall outside the scope of the Policy (e.g., the alleged conduct occurred outside the United States or without substantial control over the respondent and the context in which the conduct occurred), the College shall nonetheless provide the following procedural rights to the parties in the applicable adjudication process:

1. The parties will each have the opportunity to participate in the investigatory and disciplinary process which is overseen by properly trained individuals;
2. The parties will each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing, except as expressly provided for in applicable procedures;
3. Decisions will be based on the preponderance of evidence standard. In other words, the investigator or adjudicator will determine if it more likely than not that the respondent violated the applicable policy;
4. The parties will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
5. If there is a right to appeal, the right is granted co-equally to the parties and the right will be explained in the applicable procedures. The parties will be notified simultaneously in writing of the final outcome of an appeal, if applicable.

College sanctions for such misconduct could include the range of sanctions detailed above.

Interplay with Criminal Proceedings:

College disciplinary proceedings under this Policy may be instituted against an individual charged with sexual harassment that potentially violates both the criminal law and this Policy (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Title IX Coordinator**. Determinations made or sanctions imposed under this Policy will not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

College conduct proceedings under this Policy are separate from criminal or civil litigation. Formal rules of process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used under this Policy.

Written Notifications:

The College will provide written notification to college students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims of domestic violence, dating violence, sexual assault, and stalking, both within the institution and in the community.

The College will also provide this Policy to victims of domestic violence, dating violence, sexual assault, and stalking as a written notification about options for, available assistance in, and how

to request changes to academic, living, transportation, and working situations or protective measures.

The College will also provide this Policy to a student or employee who reports to the College that the student or employee has been a victim of dating violence, domestic violence, sexual assault/abuse, or stalking, (whether the offense occurred on or off campus), as a written explanation of the student or employee's rights and options.

Training:

Investigators, Decision-Makers, and other personnel involved in the process of investigating, responding, coordinating or otherwise assisting in the adjudication of complaints of sexual harassment will receive training as required on the topics of 1) impartiality, 2) avoiding prejudgment of facts at issue, 3) conflicts of interest and bias, 4) the College's resolution processes, 5) issues of relevance and evidence, 6) the scope of the College's educational programs and activities, and 7) types of sexual harassment.

College investigators will also be trained in writing investigation reports and decision-makers will be trained in conducting hearings, writing decisions and the technology used in hearings. The training materials used to perform these trainings will be published on the College's website and will ensure that relevant personnel are trained on issues related to sexual harassment and are taught how to conduct an investigation and hearing process that protects the rights, well-being, and safety of the parties, provides an equitable process for all parties involved, and promotes accountability.

****Title IX Coordinator:**

Please note that the Title IX Coordinator is charged with coordinating the College's response to reports of sexual harassment under this policy. The Title IX Coordinator does not serve as an advocate for either the complainant or the respondent. The Title IX Coordinator will explain to both parties the informal and formal processes outlined below and the provisions of confidentiality. Where appropriate, the Title IX Coordinator will provide to both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title IX Coordinator will coordinate with other campus officials to take appropriate interim actions such as no contact orders and academic accommodations.

Victims' Rights and College's Responsibilities for Orders of Protection, Including Information about Jurisdictional Orders of Protection

Hawkeye Community College complies with Iowa law in recognizing orders of protection by: any person who obtains an order of protection from Iowa or any state. The complainant should provide a copy to Public Safety and the Office of the Title IX Coordinator. A complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete

assignments from home, etc.) The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

Type of Order:	Who can file:	Issuing Court:	Rights of Victim:	Hawkeye Community College Responsibilities:
Domestic Abuse Protective Order Civil	Victim can apply through the Clerk of Court at the Black Hawk County Courthouse. To obtain this order you must live with or have lived with in the past year or have a child with the person whom you want the order on.	Black Hawk County Civil Court	Violations of this order constitutes a violation of Iowa Criminal Code 664A	HCC will attempt to insure that all court orders for it's employees and students are adheared to. HCC will contact law enforcement immediately if it is aware of a order violation.
Domestic Abuse Protective Order Criminal	This is issued by a judge at the time of a criminal trial. It is not applied for.	Black Hawk County Criminal Court	Violations of this order constitutes a violation of Iowa Criminal Code 664A	HCC will attempt to insure that all court orders for it's employees and students are adheared to. HCC will contact law enforcement immediately if it is aware of a order violation.
No Contact Order	Victim or Witness may request a No Contact Order from the Black Hawk County Attorney's Office	Black Hawk County Criminal Court	Violations of this order constitutes a violation of Iowa Criminal Code 664A	HCC will attempt to insure that all court orders for it's employees and students are adheared to. HCC will contact law enforcement immediately if it is aware of a order violation.

College Programming

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking which are (A) culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and (B) consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees.

The following are the College's statements of policy regarding its programs to prevent dating violence, domestic violence, sexual assault, and stalking:

Information on 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."⁹ 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 list¹⁰ of some ways to be an active bystander.

- If you or someone else is in immediate danger, dial 911. 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, and try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual 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.

Information on Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org):

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 911 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, just 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 911 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.

Primary Prevention and Awareness Programs

For all incoming students and new employees, the College provides an orientation which explains to all such students and new employees that educational programming consists of

primary prevention and awareness programs for all incoming students⁵ and new employees and ongoing awareness and prevention campaigns for students and that:

- (1) the College prohibits “dating violence,” “domestic violence,” “sexual assault,” and “stalking,” as those offenses are defined under the federal Jeanne Clery Act for the reporting of offenses;
- (2) the definitions of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” according to jurisdictional Iowa Code definitions of these terms;
- (3) what behavior and actions constitute consent, in reference to sexual activity, in the State of Iowa and the College’s definition of consent and the purposes for which that definition is used;
- (4) A description of safe and positive options for bystander intervention, and encouragement to be active bystanders. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- (5) detailed information on risk reduction; Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- (6) detailed information of the College’s Sexual Misconduct Policy and the policies, procedures, and disciplinary proceedings of the College in cases of dating violence, domestic violence, sexual assault, and stalking, which includes (as described above): (i) procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs; (ii) how the institution will protect the confidentiality of victims and other necessary parties; (iii) existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community; (iv) options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures; and (v) procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

These programs include distribution of educational materials to new students; participating in and presenting information and materials during new student and employee orientations, and offering classes.

The College offered the following primary prevention and awareness programs for all incoming students in 2022.

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
MORE Session (Orientation)	All fall MORE Sessions were completed individually by students at their convenience.	Main Campus	DoV, DaV, SA, S
MORE Sessions (Orientation)	Spring More Sessions were held on 1/4/2022 and 1/5/2022	Main Campus	DoV, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following primary prevention and awareness programs for all new employees in 2022:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Personnel Handbook	Hire Date	MyHawkeye	DoV, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Ongoing Prevention and Awareness Campaigns

On an ongoing basis, the College provides trainings and programming for the College's students and employees on the subjects listed above in the particulars noted in the chart below.

The College offered the following on-going awareness and prevention programs for students in 2022:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Drug and Alcohol brochures	All year	All campus locations	Brochures relating to drug and alcohol abuse
Student Handbook	All year	Hawkeye Website	DoV, DaV, SA, S
Welcome Table	January 10, 2022	Main Campus	DoV, DaV, SA
Earth Week: Smoothie Bike	April 18, 2022	Main Campus	Health
Earth Week: DIY Seed Bombs	April 19, 2022	Main Campus	Health

Earth Week: Bicycle Giveaway	April 22, 2022	Main Campus	Health
Chair Massages	May 2 and May 5, 2022	Main Campus	Health
Welcome Packets	August 1, 2022	Hawkeye Towers	Health, Suicide Prevention, DoV, DaV, SA, S
Fall Fest	August 24, 2022	Main Campus	Health, Suicide Prevention, DoV, DaV, SA, S
Flu Vaccines	August 24, 2022	Main Campus	Health
Speaker Ethan Fisher	September 29, 2022	Main Campus	Mental Health, Suicide Prevention, Health, Alcohol Awareness

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following ongoing awareness and prevention programs for employees in 2022:

Name of Program	Date Held	Location Held	Which Prohibited Behavior*Covered?
Personnel Handbook	Hire Date and annually thereafter	MyHawkeye	DoV, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Hawkeye Community College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, college offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should call, write, or visit their Title IX Coordinator. Students should contact Norman Coley, Hawkeye Center Room 208C, (319)-296-4448 or email at equity-titleIX@hawkeyecollege.edu

Employees should contact Susan Hauber, Hawkeye Center Room 101D, (319)-296-4405 or email at equity-titleIX@hawkeyecollege.edu

If the victim wishes to receive assistance in requesting these accommodations, she or he should call, write or visit the Public Safety Office, Hawkeye Center Room 216, (319)-296-4234 or email at hccpublicsafety@hawkeyecollege.edu

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Hawkeye Community College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement.

The College provides a mental health counselor and a nurse at the Student Health Clinic who can keep a sexual assault discussion confidential to the extent allowed by law. Resources include the following:

ON CAMPUS	Type of Services Available	Service Provider	Contact Information
Counseling	Academic advising	Advisors in the Student Services office– 2nd floor of the Hawkeye Center	(319) 296-4014
Health	General health services	Student Health Clinic – HESC Building	319) 296-4224
Mental Health	Short-term assistance and referral	Student Health Clinic – HESC Building	(319) 296-4225
Victim Advocacy	N/A		
Legal Assistance	N/A		
Visa and Immigration Assistance	Services for international students	International Student Services Coordinator in the Student Services Office – 2nd floor of the Hawkeye Center	(319) 296-4014
Student Financial Aid	State and federal grants; loans; scholarships	Financial Aid Office – 1st floor of the Hawkeye Center	(319) 296-4020
Other	Emergency financial assistance: on campus resources and referrals	Student Success Specialists located throughout the main campus – contact Student Services Office – 2nd floor of the Hawkeye Center	(319) 296-4014

OFF CAMPUS	Type of Services Available	Service Provider	Contact Information
Health/Mental Health	Medical services	Covenant Hospital 3421 W. 9 th Waterloo IA 50702	(319) 272-8000
Health/Mental Health	Medical services	Allen Hospital 1825 Logan Avenue Waterloo IA 50703	(319) 235-3941
Health/Mental Health	Medical services	Sartori Hospital 515 College St. Cedar Falls IA 50613	(319) 268-3000
Health/Mental Health	Medical services	Buchanan County Health Center 1600 1st St. E Independence IA 50644	(319) 332-0999
Health/Mental Health	Medical services	Grundy County Memorial Hospital 201 E. J Ave. Grundy Center IA 50638	(319) 824-5421
Counseling/Mental Health/Victim Advocacy	Advocacy/Therapy/Outreach Services	Riverview Center	24-hour Sexual Assault Hotline: (888)-557-0310
Counseling/Victim Advocacy	Advocacy/Outreach Services/Shelter	Cedar Valley Friends of the Family	Crisis Line (24/7): (800)-410-7233 or (319) 352-0037
Counseling/Victim Advocacy	Advocacy/Outreach Services/Shelter	Waypoint Services	(800)-208-0388 or (319) 365-1458
Legal Assistance	Legal assistance for low-income Iowans	Iowa Legal Aid	(800)-532-1275
Visa and Immigration Assistance	Legal assistance for low-income Iowans	Iowa Legal Aid	(800)-532-1275
Student Financial Aid			
Other			

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Iowa Sexual Abuse Hotline

24/7 Crisis Line: (800)-284-7821

Iowa Domestic Violence Helpline 24/7 Crisis Line: (800)-770-1650

National Suicide Prevention Lifeline 24/7 Crisis Line: (800)-273-8255 Rape, Abuse and Incest

National Network <https://www.rainn.org/> Department of Justice

<https://www.justice.gov/ovw/sexual-assault>

Department of Education, Office of Civil Rights

<http://www2.ed.gov/about/offices/list/ocr/index.html>

Confidentiality

Victims may request that directory information on file with the College be withheld by request of Director of Student Records and Registration. Regardless of whether a victim has opted-out of allowing the College to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will 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 the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Missing Student Notification

In accordance with the Higher Education Opportunity Act, HCC must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours. Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by HCC no later than 24 hours after the time the student is determined to be missing by the designated College officials authorized to make that determination (specifically, the Public Safety) or the local law enforcement agency in which the student went missing. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

HCC will notify any missing student’s confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, HCC must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, HCC will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Suspected missing students should be reported immediately to the Public Safety. If members of the HCC community believe that a student has been missing for 24 hours, it is critical that they report that information to Public Safety by calling (319) 296-4234. A student is determined to be missing when the Public Safety have verified that reported information is credible and circumstances warrant declaring the person missing. Should the Public Safety investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the Public Safety. If the student is under the age of 18 and is not an emancipated individual, Public Safety will notify the student's parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, HCC will inform the Local law enforcement (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified.

Annual Fire Safety Report

In addition to publishing an Annual Security Report, Hawkeye Community College is required to publish an Annual Fire Safety Report that contains information about fire safety policies and procedures in student residential facilities as well as statistics for any fires occurring in those facilities.

Fire Safety Systems Main Campus - 2022

Residential Facilities	Fire Alarm Monitoring Done On Site	Partial ¹¹ Sprinkler System	Full ¹² Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Evacuation (fire) drills Each calendar year
The Farm House 5503 Hammond Ave. Waterloo IA 50701	Yes	No	No	Yes	Yes	Yes	At least 2

Hawkeye Community College Main Campus Annual Fire Statistics

Farmhouse 5503 Hammond Avenue	2020	2021	2022
Fires	0	0	0
Injuries	0	0	0
Deaths	0	0	0

Policies or Rules on Portable Electrical Appliances, Smoking and Open Flames:

The following are prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activities (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.).

Policy Statement

The Facilities/Public Safety Offices are responsible for fire evacuation plans and notices. The Facilities/Public Safety Offices are responsible for the inspection of fire safety equipment including portable fire extinguishers and smoke detectors.

Students, faculty, and staff must evacuate a building when the fire alarm sounds using the nearest exit or the exit farthest from the fire or smoke and not re-enter a building until authorized by Public Safety staff.

Students, faculty, and staff are responsible for orienting themselves to the facilities they use, for making themselves aware of the posted evacuation plans for those buildings, for conducting activities in the safest possible manner and for adhering to the fire safety policies.

Open Flames

The use of an open flame is prohibited unless approved by the Facilities/Public Safety Offices or designee. Open flame equipment for instructional and maintenance purposes shall meet all safety requirements and reasonable precautions shall be taken in their operation to prevent personal injury and/or property damage.

Electrical Appliances

All appliances must be UL approved.

Building light bulbs shall not be replaced with higher wattage bulbs than those for which the fixture was designed.

Room switches and outlets shall not be modified.

Electrical heaters in buildings must be connected directly to wall outlets and are to be disconnected at night or when the area is expected to be vacant for longer than an hour.

The use of extension cords is prohibited. Electrical heaters may not be used in the Farm House unless authorized by the Facilities Office.

Holiday Decorations

Natural trees and resinous greenery are prohibited for use as holiday decorations in all campus buildings, unless authorized by the Facilities Office.

Artificial trees or other decorations must be flame proof.

All lighting used on artificial trees must be UL approved sets and be checked annually for frayed wires, loose connections and broken sockets.

Lighting on artificial trees and other decorations must be disconnected at night or when the area is expected to be vacant for longer than an hour.

Ceremonial Fires

Groups desiring to use ceremonial fires must obtain approval from the Facilities/Public Safety Office.

Personal Safety

Students, faculty and staff should make themselves aware of the location of fire alarms, fire extinguishers, and various exit routes from the offices, classrooms, laboratories and the on-campus residence they frequent.

Students, faculty and staff should know how to use fire extinguishers. The Public Safety/Human Resource Services Offices will schedule instruction when requested.

Exceptions to Policies

Requests for exceptions shall be directed to the Facilities/Public Safety Offices. Requests shall identify the particulars of the exception and the area where exception is requested.

Facilities/Public Safety Offices or designee may require an inspection of devices, etc. and the area prior to ruling on the request.

Procedures for Evacuation in Case of a Fire

In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Public Safety.

Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, College policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Fire Safety Education and Training Programs

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the College's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire

drills is mandatory. Students with disabilities are given the option to have a “buddy” assigned to them. Fire safety education and training programs are taught by local fire authorities

Faculty and staff are provided education on fire safety and information on how to report a fire, or evidence of a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm is activated.

Each Hawkeye Community College building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

Student Housing Evacuation Procedures: in Case of a Fire

Activate the fire alarm system.

Call 911 and identify where help is needed and call Public Safety at (319) 296-4234.

If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**

Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.

Close all windows and doors, if possible, prior to leaving the room. Students in the Farm House should turn off lights, close windows, and close and lock the door.

Do not use any elevator during building evacuation. Individuals with disabilities not on ground level during a fire evacuation should go to the nearest stairwell making sure any fire doors are closed behind them. Hawkeye Public Safety or city public safety personnel will check stairwells as soon as arriving to assist persons with disabilities.

Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.

When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.

Each resident should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

Reporting a Fire for Inclusion in the Fire Statistics

Per federal law, Hawkeye Community College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, then dial 911. Once the emergency has passed, you should notify Public Safety at (319) 296-4234 to investigate and document the incident for disclosure in the College's annual fire statistics.

If a member of the HCC community finds evidence of a fire that has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify Public Safety at (319) 296-4234 to investigate and document the incident for disclosure in the College's annual fire statistics.

Plans for Improvement to Fire Safety

The College does not have any planned improvements in fire safety at this time.

Daily Fire Log

Public Safety maintains a Daily Fire Log which is available to the public for review, at the Public Safety Office in Hawkeye Center Room 216, from 8 a.m. – 5 p.m. Monday through Friday, excluding holidays. The Daily Fire Log is also available online at <https://www.hawkeyecollege.edu/emergency-safety/public-safety/security-report>

The information in the fire log includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

Endnotes

¹ Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

² “Sexual abuse” as contemplated by Iowa Code § 260C.14(18) is prohibited, and College students and employees should refer to this Policy for information on counseling, campus security, education, and the prompt reporting of acts constituting sexual abuse to law enforcement.

³ This includes both actual and perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

⁴ The State of Iowa uses the term “Sexual Abuse”: Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

i. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.

ii. Such other person is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.

iii. Such other person is a child. Iowa Code § 709.1. “Sex act” is defined under Iowa Code § 702.17 as: “any sexual contact between two or more persons by any of the following: 1. Penetration of the penis into the vagina or anus; 2. Contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; 3. Contact between the finger or hand of one person and the genitalia or anus of another person, except in the course of examination or treatment by a person licensed pursuant to chapter 148, 148C, 151, or 152;

iv. Ejaculation onto the person of another; 5. By use of artificial sexual organs or substitutes therefor in contact with the genitalia or anus.”

⁵ Iowa Code does not provide a per se definition for “dating violence.” The College’s definition of “dating violence” is consistent with the Title IX and the Clery Act regulations for reporting offenses.

⁶ Iowa Code does not define “domestic violence.” The College’s definition of “domestic violence” is consistent with Title IX and the Clery Act regulations for reporting offenses.

⁷ Under Iowa Code § 708,11, “stalking” occurs when:

A person commits stalking when all of the following occur: a. The person purposefully engages in a course of conduct directed at a specific person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened or to fear that the person intends to cause bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family. b. The person has knowledge or should have knowledge that a reasonable person would feel terrorized, frightened, intimidated, or threatened or fear that the person intends to cause bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family by the course of conduct.

⁸ College officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking (and on how to conduct an investigation and process that protects the safety of victims and promotes accountability) will handle such complaints.

⁹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles, 60*, 779-792.

¹⁰ Bystander intervention strategies adapted from Stanford College’s Office of Sexual Assault & Relationship Abuse

¹¹ Partial Sprinkler System is defined as having sprinklers in the common areas only.

¹² Full Sprinkler system is defined as having sprinklers in both the common areas and individual room

