2026 ANNUAL SECURITY AND FIRE SAFETY REPORT

Introduction

Western Iowa Tech Community College is providing this information in compliance with the Jeanne Clery Disclosure of Campus Safety Policy and Crime Statistics Act (Clery Act). The Clery Act and its updates, direct institutions of higher education to provide specific information on College policies, crime statistics, fire statistics, emergency phone numbers and an overview of some of the safety programs offered by the College. The campus Safety Department under the direction of the Safety Supervisor is responsible for compiling the information in this report. The annual statistics are prepared by collecting crime data from Safety Department records, designated Campus Security Authorities and requests from local law enforcement agencies regarding crime statistics for defined locations at all of the WITCC campuses. Once the crime statistics are compiled, they are included in this Annual Security and Fire Safety Report. These crime statistics are also submitted to the federal Department of Education on an annual basis.

Campuses

The main campus of Western Iowa Tech Community College is located at 4647 Stone Avenue, Sioux City IA. The phone number is 712-274-6400. In addition to the main campus WITCC has branch campuses in the following locations:

- Beltway Center, 3415 Hwy. 75 North, Sioux City, IA. 712-274-6449.
- Cherokee Campus, 200 Victory Drive, Cherokee IA. 712-255-0238.
- Denison Campus, 11 N. 35th Street, Denison, IA. 712-263-3419.

In addition to the branch campuses, WITCC also has learning centers in the following locations:

- Mapleton Learning Center, 38491 Hwy. 175 North, Mapleton, IA. 712-882-2401.
- LeMars Learning Center, 25 5th Ave. NW, LeMars, IA. 712-274-8733, ext. 6473.

For the purposes of this Annual Security Report, the branch campuses will be included under the College safety procedures and site-specific information, such as crime charts, will be noted for each location.

WITCC has student housing facilities located only at the main campus in Sioux City.

Authority of Campus Safety

Western Iowa Tech Community College has a non-sworn Safety department based at the main campus in Sioux City. Safety officers do not have the power to make arrests. Campus Safety officers are on-duty on a 24-hour basis

and provide a variety of assistance and support functions to students and employees on all WITCC campuses. The department's objectives are life safety, property protection, crime prevention and enforcement of College policies. Campus Safety's jurisdiction consists of the main campus, branch campuses, LeMars and Mapleton learning center at the above addresses.

To assist with these objectives, WITCC Safety has the authority to issue campus citations for traffic and parking offenses. They have the authority to initiate vehicle and pedestrian stops on campus property for observed violations and investigatory purposes. They are responsible for the preliminary investigation of criminal actions which occur on campus and may contact local law enforcement at their discretion. Evidence of underage drinking may be reported to law enforcement. They have the authority to direct the actions of others on campus and the right to detain subjects for further investigation. They have the authority to conduct searches of student housing apartments, vehicles, book bags, or containers of any type and computers on campus property when there is reasonable suspicion of criminal activity or violations of WITCC rules and regulations. They will report student code of conduct and behavioral violations, including refusal to cooperate with lawful requests, to the Code of Conduct Officer or designee for disciplinary actions.

The WITCC Safety Department adopts the definitions of traffic violations as found in the Iowa motor vehicle law handbook (Chapter 321 and 321A-L) and the ordinances of Sioux City as they apply to the violations listed on the WITCC traffic/parking citation.

Campus Security Authorities

Campus security authorities are individuals or offices whose functions involve building relationships with students and or has significant responsibility for student and campus activities or access monitor any institution owned or controlled facility or event. Example: faculty or staff advisors to student organizations, victim advocates, campus Safety etc.

Procedures for Reporting Crimes

If you observe criminal activity or are the victim of a crime on campus, you are strongly urged to contact WITCC Safety officers located in the Robert H. Kiser Building room A231 or by calling 712-274-6414 or a preferred Campus Security Authority such as the Dean of students located in the Robert H. Kiser Building room A518 or by calling 712-274-6400 ext. 1491 or Title IX Coordinator located in the Robert H. Kiser Building room A325 or by calling 712-274-6400 ext. 3284 soon as possible. You may also call 911 for emergency law enforcement assistance at any of our campus locations. Witnesses to criminal activity on college property are encouraged to accurately and promptly report such activity to the Campus Safety when the victim of a crime elects to, or is unable to, make such a report.

Blue phones located in Student Housing may also be used to summon Safety assistance. These phones are in Lot 1

of Sun Ridge Court and are also located by the front door and on the ground floor patio of Bur Oak Suites and Prairie Place. The Robert H. Kiser Building in Sioux City also has a blue phone located near Entrance 11.

The alleged victim of a crime of violence or sex offense may make a written request for the results of any College disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin shall be treated as the alleged victim for this purpose and may make the written request.

CONFIDENTIAL AND ANONYMOUS REPORTING

Persons wishing to report an on-campus crime confidentially may file a statement with the Safety Department. An internal report will then be generated for statistical purposes. These reports will assist with providing timely documentation of incidents and information. They will also allow the College to address future or on-going safety concerns. Currently there is no policy that encourages pastoral counselors or professional counselors to inform clients of crime reporting procedures on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

PASTORAL COUNSELOR

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

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.

In certain circumstances, such as incidents of sexual abuse, individuals may wish to file an anonymous report with the College. These statements will be taken by the Safety department or any other person designated as a campus security authority, who will then forward the information to the Safety department. A report will be generated for statistical purposes. Depending on the wishes of the person involved, College services and support can be offered Should the victim of a crime wish to file an anonymous report and decline Safety or law enforcement intervention, their decision will be respected and no investigation will be conducted.

REPORTING TO MEET DISCLOSURE REQUIREMENTS

Members of the community are helpful when they immediately report crimes or emergencies to the Campus Safety Department by calling 712-274-6414 and/or Campus Security Authority such as the Dean of students located in the Robert H. Kiser Building room A518 or by calling 712-274-6400 ext. 1491 or Title IX Coordinator located in the Robert H. Kiser Building room A325 or by calling 712-274-6400 ext. 3284 soon as possible for

purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.

RESPONSE TO A REPORT

Campus Safety Officers are available at 712-274-6414 or Zoom extension 6414, 24 hours a day to answer your calls. In response to a call, Campus Safety will take the required action, either dispatching an officer or asking the victim to report to Campus Safety to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All Campus Safety incident reports are forwarded to the Campus Safety Supervisor for review and referred to the Student Code of Conduct Official for potential action, as appropriate. Campus Safety Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Student Code of Conduct Official. If assistance is required from the Local Police Department or the Local Fire Department, Campus Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Campus Safety, will offer the victim a wide variety of services.

DAILY CRIME LOG

Western Iowa Tech Community College Campus Safety maintains a Daily Crime Log that is updated each day. The log is available for public inspection at the Campus Safety Office during normal business hours.

Relationship with Local Law Enforcement

While there are no formal written agreements with local law enforcement agencies in Sioux City, Le Mars, Cherokee, Mapleton and Denison, Western Iowa Tech Community College will support and cooperate with those agencies regarding the investigation of criminal offenses committed on all campus property. Students, staff and faculty are encouraged to report emergencies, suspicious behavior or criminal activity immediately to either the Campus Safety Department at 712-274-6414 or Zoom extension 6414 or the local law enforcement agency by dialing 911. The Campus Safety Department maintains a strong working relationship with state local police agencies, including the Sioux City Police Dept., Woodbury County Sheriff Dept., Iowa State Patrol and the local jurisdictional departments of the Western Iowa Tech Community College satellite campuses.

Student Criminal Activity-Non Campus

Western Iowa Tech Community College does not have any officially recognized student organizations that own or control housing facilities outside of the WITCC core campus. Therefore, local law enforcement is not used to monitor and record criminal activity since there are no noncampus locations of student organizations. Any off campus criminal activity involving WITCC students would be addressed by law enforcement agencies with jurisdiction for that area. Notification to the College by law enforcement is not required. In addition to law enforcement, these crimes should also be reported to Campus Safety for statistical purposes and so proper

notifications and disciplinary action, if applicable, can be made.

Safety Escorts

The Safety Department will provide escort services to those who request them on the Sioux City campus. This can be especially important during the evening hours or if there is a concern of harm. Anyone may request an escort from any building or housing facility on campus Please contact Safety at 712-274-6414 or extension 6414 to meet a Safety officer for an escort.

Crime Prevention

To enhance safety on all campuses, lighting, both inside and outside is regularly maintained and upgraded as needed to ensure visibility. Landscaping is designed to prevent concealment. Video surveillance is used to monitor buildings and property on the Sioux City, Beltway Center, LeMars, Mapleton, Cherokee and Denison locations. Although not continuously observed, the camera system does allow for recorded video to be used for investigatory purposes. In addition, campus Safety officers conduct regular patrols of the Sioux City campus and housing buildings, grounds and nature trail.

Safety Procedures

SECURITY AND ACCESS TO CAMPUS FACILITIES

WITCC students, staff, and visitors have access to most campus buildings beginning at 7 a.m. until 10 p.m., Monday through Thursday and 7 a.m. until 5 p.m. on Fridays. On weekends and holidays the College is open for scheduled events only. The Safety department is responsible for locking and unlocking designated buildings either by electronic access devices or physical locks. Safety officers conduct regular patrols of the campus grounds, buildings, and housing complexes. Students are responsible for securing their vehicles. Housing residents are responsible for security for their individual units at WITCC Student Housing. Afterhours access to Bur Oaks Suites and Prairie Place Suites is by electronic access only. Access to Sun Ridge Court is by electronic access only. Non-resident guests must be accompanied by a resident when in campus housing facilities. Safety officers should be contacted at 712-274-6414 or 1-800-352-4649, extension 6414, to provide safety services or assistance to students, staff, and campus visitors.

Maintenance of Campus Facilities

The Physical Plant is responsible for maintenance and upkeep of all College buildings and property. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. While on patrol, Safety officers are tasked with reporting any repair issues such as malfunctioning lights, road conditions and other unsafe physical conditions to Facilities Management for correction. In addition, a form titled “Report a Building or Grounds

Concern" is available on the MyWIT website under the Safety tab which can be used by any student or employee to report anything that they feel may require repair. All persons on campus are encouraged to report any deficiencies to the Physical Plant using either this form or a phone call to extension 1427.

Residence Facilities

Safety and security are paramount and is the responsibility of not only College staff, but Housing residents as well. Residents are responsible for locking their individual rooms and suite or apartment doors and assisting with maintaining a secure building.

The exterior doors of Bur Oak Suites are locked at all times except during normal college business hours. Prairie Place Suites exterior doors are locked at all times. Apartment doors in Sun Ridge Court are locked at all times. Exterior doors in all three housing facilities are accessed through electronic locks. During locked hours, a phone is available in the Bur Oak vestibule for guest use. Non-residents must be accompanied by the resident they are visiting.

Residents are not to give their identification cards and room keys to non-residents at any time. Should a resident be approached by a guest of another resident requesting admittance to housing facilities, that request must be denied for the safety and security of everyone in the building.

Residents who jeopardize the security of housing facilities, such as propping doors open, may face disciplinary action. Residents are responsible for any access cards and room keys issued to them and may be assessed a fee for replacement.

Children on Campus

Western Iowa Tech Community College is an institution of higher education.

Minor children are not allowed to: attend classes with their parents, be in College work areas with their parents or be on campus unattended. These are safety and insurance issues for the College.

Children may accompany their parents or guardians who are on WITCC campuses to register for classes, to pick up and drop off class materials, and/or to seek College information and services.

If any student has a concern in this area, please contact the Dean of Students in the Administrative offices or at extension 712-274-6400 ext. 1491. If any employee has a concern in this area, please contact the Dean of Human Resources at extension 712-274-6400 ext. 1406.

Safety Programming

Safety procedures and an introduction to the College safety videos occur during College Experience classes for new students. Members of the campus Safety department are available for safety related presentations to student and employee groups. Please contact the Safety Supervisor at extension 1429 for scheduling a presentation. Safety Education

ALICE-The College has introduced the ALICE method of response to violent events on campus, such as a school shooting incident. The Safety department provides ALICE training to all new students during their College Experience class each semester. Employees have received training during staff meetings and refresher training occurs as needed or requested. This response method helps those involved increase their chances of survival through better information flow, which enhances their ability to make sound decisions. It also includes techniques that can be used should a person be confronted and have to actively engage the shooter.

Campus Safety Videos-WITCC has produced several videos that are accessible to all students and employees regarding safety on campus. There are six self-produced safety videos:

1. Introduction-This video introduces the College Emergency Action Guide, emergency phone call process and the emergency posters located in each classroom and workspace.
2. Fire Safety-This video provides instruction on the fire alarm system and the proper method of evacuating a building should the alarm be activated.
3. Tornado-This video familiarizes the college community with the procedures for sheltering in place during severe weather incidents.
4. Secure Your Area- This video describes the College lockdown procedure, A.L.I.C.E.- Alert, Lockdown, Inform, Counter and Evacuate for classroom and workspace locations during a violent event on campus. The video also gives students and employees' suggestions regarding shelter and evacuation should they be located in an open area of a building during a violent incident, such as a school shooter, on campus.
5. Notification-This video is a compilation of the various alarms that are used at the College to notify students and employees of unusual situations.

Crime Prevention, Safety Awareness and Safety Education-January 1, 2025-December 31, 2025

During the 2025 calendar year, WITCC offered numerous crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.

The WITCC Safety staff performed multiple presentations of the ALICE active shooter training program during College Experience classes and for Staff Development breakout sessions. ALICE is the program that WITCC has

chosen to educate all of the WIT community in ways of how to stay safe with the acronym Alert, Lockdown, Inform, Counter and Evacuate. This includes being aware of your surroundings, knowing warning signs to look for, using your surroundings as protection.

In addition, the College has purchased additional safety videos from 360StaySafe. These videos address topics that can affect college students such as recognizing controlling behavior in a relationship, stalking, preventing sexual assault, identity theft and protecting your possessions, safety tips and basic self-defense techniques. All safety related videos are located on the MyWIT homepage under the "Safety" tab and are available for viewing at any time.

Each of these programs are presented at least once a semester on the Sioux City Campus and by appointment at the Cherokee and Denison campuses and the Mapleton and LeMars learning centers. They are open to all WITCC students, staff and faculty. The Counseling and Safety departments are always willing to address any group on campus regarding safety related topics. To schedule an appointment please contact the Safety Supervisor at ext. 1429 or the College Counselor at ext. 8854.

All crime prevention and security awareness programs encourage students and employees at WITCC to be responsible for their own personal safety as well as the safety and security of others on campus.

Weapons on Campus

WITCC does not permit firearms on campus. The exceptions to this are:

- Certified law enforcement officers in their jurisdiction.
- Non-certified officers attending the ILEA satellite training academy on the Sioux City campus may bring firearms only for related classes.
- Firearms owned by the College for use in the Police Science program.
- Firearm training courses hosted by the College for members of the public.
- Campus Safety staff who have been authorized by the college to be armed.
- Individuals who violate this policy will be referred to law enforcement for arrest and prosecution.

Policy for Drug and Alcohol-Free College Community Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, Western Iowa Tech Community College publishes information regarding the College's prevention programs related to drug and alcohol abuse prevention which include standards of conduct that prohibit the unlawful possession, use, and distribution of alcohol and illegal drugs on campus and at institution-associated activities; 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 abuse; and a description of available counseling, treatment, rehabilitation and/or re-entry programs for WITCC 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.witcc.edu/about/board/board-policies/506-6/

The College shall endeavor to provide a healthy, safe, and secure educational environment. It is the policy of the Board that, within the powers of the College, reasonable measures shall be taken to establish and maintain a drug-free community as required by the Drug-Free Workplace Act of 1988, the Drug-Free Schools & Communities Act/Amendment of 1988 (PL101-226), and applicable Iowa statutes. (WITCC Board Policy 506.6)

1) Policies Applicable to All
   a) The unlawful manufacture, distribution, dispensation, possession, or use of a mood-altering substance on College premises, or while conducting College business or attending any College function by employees or students is absolutely prohibited. Violation of this policy may result in disciplinary action up to and including termination of employment or expulsion from the College.
   b) All students and employees are expected to report for their assignments unimpaired by the use of a mood-altering substance.
   c) The use of any prescription drug or medication with intent to induce mood alteration in a manner or amount not prescribed by an attending physician is prohibited while on College premises or while attending College functions.
   d) The ingestion of any nonprescription chemical on College premises with intent to induce mood alteration is prohibited.
   e) Any promotional material used for or in conjunction with College activities shall not include advertisement of alcoholic beverages.
   f) Mood-altering substances as used in this Policy include, but are not limited to, controlled substances as defined in federal and Iowa criminal statutes, and alcoholic liquor and beer.
2) Sanctions
   a) **Legal** – Applicable to All
      i) **Federal** For the possession, manufacture, distribution, or dispensing of a controlled

substance, the maximum penalty is life imprisonment, a $20 million fine, or both and forfeiture of conveyances including vehicles. 21USCS 841, 844, and 881.

ii) **Iowa** For the manufacture, delivery, or possession of a controlled substance or conspiring to do so, the maximum penalty is 50 years imprisonment, a $1,000,000 fine, or both. 204.401 Iowa Code, 1989. **Iowa** On College premises, for the use or possession of a controlled substance and for the use and possession of any alcoholic liquor or beer, except as permitted by College. See College rules for penalty (may include suspension or expulsion). 279.9 and 280A.23(3) Iowa Code, 1989.

iii) **Sioux City** For the use or consumption of alcoholic liquor, wine, or beer upon public streets and alcoholic liquor anyplace except premises covered by a liquor control license, the maximum penalty is 30 days imprisonment, a $500 fine. 8.16.010 Municipal Code Sioux City.

b) **College** – Applicable to Students

i) Violation of this policy may result in imposition of one or more of the following sanctions.

(1) Recommendation that the student seeks an assessment at an accredited substance abuse agency and follows all subsequent recommendations.

(2) Mandatory participation in a substance abuse program at an accredited treatment agency.

(3) Required chemical dependency assessment within ten (10) days of imposition of sanctions at an accredited substance abuse agency and adherence to subsequent recommendations.

(4) Suspension from school pending completion of an assessment at an accredited substance abuse treatment agency and adherence to all subsequent recommendations.

(5) Dismissal, with a verbal recommendation that the student seeks an assessment at an accredited substance abuse treatment agency and follows all subsequent recommendations.

ii) In addition to or in lieu of any of the penalties for an act of misconduct under the Student Code of Conduct section in the Student Handbook, when alcohol or drug abuse appears to be a factor, sanctions listed herein may be applied.

3) Miscellaneous

a) When employees or students suspect another individual is having alcohol or other drug related difficulties, including difficulties with family or friends, they are encouraged to intervene by sharing their concerns with the individual, or they may contact the Dean of Students for confidential assistance on how best to help the person.

b) When a student witnesses' possession of alcohol or other drugs by another student or staff member, it is strongly suggested that he/she report the incidence to WITCC Safety.

c) When a staff member is a witness to the possession of alcohol or illicit drugs by a student, the following must be applied:
   i) The Safety Department must be notified immediately.
   ii) All persons believed to be in possession of illicit drugs must be reported to the local law enforcement agency.
   iii) All persons of minority age believed to be in possession of alcohol must be reported to the local law enforcement agency.
   iv) Following due process procedures, the Dean of Students or designee, the Residence Life Manager or designee, after Consultation, the Safety Department may apply one of the sanctions listed herein.

Drug and Alcohol Services at WITCC

Counseling services are available on the Sioux City campus on weekdays. While the college counselors are not involved in long term therapy, they will work with students and can make a referral to a community resource agency for longer term care. This would include Siouxland Mental Health Center and Jackson Recovery. The counselor is also a resource for the other college campuses and learning centers and is available for consultation by phone at 712-274-8733, ext. 1293; and can make referrals to agencies in those local communities.

While there is no formal employee assistance plan for employees of the College, the insurance program does provide benefits for mental health counseling and addiction services. Questions on these benefits can be directed to the Human Resources Department.

Timely Warning Procedure

WITCC is concerned about the safety of students and employees. Should an incident occur, on any of the WITCC campuses Clery Geography (On Campus, Public Property and Noncampus property), or learning center, that in the judgment of the Safety Supervisor or designee presents a serious or continuing threat, a campus wide timely warning notification will be issued. The Safety Supervisor will develop a timely warning notice which will notify members of the college community about serious or continuing crimes against people that occur within the WITCC Clery Geography, should it be determined that an on-going threat may exist. The trigger for a timely warning notice is whether a serious or continuing threat to the safety of the campus community exists based on the facts of the case and information known by the Safety department. Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

Major crimes such as murder, manslaughter, major incidents of arson, robbery, a string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another; will generally be the subject of a timely warning notice. Other Clery crimes as determined necessary by the Safety Supervisor, or his or her designee in his

or her absence.

Crimes such as aggravated and sexual assault are considered on a case by case basis, with factors such as when and where the incident occurred, when it was reported and whether an arrest has been made being considered.

In addition, from time to time, safety related information and articles may be sent out in general e-mail form.

Should an incident occur in which timely warning notification is to be sent, an all student/all employee e-mail will be used as the primary notification method. Because this message will reach every student and every employee on all campuses, should the incident be campus specific, that information will be noted in the timely warning notice. The notice will generally be written by the Safety Supervisor or designee, and will be distributed by the Safety Supervisor or designee following approval of the Vice President of Finance and Administrative Service and/or the Dean of Students. Depending on the incident, the College's mass notification system, which will send text messages to cellular telephones, distributed by the Dean of Information Technologies, and e-mails to campus accounts, distributed by the Safety Supervisor, may also be used. In some cases, posted notices, or a public address system may be used to make the notification, distributed by the Campus Safety Department. Timely warnings shall be provided in a manner that is timely, and that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Students and staff are highly encouraged to sign up for the texting service, which can be found at http://witcc.edu/alerts This is an opt-in system. Simply follow the prompts and select the type of text alerts you would like to receive. To report an emergency situation, call the Campus Safety Department at 712-274-6414 or Zoom extension 6414. Emergency calls are immediately forwarded to Campus Safety for resolution.

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

Emergency Notification Response and Evacuation

The Safety Department located in the Robert H. Kiser Building room A231 contact at 712-274-6414 and/or Campus Security Authority such as the Dean of Students located in the Robert H. Kiser Building room A518 or contact at 712-274-6400 ext. 1491 or the employee Title IX Coordinator located in the Robert H. Kiser Building room A242 or contact at 712-274-6400 ext. 1406 or the student Title IX Coordinator located in the Robert H. Kiser Building room A325 or contact at 712-274-6400 ext. 3284 are the designated college officials to whom students and employees should report Clery Act crimes as soon as possible, for the purposes of making Timely Warnings and reports, Emergency Notifications and compiling the annual statistical disclosure.

Should an incident be reported on campus which involves an immediate threat to the health or safety of students, staff and faculty, WITCC Campus Safety and physical plant staff will attempt to immediately confirm the incident and its location if the incident is on the Sioux City campus, sometimes in conjunction with campus administrators, local

first responders and/or the national weather center. For the campuses in Cherokee and Denison and the learning centers in LeMars and Mapleton, staff at those locations will attempt to confirm the incident. This may be done by physically responding or telephonically. At the Sioux City, Beltway Center, LeMars, Denison, Mapleton and Cherokee locations video cameras may also be viewed to confirm the emergency. Upon confirmation, the College, through the incident coordinator in charge will without delay, and taking into account the safety of the college community determines the content of the notification and initiate the notification system, unless the notification will in the professional judgment of the responsible authorities, compromise efforts to assist victims or contain, respond to or otherwise mitigate the emergency. The incident coordinator in charge will generally determine the extent of the notification and evacuation. On the Sioux City campus this can consist of Student Housing only, or the entire campus. Bur Oak Suites, Prairie Place Suites and Sun Ridge Court Apartments are equipped with internal public address systems, all connected to the campus public address system. Incidents on all other campuses will result in a full campus notification. Should an incident occur which is obviously an immediate threat which requires securing the building in lockdown, administrative support staff in Sioux City, Cherokee and Denison have the authority to immediately notify the college community through pre-recorded messages. Notification of a full building evacuation, shelter in place or lockdown will be made over the public address system. This announcement will advise building occupants of actions that should be taken. Pre-recorded announcements that cover weather related emergencies and physical violence will be utilized. Other situations will involve customized messages over the public address system which will be approved by an incident coordinator or designee and will include information directly related to the emergency. Due to the size of the Beltway Center, LeMars and Mapleton learning centers, notification will come through staff at the building.

In the event of an emergency, Western Iowa Tech Community College will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

In addition, the mass notification system and social media will be used to advise others in the community of the emergency, either through pre-planned or customized messages. The content of customized messages will again be determined by the incident coordinator in charge and will be directly related to the emergency. The primary incident coordinators for WITCC are the Safety Supervisor, Director of Physical Plant and College Safety, Vice President of Finance and Administrative Services and the Dean of Information Technologies.

The primary incident coordinators will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the WITCC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Dissemination of follow up information will utilize the some or all of the systems described below as appropriate.

Notification will be made by using some or all of the following methods depending on the type of emergency:

College Alert System (which contains email, cell phone text, voice message alert); 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 to Use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender/Distributor	Backup Message Sender/Distributor
Primary					
Email	Safety Supervisor	VP of Finance	VP of Finance/Dean of Students	Safety Supervisor	VP of Finance
Secondary					
Text Notification	Dean of IT	Marketing/ Webmaster	VP of Finance/Dean of Students	Dean of IT	Marketing/ Webmaster
Media	Dean of IT/ Marketing	Marketing/ Webmaster	VP of Finance/Dean of Students	VP of Finance/Dean of Students	Marketing/ Webmaster
News	Dean of IT/ Marketing	Marketing/ Webmaster	VP of Finance/Dean of Students	VP of Finance/Dean of Students	Marketing/ Webmaster

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the Western Iowa Tech Community College homepage and/or social media.

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

Activation of the fire alarm system in any building will result in a full evacuation. Upon activation of the alarm building occupants are expected to leave the building in an orderly fashion through the nearest exit. Occupants must move to at least 150 feet from the building. Reentry to the building will be permitted only after approval of the incident coordinator in charge.

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. Campus 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, Campus 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. At WITCC, 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.

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 notify Campus Safety at 712-274-6414 or Emergency dial 911.

- Remain Calm
- Do NOT use Elevators, Use the Stairs.
- Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Safety or the responding Fire Dept. of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles. Make sure all personnel are out of the building.
- 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 belonging (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, Campus Safety, Housing Staff members, other College employees, local law enforcement, 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:

- 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 nearest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
- An interior room;
    - Above ground level; and
    - 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.
- Shut and lock all windows (tighter seal) and close exterior doors. Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
- Make a list of the people with you and ask someone (faculty, or other staff) to call the list in to Campus Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions. Make yourself comfortable.

WITCC maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

College units 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. Emergencies occurring on campus should be reported to Campus Safety at 712-274-6414 or Emergency dial 911.

WITCC has produced videos regarding actions that can be taken by students, staff and faculty in these situations. These videos have been posted on MyWIT homepage under the "Safety" tab and may be viewed at any time by students and employees. An Emergency Response Guide along with Tornado, Fire and Secure Your Area posters have been placed in each classroom and workspace area which list specific precautions that should be taken. These procedures are also available to employees and students in the campus Emergency Action Plan, which is available under the "Safety" tab on MyWIT. Publicizing emergency response and evacuation procedures takes place in College Experience classes which are required for all incoming freshmen each semester. In addition, an e- mail notification regarding the content and location of the instructional videos and Emergency Action Plan will be sent to all students, staff and faculty. The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of

the Higher Education Opportunity Act.

Emergency response and evacuation procedures are tested on at least an annual basis on all WITCC campuses. Tests consist of activating the fire alarm system for full building evacuations as well as activating messages over the public address systems to test severe weather and campus secure your area procedures. After each drill there is a debriefing with involved parties who oversee the drill to address procedural issues which are documented. In addition, an e-mail is sent to staff and faculty with a request to contact the Information Technologies department concerning any problems with the emergency notification systems. Because emergencies can happen at any time, these tests are conducted at different times of the day and are unannounced. 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.

Starting in 2022 the College has been involved in a long-term ongoing multi-stage Fire System update, centralization and consolidation project. The Campuses in Denison and Cherokee have recently been tested and added and to the central ONYX alarm station with smart devices along with the learning centers LeMars and Mapleton.

Chart of the Emergency drills performed.

Type	Emergency	Date	Locations
Unannounced	Severe Weather	Mar 27	All Campuses
Unannounced	Severe Weather	Nov 13	All Campuses
Unannounced	Fire	Jan 5	All Campuses
Unannounced	Fire	Apr 30	All Campuses
Unannounced	Fire	Sep 13	All Campuses
Unannounced	Fire	Nov 21	All Campuses

Student Housing Missing Person Protocol

As part of the Higher Education Act of 2008, Western Iowa Tech Community College is required to advise students living on-campus of its missing person policy and protocol. All students living on-campus will be given the opportunity annually to identify an individual to be contacted in the event that the student is determined to be missing. This information is optional for students who have attained the age of majority. Juvenile students who are not emancipated and are living on-campus will be required to provide the contact information for their parent or legal guardian in addition any contact person designated by the student. Student Housing will ask for this information upon initial check-in. Students who decide not to provide third party contact information will be asked to sign a form noting such. This form will be placed in the student's housing file. If the student does provide contact information, it will be the student's responsibility to ensure that the information remains current. When students are informed of their option to provide a confidential contact, they are advised that their contact

information will be considered confidential, accessible only to authorized campus officials and law enforcement and it will not be disclosed outside of a missing person investigation. Students are advised that, in the event a student is under 18 years of age and not emancipated, WITCC 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. Students are advised that, for all missing students, WITCC 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.

Any missing person report will be immediately forwarded to Campus Safety and Student Housing for investigation. If members of the WITCC community believe that a student has been missing for 24 hours, it is critical that they report that information to Campus Safety by calling 712-274-6414. Upon determining that the student is missing for 24 hours, Campus Safety will be responsible for notifying the individual identified as the student's contact. If the student is a juvenile and not emancipated the institution will also notify the custodial parent or guardian and any other designated contact person within 24 hours. In addition, regardless of the student's age or emancipation status or whether the student has identified a contact person, Campus Safety will notify the Sioux City Police Department unless the Sioux City Police Department was the entity that made the determination that the student is missing and the Dean of Students of the missing student. These notifications will take place no later than 24 hours after the time that the student has been determined to be missing and has not returned to campus.

Student Housing Fire Safety Protocol and Fire Incident Log

As part of the Higher Education Act of 2008, Western Iowa Tech Community College is required to advise the college community of annual fire safety reports for student housing. At Western Iowa Tech Community College, there are three housing complexes, Bur Oak Suites, Prairie Place Suites and Sun Ridge Court. Bur Oak Suites and Prairie Place Suites are dormitory style living. They are equipped with a sprinkler system, internal fire alarm system including CO2 monitor and smoke detectors in the common areas. In addition, there is a stand-alone smoke detector in suite. Fire extinguishers are placed throughout the common areas of the building. The alarm system is also connected to the main college alarm system. Fire drills are conducted four times a year on the main campus. These drills would also include both Bur Oak Suites and Prairie Place Suites.

Sun Ridge Court consists of 10 apartment buildings. Each apartment has stand-alone smoke detectors and fire extinguishers located in the kitchen pantries. Due to the apartment style living and separate buildings in Sun Ridge Court, there are no fire alarm systems in the complex and fire drills are not conducted.

FIRE SAFETY SYSTEMS

Residential Facilities	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/ Placards	Number of Drills held during prior calendar year

Bur Oak Suites	Yes	No	Yes	Yes	Yes	Yes	4
Prairie Place Suites	Yes	No	Yes	Yes	Yes	Yes	4
Sun Ridge Courts	No	No	No	Yes	Yes	Yes	0

1) Partial Sprinkler System is defined as having sprinklers in the common areas only.
2) Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

No plans are in place for future improvements for the three residential housing areas on campus and are within the requirements of compliance HEA 2008 as well as local and state codes.

Certain appliances are **not permitted** in the Student Housing units, they are as follows, but not limited to:

Mini-Dishwashers · Space heaters · Halogen lights · Hot plates · Deep fryers· Mini-Deep Freezers · Gas or Charcoal Grills · Mini-Laundry Machines, smoking and open flames. There are several appliances that **are permitted** in the Student Housing units in either Bur Oak Suites, Prairie Place Suites or Sun Ridge Court, they are as follows, but not limited to:

- Electric Grills/Griddles
- Toasters
- Microwave Ovens
- Coffee Pots
- Air fryers
- Rice cookers.

Incense is prohibited. Candles when burned, are a fire hazard and are not allowed in Student Housing units. However, they are allowed as decoration and can be used with a candle warmer. Sources of open flame are prohibited. Information about the suggested and prohibited items for housing units can be found in the Student Housing Handbook or this url: https://www.witcc.edu/pdf/residence-life-handbook/

Western Iowa Tech Community College is a smoke free/tobacco free campus. Smoking is not permitted on the college grounds or in vehicles on the campus.

STUDENT HOUSING EVACUATION PROCEDURES IN CASE OF A FIRE

At the beginning of each semester, Housing staff at each complex covers the procedures for evacuation with their residents. In addition, posters with directions for fire evacuation are posted on the inside of each apartment or suite door.

- 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.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- 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.
- DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- 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.

Per federal law, Western Iowa Tech Community College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, all incidents of a fire occurring or having occurred should be reported to WITCC campus Safety officers by calling 712-274-6414 or occurring fires to the jurisdictional fire departments through 911.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

Western Iowa Tech Community College has created a training video, which is college specific, on procedures to follow in the event of a fire alarm. This video is posted on the MyWIT homepage under the “Safety” tab and is accessible to all students, staff and faculty. Fire extinguisher training is provided to employees of the College periodically. In addition, fire alarm procedures are listed in the College Emergency Action Plan which is available to staff and faculty through the MyWIT website.

PROCEDURES STUDENTS AND EMPLOYEES SHOULD FOLLOW IN CASE OF A FIRE

Upon activation of the alarm building occupants are expected to leave the building in an orderly fashion through the nearest exit. Occupants must move to at least 150 feet from the building. Reentry to the building will be permitted only after approval of the incident coordinator in charge.

Statistical information listing the number of fires, causes, number of injuries and deaths and property damage amounts are shown in the chart below:

Note: The following value ranges are used for estimated property damage due to fire:

$0-99
$100-999
$1,000-9,999
$10,000-24.999
$50,000-99,999
$100,000-249,999
$250,000-499,999
$500,000-999,999
>$1,000,000

FIRE SAFETY REPORT

Statistics and Related Information Regarding Fires in Residential Facilities for 2025

Residential Facilities	Total Number of Fires in Each Building	Fire Number	Category and Cause of Fire	Number of Injuries that required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
Bur Oak Suites	0	N/A	N/A	N/A	N/A	N/A
Prairie Place Suites	0	N/A	N/A	N/A	N/A	N/A
Sun Ridge Court	0	N/A	N/A	N/A	N/A	N/A

Statistics and Related Information Regarding Fires in Residential Facilities for 2024

Residential Facilities	Total Number of Fires in Each Building	Fire Number	Category and Cause of Fire	Number of Injuries that required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
Bur Oak Suites	0	N/A	N/A	N/A	N/A	N/A
Prairie Place Suites	0	N/A	N/A	N/A	N/A	N/A
Sun Ridge Court	0	N/A	N/A	N/A	N/A	N/A

Statistics and Related Information Regarding Fires in Residential Facilities for 2023

Residential Facilities	Total Number of Fires in Each Building	Fire Number	Category and Cause of Fire	Number of Injuries that required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
Bur Oak Suites	0	N/A	N/A	N/A	N/A	N/A
Prairie Place Suites	0	N/A	N/A	N/A	N/A	N/A
Sun Ridge Court	0	N/A	N/A	N/A	N/A	N/A

FIRE LOG

A fire log is available for review at the Campus Safety Office located in the Robert H. Kiser Building room A231, from 8a.m. to 5p.m. Monday through Friday, excluding holidays. The information in the fire log includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

Procedures and Penalties for Alcohol and Illegal Drug Use
Alcohol Prohibited

Western Iowa Tech Community College prohibits the unlawful possession, use, and sale of alcoholic beverages on campus. Campus Safety is responsible for the enforcement of state underage drinking laws.

The possession of alcohol is prohibited in all areas of the College, including all areas of the residence halls. This prohibition includes complex grounds, common areas, and parking lots. Possession of empty alcoholic containers is not permitted for any purpose. Violations of the policy will result in disciplinary action through the College and possible referral to law enforcement.

An alcohol violation is defined as follows: Direct observation of alcohol consumption or possession of alcoholic beverages or the inability of a student to function in a safe manner due to consumption of alcohol (public intoxication) on College property. Residents will be held accountable for their guests, including their possession of alcohol on College property. Anyone present in a suite or apartment where alcohol is found will be deemed in violation of the alcohol policy.

SANCTIONS:

1ST VIOLATION

A student in violation of the College alcohol policy will be issued a citation to appear before the Code of Conduct Officer within 3 business days. A fine of $100 will be charged to the student's College account. The student will also be required to complete an online alcohol education course. Guests of students will be issued a "no trespass" order from College property for a period of no less than 15 days.

2ND VIOLATION

A student in violation of the College alcohol policy will be issued a citation to appear before the Code of Conduct

Officer within 3 business days. A fine of $200 will be charged to the student's College account. The student will be required to complete five hours of community service. The student will also be required to meet with the College counselor and follow the counselor's recommendations, including an alcohol assessment at Jackson Recovery performed at the student's expense, if ordered. The student must complete the follow up recommendations and sign a release of information for the Dean of Students and the College counselor to receive results and completion confirmation. Guests of students will be issued a "no trespass" order from College property for a period of no less than 30 days.

3RD VIOLATION

The student will be required to meet with Code of Conduct Officer. Under most circumstances, a student will be required to move out of campus housing within one week of a determination of responsibility. The housing deposit will be retained, and any housing refund will be issued according to the occupancy fee refund schedule.

Students who have been removed from campus housing because of repeated alcohol violations will be permitted to reapply for campus housing after a full semester has passed. Decisions to grant or deny reapplication will be at the discretion of Dean of Students. Decisions will be based on the likelihood that the student will incur future code of conduct violations and the level of cooperation on the part of the student during past code of conduct violations. All students readmitted into campus housing will be placed on written probation.

DRUG AND ALCOHOL SEARCH BY LAW ENFORCEMENT

Periodically local police departments may be invited to conduct an unannounced drug search with a canine unit. Should the dog indicate that an illegal substance is present in a unit, Campus Safety or a professional housing staff member will search the area. Disciplinary action will be taken and the police may initiate, at their discretion, criminal charges against the residents of the unit.

Illegal Drugs Prohibited

The unlawful possession, distribution, manufacture, sale and use of illegal drugs are not allowed in campus housing, including common areas, the grounds, or parking areas. The trafficking of drugs or use of prescription drugs in a manner inconsistent with its labeling is prohibited. Any controlled substance or agent having the potential for abuse and/or possession of paraphernalia for drug use is also prohibited. Students present at the discovery of illegal drugs will be held in violation of this policy. The Campus Safety Supervisor has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

SANCTIONS:

1ST VIOLATION MARIJUANA / PRESCRIPTION DRUG ABUSE

A student found to be in possession of Marijuana, to possess related paraphernalia, or a student found to be

abusing prescription drugs will be required to meet with the Code of Conduct Officer for a code of student conduct meeting. The student will also be required to meet with the College counselor. Upon recommendation of the counselor, the student will be required to have a drug assessment from Jackson Recovery performed at the student's expense within one week of the receiving the recommendation. The student must complete the follow up recommendations and sign a release of information for the Dean of Students and the College counselor to receive results and completion confirmation.

In addition, the student will be responsible for completing ten hours of community service and will pay a $100 fine. The student will have two weeks to complete the community service requirement and must follow the decided upon schedule for completing the hours. The fine will be posted to the student's college account and must be paid within 30 days of the posting date. Failure to follow any of these measures will result in dismissal from campus housing.

The Dean of Students may decide, depending on the severity of the infraction or lack of cooperation on the part of the student, to impose a sanction of immediate dismissal from campus housing and to impose other disciplinary actions on the student.

2ND VIOLATION OF MARIJUANA / PRESCRIPTION DRUG ABUSE

A student found in violation of the College drug guidelines for a second time will be dismissed from campus housing and may be subject to other disciplinary actions.

OTHER ILLICIT DRUGS / CONTROLLED SUBSTANCES / ILLEGAL ENTERPRISES

A student who possesses or uses other types of illegal drugs will be subject to dismissal from campus housing on the 1st violation or occurrence. Any student involved in drug dealing, trafficking, or distribution of any type of drug will be subject to dismissal from campus housing on the 1st violation or occurrence.

Crime Statistics

WITCC Safety department maintains records of all incidents they investigate or that are reported anonymously. Annual crime statistics are compiled, published and distributed in compliance with the Higher Education Amendments Act of 1998. These statistics include the following: murder, negligent or non-negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft and arson. Certain crimes that show evidence of bias must also be reported. These include the crimes listed above, along with theft, simple assault, intimidation and damage to property if the crime was committed due to a person's race, gender, religion, disability, sexual orientation, gender identity, ethnicity or national origin. Additionally, arrests and campus disciplinary referrals for liquor law violations, drug law violations and weapons law violations are reported. Pursuant to the Pursuant to the Violence against Women Reauthorization Act of 2013, the College will also be reporting incidents of dating violence, domestic violence and stalking in the annual crime chart. Copies of these reports are maintained in the WITCC Safety Office. Crime charts will be provided for each separate campus within the College.

Statistics for the Mapleton Learning Center will be included with the Denison Campus.

On occasion, law enforcement will investigate a report of crime that occurs on a campus which meets the requirements for inclusion in the annual crime statistics. In the event their investigation shows the report to be false or baseless, the College may list the crime as unfounded and not include it in the campus crime chart. Only sworn law enforcement officers may declare a reported crime to be unfounded. Because the campus Safety department is non-sworn and does not have law enforcement authority, they cannot list a reported crime as unfounded. Unfounded crimes, if any, will be shown on the crime statistics chart for the affected campus.

The WITCC Safety Department also maintains a crime log listing information on all crimes reported to the department. This log is kept current and is available for viewing in the Safety office.

(HEOA) NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE

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

BELTWAY CENTER

Beltway Center, 3415 Hwy. 75 North, Sioux City, IA. 712-274-6449.

Offense (Reported by Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities
Murder/Non-negligent Manslaughter						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Manslaughter by Negligence						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Rape						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Fondling						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Incest						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Statutory Rape						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Robbery						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Aggravated Assault						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Burglary						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Motor Vehicle Theft						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Liquor Law Arrests						

	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Drug Law Arrests						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Weapons Law Arrests						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Weapons Law Violations Referred for Disciplinary Action						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Offense (Crime Not Reported By Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities
Arson						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Domestic Violence						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Dating Violence						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Stalking						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
HATE CRIME REPORTING: There were no hate crimes reported for 2023, 2024, or 2025						
UNFOUNDED CRIMES: There were no unfounded crimes reported for 2023, 2024, or 2025						

CHEROKEE

Cherokee Campus, 200 Victory Drive, Cherokee IA. 712-255-0238.

Offense (Reported by Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities
Murder/Non-negligent Manslaughter						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Manslaughter by Negligence						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Rape						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Fondling						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Incest						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Statutory Rape						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Robbery						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Aggravated Assault						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Burglary						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Motor Vehicle Theft						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Liquor Law Arrests						

	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Drug Law Arrests						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Weapons Law Arrests						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Weapons Law Violations Referred for Disciplinary Action						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Offense (Crime Not Reported By Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities
Arson						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Domestic Violence						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Dating Violence						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Stalking						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
HATE CRIME REPORTING: There were no hate crimes reported for 2023, 2024, or 2025						
UNFOUNDED CRIMES: There were no unfounded crimes reported for 2023, 2024, or 2025						

DENISON

Denison Campus, 11 N. 35th Street, Denison, IA. 712-263-3419.

Offense (Reported by Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities
Murder/Non-negligent Manslaughter						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Manslaughter by Negligence						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Rape						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Fondling						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Incest						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Statutory Rape						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Robbery						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Aggravated Assault						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Burglary						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Motor Vehicle Theft						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Liquor Law Arrests						

	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Drug Law Arrests						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Weapons Law Arrests						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Weapons Law Violations Referred for Disciplinary Action						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Offense (Crime Not Reported By Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities
Arson						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Domestic Violence						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Dating Violence						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
Stalking						
	2025	0	0	0	0	N/A
	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
HATE CRIME REPORTING: There were no hate crimes reported for 2023, 2024, or 2025						
UNFOUNDED CRIMES: There were no unfounded crimes reported for 2023, 2024, or 2025						

SIOUX CITY

Sioux City Campus, 4647 Stone Ave. Sioux City, IA. 712-274-6400.

Offense (Reported by Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities
Murder/Non-negligent Manslaughter						
	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Manslaughter by Negligence						
	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Rape						
	2025	1	0	0	1	1
	2024	3	0	0	3	2
	2023	2	0	0	2	2
Fondling						
	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Incest						
	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Statutory Rape						
	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Robbery						
	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Aggravated Assault						
	2025	0	0	0	0	0
	2024	1	0	0	1	1
	2023	0	0	0	0	0
Burglary						
	2025	0	0	0	0	0
	2024	1	0	0	1	1
	2023	1	0	0	1	1
Motor Vehicle Theft						
	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Liquor Law Arrests						

	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Drug Law Arrests						
	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Weapons Law Arrests						
	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action						
	2025	11	0	0	11	11
	2024	23	0	0	23	23
	2023	36	0	0	36	36
Drug Law Violations Referred for Disciplinary Action						
	2025	4	0	0	4	3
	2024	2	0	0	2	2
	2023	7	0	0	7	7
Weapons Law Violations Referred for Disciplinary Action						
	2025	2	0	0	2	2
	2024	1	0	0	1	1
	2023	0	0	0	0	0
Offense (Crime Not Reported By Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities
Arson						
	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Domestic Violence						
	2025	1	0	0	1	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Dating Violence						
	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Stalking						
	2025	1	0	0	1	1
	2024	0	0	0	0	0
	2023	0	0	0	0	0
HATE CRIME REPORTING: There were no hate crimes reported for 2023, 2024, or 2025						
UNFOUNDED CRIMES: There were no unfounded crimes reported for 2023, 2024, or 2025						

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING

Western Iowa Tech Community College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking.

Western Iowa Tech Community College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex- based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Western Iowa Tech Community College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, the College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

The following are Western Iowa Tech Community College's policies governing sexual misconduct:

Board Policy
WESTERN IOWA TECH COMMUNITY COLLEGE
Series Number 506.7

Title IX Health and Safety Regulations and Procedures Sexual Harassment and Abuse (Title IX)

Western Iowa Tech Community College is pledged to maintain an environment conducive to work and study for all persons. Such an environment is free of incidents of sexual harassment, which includes sexual assault and abuse, dating violence, domestic violence, and stalking, as defined below. Prohibited conduct also includes attempting or aiding in the commission of sexual harassment or retaliation for exercising rights under this Policy. Information will be provided to all students about counseling services and campus security.

Educational programs related to the means of preventing sexual abuse, of protection from sexual abuse, and of the rights and duties of students and employees will be provided on a periodic basis. It is intended to ensure that this policy and its procedures related to sexual harassment are interpreted and applied consistently with Title IX, the Clery Act, Iowa Code § 260C.14(18), and other applicable law. A. The College's scope under Title IX is limited to locations, events, or circumstances over which it substantially controls both the respondent accused of violating the College's prohibition on sexual harassment and the context in which the alleged harassment occurs. The College's scope under Title IX is also limited to conduct against a person that occurs in the United States. Any person may file a complaint alleging sexual harassment against a student or employee of the College. If a report or complaint falls under the College's scope under Title IX, the College will utilize its Title IX administrative procedures to respond 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 of sexual harassment does not fall under the College's scope under Title IX, the College may still take action for such alleged conduct, consistent with applicable law and policy, and based on the nature of the alleged conduct. The parties will be notified of this decision. B. Prohibited Conduct Sexual harassment means unwelcome behavior (verbal, written, physical) that is directed at someone because of that person's sex or gender, and that meets any of the following definitions: 1. 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). 2. 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. Examples can include persistent and unwelcome efforts to develop a sexual relationship; bullying/cyber-bullying of a sexual nature or for a sexual purpose; sexual exploitation; unwanted sexual attention; repeated and unwelcome sexually-oriented teasing, joking or flirting; or verbal abuse of a sexual nature. Behavior could be verbal, non-verbal (e.g., gestures, touching), written or electronic. B O A R D P OLICY WESTERN IOWA TECH COMMUNITY COLLEGE 3. Sexual assault or abuse, 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: a. 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; b. Fondling: the touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim; c. Incest: sexual intercourse between persons who are related to each other

within the degrees wherein marriage is prohibited by law; or d. Statutory rape: sexual intercourse with a person who is under the statutory age of consent. 4. Dating violence, 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. 5. Domestic violence, which is a felony or misdemeanor crime of violence committed by a: Current or former spouse or intimate partner of the victim; Person with whom the victim shares a child in common; Person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; 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 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. 6. Stalking, 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. The 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. C. Resources, Reporting, Investigation, and Resolution Procedures For information on reporting options, resources and contact information, and the resolution procedures which apply to a report of complaint of sexual harassment or abuse under this Policy, see the College's Title IX Sexual Harassment Procedures. D. Title IX Coordinator the College's Title IX Coordinators ("Title IX Coordinator") coordinates the College's response to reports of sexual harassment under this Policy. The Title IX Coordinators does not serve as an advocate for either the complainant or the respondent. The Title IX Coordinator will coordinate with other campus officials to implement and coordinate appropriate supportive measures such as mutual no-contact orders and academic accommodations. The Title IX Coordinator is trained and knowledgeable about enforcement, compliance, communication, and implementation of the College's anti- harassment and anti-discrimination policies. The name, title, and contact information for the College's Title IX Coordinators are prominently posted and published on the College's website consistent with applicable law. A party may also contact the Assistant Secretary for Civil Rights of the United States Department of Education for matters under Title IX Sexual abuse shall be as defined in Iowa Code Section 709.1.

Board Policy
WESTERN IOWA TECH COMMUNITY COLLEGE
Series Number 400.10

Title All Personnel Harassment

Harassment of employees and students will not be tolerated, including by Board members, administrators, employees, parents, vendors, and others doing business with the College. This includes incidents within college facilities, college premises, and on other property if the employee or student is at any college sponsored or related activity or function, such as field trips where students are involved in a college–supervised activity or where the employee is engaged in college business, or where the conduct affects the order, management, environment, or operations of the College. Harassment means any electronic, written, verbal, or physical act or conduct toward a student or employee which is based on an actual or perceived protected characteristic included in Non–Discrimination Board Policy (206.1), and which creates an objectively hostile work or educational environment that meets one or more of the following conditions: • submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational program, activity, or benefit; • submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or • such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance and/or is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive working or educational environment. Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups. The College also protects against some forms of sexual harassment under its Sexual Harassment and Abuse Policy and procedures, which is applicable to complaints of Title IX sexual harassment. Employees and students who believe they have suffered harassment shall report such matters to the Title IX Coordinator. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline up to and including discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the President or Board. Upon receiving a complaint, the Title IX Coordinator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the conciliator to promptly and reasonably investigate claims of harassment and to pass the findings on to the President who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

The College has designated a group of employees to participate in Civil Rights Investigator training. This team consists of members from Campus Safety, Judicial Affairs, Human Resources, the Title IX Coordinator, Dean of Students office and Campus Housing. The investigators meet periodically throughout the year to review, develop and revise protocols, policies and procedures for addressing domestic violence, dating violence, sexual assault and stalking on campus.

DEFINITIONS

Consent: The state of Iowa does not have a definition of consent. WITCC defines Consent as knowing, voluntary, and active permission to engage in sexual activity. It must be given by clear words or actions prior to each and every sexual encounter. Silence or inaction can NEVER constitute consent.

Sexual Assault: Means an offense classified as rape, fondling, incest or statutory rape under the uniform crime reporting system of the Federal Bureau of Investigation — Appendix A of 334CFR Part 668. 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 if 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.

IOWA CHAPTER 709.1: SEXUAL ABUSE DEFINED.

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

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

Such other participant is a child. A child is a person aged fourteen or younger. **NOTE**: The term sex act or sexual activity means any sexual contact between two or more persons, by penetration of the penis into the vagina or anus, by contact between the mouth and genitalia or anus of another person, or by the use of artificial sexual organs, or substitutes therefore in contact with the genitalia or anus.

Domestic Violence: Includes felony or misdemeanor crimes 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 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.

IOWA CHAPTER 236: DOMESTIC ABUSE DEFINED

"Domestic abuse" means committing assault as defined in section 708.1 under any of the following circumstances:

1) The assault is between family or household members who reside together at the time of the assault.
2) The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.
3) 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.
4) 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.
5) (1) The assault is between persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault. In determining whether the person is or have been in intimate relationship, the court may consider:
    a) The duration of the relationship
    b) The frequency of interaction
    c) Whether the relationship has been terminated
    d) The nature of the relationship, characterized by either party's expectation of sexual romantic involvement.

    (2) A person may be involved in intimate relationship with more than one person at a time.

Dating Violence: The state of Iowa does not have a definition of dating violence. WITCC Defines Dating violence as violence committed by a person—who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but

is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress

1) For the purposes of this definition—
   a) *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.
   b) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
   c) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
2) 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.

IOWA CHAPTER 708.11: STALKING DEFINED

Purposefully engages in course of conduct that would cause reasonable person to fear bodily injury or death to himself or immediate family; perpetrator knows or should have known that person would be fearful and course of conduct actually induces fear.

SCHEDULE OF WELLNESS WORKSHOPS & EDUCATIONAL EVENTS

Student Education

Date	Program / Activity
January 12	Mandatory Housing Meeting (Housing policies and Title IX)
March 20	Siouxland Community health (HIV, Hepatitis C, and Syphilis Testing)
April 13	Siouxland Community health (HIV, Hepatitis C, and Syphilis Testing)
April 25	Planned Parenthood- Sex talk in the dark
April 27	Siouxland District Health (STI Testing, Tobacco and Nicotine Education)
August 19	Mandatory Housing Meeting (Housing policies and Title IX)
September 7	Siouxland District Health (STI Testing, Tobacco and Nicotine Education)
September 27	Siouxland Community health (HIV, Hepatitis C, and Syphilis Testing)
October 10	Siouxland Mental Health
October 24	Siouxland Community health (HIV, Hepatitis C, and Syphilis Testing)
November 7	Siouxland District Health (STI testing, tobacco and nicotine education)

Athletic Director — Title IX / Code of Conduct Programming

Date	Program / Activity
Jun 12th	Title IX with Basketball Team in W-108
July 26th	Title IX with Coaches in “Student Senate Office” 10:00am
August 2nd	Title IX with Men’s Soccer Team
August 16th	RA Title IX Orientation 11:30 Burr Oaks
August 17th	Title IX/Code of Conduct Presentation Nursing III Times (10:15)
August 19th	Mandatory Housing Orientation Title IX/Code of Conduct
August 22nd	Title IX/Code of Conduct Presentation Gateway to college Times (9:00)
August 30th	Title IX/Code of Conduct Presentation College Experience Times (9:00)
August 30th	Title IX/Code of Conduct Presentation College Experience Times (12:00)
August 30th	Title IX/Code of Conduct Presentation College Experience Times (2:00)
August 31st	Title IX/Code of Conduct Presentation College Experience Times (9:30)
August 31st	Title IX/Code of Conduct Presentation College Experience Times (11:00)
September 5th	Title IX/Code of Conduct Presentation College Experience Times (8:00)
September 6th	Title IX/Code of Conduct Presentation College Experience Times (2:00)
September 7th	Title IX/Code of Conduct Presentation College Experience Times (9:30)
September 7th	Title IX/Code of Conduct Presentation College Experience Times (11:00)
September 7th	Title IX/Code of Conduct Presentation College Experience Times (1:00)
September 11th	Title IX/Code of Conduct Presentation College Experience Times (11:00)
September 11th	Title IX/Code of Conduct Presentation College Experience Times (1:00)
September 11th	Title IX/Code of Conduct Presentation College Experience Times (3:30)
September 11th	Title IX/Code of Conduct Presentation College Experience Times (4:30)
September 12th	Title IX/Code of Conduct Presentation College Experience Times (11:00)
September 12th	Title IX/Code of Conduct Presentation College Experience Times (1:00)
September 18th	Title IX/Code of Conduct Presentation College Experience Times (11:00)
September 18th	Title IX/Code of Conduct Presentation College Experience Times (1:00)
September 18th	Title IX/Code of Conduct Presentation College Experience Times (2:30)
September 18th	Title IX/Code of Conduct Presentation College Experience Times (3:30)
September 18th	Title IX/Code of Conduct Presentation College Experience Times (4:30)
September 28th	Title IX/Code of Conduct Presentation College Experience Times (1:00)
October 3rd	Title IX/Code of Conduct Presentation College Experience Times (1:00)
October 4th	Title IX/Code of Conduct Presentation College Experience Times (2:00)
October 5th	Domestic Violence Awareness Survivor Vigil with SafePlace. (5-7pm)

October 11th	Title IX/Code of Conduct Presentation Psychology Marianna Times (9:15)
October 12th	Title IX/Code of Conduct Presentation College Experience Times (9:30)
October 13th	Title IX/Code of Conduct Presentation Comet Class Times (9:30)
October 13th	Title IX/Code of Conduct Presentation Volleyball Times (3:30-5:00)
November 22nd	Title IX/Code of Conduct Presentation College Experience Times (10:00)
December 7th	Healthy Relationships Round Table. 12:00-1:00pm

2025 Counseling Events

Date	Audience / Setting	Topic / Activity
3/6/25	Staff Development	Intro to Empowerment & Wellness
3/28/25	Community Collaboration	Briar Cliff 50th Anniversary - Speaker on Navigating Services
4/9/25	Denison Empowerment & Wellness	Self-Care, Wellness, Resilience
4/10/25	(S.C.) Community Collaboration	National Crime Victims Unit-Educational Fair
4/23/25	Denison Campus	Sexual Assault Awareness Education & Prevention Booth
5/5/25	Collaboration-Housing	May Day Basket-Fidget Toys & MH Information
5/6/25	Collaboration-Student Activities	Snacks & MH Education
5/7/25	Collaboration-Student Activities	Stress Ball & Sandbox - Distress/Healthy Coping During Finals
5/8/25	Collaboration-Student Activities	Destress/Healthy Coping During Finals & Snacks
5/9/25	Collaboration-Student Activities	Destress/Healthy Coping During Finals & Snacks
6/12/25	Staff Training Day	Mental Health First Aid (Class & Certification)
7/15/25	Collegiate Collaboration	Addiction on College Campuses
7/20/25	Community Collaboration	Mental Health Awareness Booth at Community MH Fair
8/6/25	Community Collaboration	Bernadette-Coalition Against Human Trafficking
8/15/25	Community Collaboration	Siouxland Community Action Agency
8/18/25	(S.C.) TRIO Lunch and Learn	Mental Health Awareness Presentation
8/19/25	(S.C.) RA Training	Suicide Prevention & Awareness
8/19/25	(S.C.) New Student orientation	Psychoeducation on Mental Health Services
8/20/25	(S.C.) Nursing Orientation	Mental Health Awareness Presentation
8/20/25	Athletic Orientation	Mental Health Awareness Presentation
8/20/25	(S.C.) New Student orientation	Psychoeducation on Mental Health Services
8/21/25	(S.C.) New Student orientation	Psychoeducation on Mental Health Services
8/28/25	Denison Campus	Resource Fair
9/2/25	(S.C.) Empowerment & Wellness 10am	Concepts of Empowerment and Wellness
9/2/25	(S.C.) Empowerment & Wellness 1pm	Concepts of Empowerment and Wellness

9/3/25	Cherokee Nursing Orientation	Mental Health Awareness Presentation
9/3/25	Cherokee Empowerment & Wellness	Stress, Anxiety, and Emotional Resilience
9/4/25	(S.C.) Empowerment & Wellness 10am	Social Media Detox
9/4/25	(S.C.) Empowerment & Wellness 1pm	Social Media Detox
9/4/25	College Experience / SDV x3	Mental Health Awareness Presentation
9/8/25	College Experience / SDV x1	Mental Health Awareness Presentation
9/9/25	(S.C.) Empowerment & Wellness 10am	Addiction and Wellness
9/9/25	(S.C.) Empowerment & Wellness 1pm	Addiction and Wellness
9/10/25	College Experience / SDV x3	Mental Health Awareness Presentation
9/11/25	(S.C.) Empowerment & Wellness 10am	Building Your Resilience
9/11/25	(S.C.) Empowerment & Wellness 1pm	Building Your Resilience
9/15/25	(S.C.) Physical Therapy	Mental Health Awareness Presentation
9/16/25	(S.C.) Empowerment & Wellness 10am	Culture & Belonging
9/16/25	(S.C.) Empowerment & Wellness 1pm	Culture & Belonging
9/16/25	(S.C.) Nursing Students	Grief and Loss: What Now?
9/17/25	Cherokee Empowerment & Wellness	Relationships, Healthy Boudnaries, Conflict Resolution Skills
9/19/25	(S.C.) Comet Class: Empowerment & Wellness	Time Management
9/23/25	(S.C.) Empowerment & Wellness 10am	Mastering the Art of Conflict Resolution
9/23/25	(S.C.) Empowerment & Wellness 1pm	Mastering the Art of Conflict Resolution
9/25/25	(S.C.) Empowerment & Wellness 10 am	Full Speed Ahead: Time Management & Ongoing Wellness
9/25/25	(S.C.) Empowerment & Wellness 1pm	Full Speed Ahead: Time Management & Ongoing Wellness
9/30/25	(S.C.) Empowerment & Wellness 10 am	Steering the Ship of Relationships & Setting Boundaries
9/30/25	(S.C.) Empowerment & Wellness 1pm	Steering the Ship of Relationships & Setting Boundaries
10/1/25	(Cherokee) Empowerment & Wellness	Moving Forward-Depression and Emotional Resilience

Letter to the Campus Community from our Student Title IX Coordinator

Dear Western Iowa Tech Community:

Western Iowa Tech is committed to ensuring that all members of our community are afforded a working and learning environment that is free from discrimination and harassment.

On Wednesday, May 6, 2020, the U.S. Department of Education announced significant changes to Title IX regulations that govern how concerns of sexual harassment, sexual violence, dating and domestic violence, and stalking are handled on college campuses. These regulations took effect on Friday, August 14, 2020. In compliance with these regulations, Western Iowa Tech has created a new Title IX Sexual Harassment policy and also amended

several existing policies and procedures that address sexual misconduct.

Though much of the Title IX complaint and resolution process will remain the same, there are some notable changes including:

Narrowing the definition of what is prohibited conduct under Title IX based on both the nature of the conduct and where it occurs;

Requiring live hearings to adjudicate formal complaints covered under Title IX; and

Mandating that each party has an advisor at the live hearing to conduct cross-examination.

Western Iowa Tech will continue to provide an inclusive and welcoming educational and working environment for everyone where sexual harassment, sexual assault, gender discrimination, gender-based violence, domestic violence/dating violence and stalking within the Western Iowa Tech community is not tolerated and is promptly addressed.

The enclosed attachment is the Title IX training videos for our campus. If you have not done so already follow those steps to create your account and interact with the videos.

The newly created Title IX Policy, "Title IX Sexual Harassment," can be found here https://www.witcc.edu/about/board/board-policies/506-7/

Western Iowa Tech encourages all members of the campus community to review this new policy.

Western Iowa Tech will continue to address misconduct that is not covered by Title IX under other applicable policies https://catalog.witcc.edu/content.php?catoid=16&navoid=1309 - student-code-of-conduct

Iowa state law requiring mandatory reporting of incidents of sexual harassment, sexual assault, dating violence and stalking is not impacted by the new Title IX regulations. Accordingly, all Western Iowa Tech employees are legally required to promptly report to observations witnessed or information received regarding sexual harassment, sexual assault, domestic/dating violence, and stalking committed by or against a student or employee.

Any non-confidential 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 all students, employees, or anyone with knowledge to report incidents of sexual harassment.

Law Enforcement

While the College strongly encourages victims to report instances of sexual harassment which constitute a crime to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to

decline involvement with the police. The Campus Safety (available at 712-274-8733 ext. 6414) will assist any victim with notifying local police if they so desire.

To learn more about Western Iowa Tech's new Title IX process, please click https://www.witcc.edu/title-ix/ where you can view more information.

Below you will find links to Western Iowa Tech's Title IX information, please take some time to review this information.

RESOURCES FOR OUR COMMUNITY ON THE TITLE IX WEBSITE:

- https://www.witcc.edu/title-ix/sexual-misconduct-what-to-do/
- On-Campus and Off-Campus Resources: https://www.witcc.edu/title-ix/sexual-misconduct-what-to-do/
- Rights and Responsibilities: https://www.witcc.edu/title-ix/complainant-and-respondent-rights/
- Documents/Trainings is: https://www.witcc.edu/title-ix/title-ix-training/
- Procedures is: https://www.witcc.edu/title-ix/title-ix-response-procedures/
- Disabilities is Accommodations: https://www.witcc.edu/student-resources/accommodations/
- Counseling is: https://www.witcc.edu/student-resources/counseling/

ADDITIONAL RESOURCES:

Texas A & M Title IX video: https://vimeo.com/105143665

Information on how to report possible Title IX violations

REPORTING VIOLATIONS

A complainant may report or file an institutional complaint of sexual harassment by contacting one of the following individuals:

Title IX Coordinator, Employees Human Resources
Jackie Plendl
Rm A242 | 712.274.8733 ext. 1406
jackie.plendl@witcc.edu

Title IX Coordinator, Students
Benjamin Mohning
Rm D220 | 319-242-6340 ext.8793
Benjamin.Mohning@witcc.edu

PROCEDURES FOR REPORTING A COMPLAINT

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic

violence, dating violence, and stalking, including written notification informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the:

Title IX Coordinator, Employees Human Resources
Jackie Plendl
Rm A242 | 712.274.8733 ext. 1406
jackie.plendl@witcc.edu

Title IX Coordinator, Students
Benjamin Mohning
Rm D220 | 319-242-6340 ext.8793
Benjamin.Mohning@witcc.edu

The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

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

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

SIOUX CITY CAMPUS AND BELTWAY CENTER

- WITCC Campus Safety, 712-274-6414. RHK room A231. To report sexual abuse that occurred on campus.
- Sioux City Police Department, 712-279-6960 or 911. To report sexual abuse that occurred on campus or in Sioux City.
- Woodbury County Attorney's Office, 712-279-6516. Criminal prosecution of sexual assault cases. Also,

assistance is provided to crime victims regarding the legal process.

- South Sioux City Police Department, 402-494-7555 or 911. To report sexual abuse that occurred on campus or in South Sioux City.
- Dakota County Attorney's Office, 402-987-2151. Criminal prosecution of sexual assault cases.
- Council on Domestic Violence and Sexual Assault, 712-258-7233. Shelter and counseling referrals in Sioux City. Haven House, 402-494-7592. Shelter and counseling referrals in South Sioux City.
- Western Iowa Tech Community College Counseling Service, 712-274-6400, ext. 1293. On-campus counseling and referrals.
- St. Luke's Regional Medical Center, 712-279-3500. 24-hour emergency medical services and examinations for sexual assault evidence.
- Mercy Medical Center, 712-279-2010. 24-hour emergency medical services and examinations for sexual assault evidence.
- Mary Treglia Community House, 712-258-5137. www.marytreglia.org or visa and immigration assistance in Sioux City.

CHEROKEE CAMPUS

- WITCC Campus Safety, 712-274-6414. To report sexual abuse on campus.
- Cherokee Police Department, 712-225-6464 or 225-6728 or 911. To report sexual abuse that occurred on campus or in Cherokee.
- Cherokee Regional Medical Center, 712-225-5101. 24-hour emergency medical services and examinations for sexual assault evidence.
- Cherokee County Public Health, 712-225-6718. Public health services including information regarding sexually transmitted diseases and testing, information on pregnancy testing and referrals.
- Iowa Justice for Our Neighbors, 712-515-255-9809. For visa and immigration assistance in Storm Lake.

DENISON CAMPUS

- WITCC Campus Safety, 712-274-6414. To report sexual abuse that occurred on campus.
- Denison Police Department, 712-263-3195 or 911. To report sexual abuse that occurred on campus or in Denison.
- Crawford County Hospital, 712-263-5021. 24-hour emergency medical services and examinations for sexual assault evidence.
- Crawford County Public Health, 712-263-3303. Public health services including information regarding sexually transmitted diseases and testing, information on pregnancy testing and referrals.
- Hispanic Information Center, 712-263-8022 Denison. For visa and immigration assistance in Denison.

MAPLETON LEARNING CENTER

- WITCC Safety, 712-274-6414. To report sexual abuse at the center.
- Mapleton Police Department, 712-881-1306 or 911. To report sexual abuse that occurred at the center or in Mapleton.
- Burgess Memorial Hospital, 712-423-2311. 24-hour emergency medical services and examinations for sexual assault evidence.
- Monona County Public Health, 712-433-1773.
- Public health services including information regarding sexually transmitted diseases and testing, information on pregnancy testing and referrals.
- Hispanic Information Center, 712-263-8022 Denison. For visa and immigration assistance in Denison.

LEMARS LEARNING CENTER

- WITCC Safety, 712-274-6414. To report sexual abuse on campus.
- Le Mars Police Department, 712-546-4113 or 911. To report sexual abuse that occurred on campus or in Le Mars.
- Floyd Valley Hospital, 712-546-7871. 24-hour emergency medical services and examinations for sexual assault evidence.
- Plymouth County Public Health, 712-546-3335.
- Public health services including information regarding sexually transmitted diseases and testing, information on pregnancy testing and referrals.
- Mary Treglia Community House, 712-258-5137. www.marytreglia.org for visa and immigration assistance in Sioux City.

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."1 We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list[2] of some ways to be an active bystander. Further information regarding bystander intervention may be found. 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, 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.

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)

1) **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.
2) **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3) **Walk with purpose.** Even if you don't know where you are going, act like you do.
4) **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5) **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6) **Make sure your cell phone is with you** and charged and that you have cab money.
7) **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8) **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9) **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.
10) **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.).
11) **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.
12) **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.
13) **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.

14) 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).
15) If you need to get out of an uncomfortable or scary situation here are some things that you can try:
    a) **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.
    b) **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.
    c) **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.
    d) **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.
16) **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?
17) **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.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

TRAINING

Investigators, Decision-Maker(s) 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) conflicts of interest and bias, 3) the College's resolution processes, 4) issues of relevance and evidence, 5) the scope of the College's educational programs and activities, and 6) 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

annually 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.

EDUCATION AND PROGRAMMING

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

1) Are 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
2) 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 that:

- A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- What behavior and actions constitute consent, in reference to sexual activity, in the State of Iowa;
- The institution's definition of consent AND the purposes for which that definition is used.

A description of safe and positive options for bystander intervention. 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;

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.

Information regarding:

- procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and

stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)

- how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
- 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 (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and
- options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
- procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document);

PRIMARY PREVENTION AND AWARENESS PROGRAMS

These programs include Title IX, Clery, Violence Against Women Act, Safety Awareness, and Bystander Intervention with risk reduction. Safety Awareness fair tables, Pamphlets, Biannual Staff sessions, new employee and student orientations during face to face and online presentations with test questions for documentation.

Specifically, the College offered the following primary prevention and awareness programs for all incoming students in YEAR: 2025

Name of Program	Date Held	Location Held	Category
Mandatory Housing Meeting	January 12, 2025	Not specified	Title IX
Sexual Assault Awareness Educatin & Prevention Booth	April 23, 2025	Denison Campus	Title IX
Planned Parenthood – Sex Talk in the Dark	April 25, 2025	Not specified	Title IX
Title IX with Basketball Team	June 12, 2025	W-108	Title IX
Title IX with Coaches	July 26, 2025	Student Senate Office	Title IX
RA Training 2025	August 18, 2025	Bur Oak Suites	Title IX
Athlete Orientation 2025	August 20, 2025	Rocklin	Title IX
Video Wall Information 2025	August 22-30, 2025	Residence Hall Video Monitors	Title IX
Video Wall Information 2025 – Project SUCCESS	August 22, 2025	Project SUCCESS	Title IX
Title IX Informational Email	September 10, 2025	Email – All Registered Students	Title IX
Vector Title IX Rights and Protections & Follow Up	September 29-October 31, 2025	Vector Online Training	Title IX
Athlete Orientation 2025 – Basketball	October 7, 2025	Classroom	Title IX
Human Library on Domestic Violence	October 30, 2025	W108	VAWA – Domestic Violence Awareness
Vector Clarifying Consent &	November 3 – December 5,	Vector Online Training	Title IX

Follow-Up	2025		

2025 EMPLOYEE TRAINING / PROGRAMMING

Name of Program	Date Held	Location Held	Category
Employee Training 2025	August 15, 2025	Board Room	Title IX
"What to do if…" Faculty Training	October 16, 2026	Rocklin	Title IX
Department Guidance on Responding to a High School Student Report	October 16, 2025	Corporate College Department meeting	Title IX
ATIXA Coordinator Training 1	November 17-18, 2025	Zoom / ATIXA	Title IX
Coaches Training	December 9, 2025	Athletics Conference Room	Title IX

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

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible. The college has multiple campuses and learning center locations in different cities; contact information for local hospitals, clinics and resources for those locations is available on the College's website at: https://www.witcc.edu/title-ix/title-ix-resources/

In Iowa, Iowa code 709.22, evidence may be collected even if you chose not to make a report to law enforcement3. All information is confidential; you will have to provide your name. In Iowa, evidence may be collected even if you chose not to make a report to law enforcement. You will not be responsible for any bill stemming from a sexual assault, including treatment of any injuries that happened during the assault. The bills will be sent directly to Crime Victims Compensation in Des Moines. Also available under this program is counseling for the victim and any secondary victim (spouse, special friend, etc.)

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve 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 the College adjudicators/investigators or law enforcement if you choose to pursue the matter within the College and/or in court. Prompt medical attention is important both for physical/mental well-being and to preserve medical and physical evidence. Contact information for local hospitals and clinics is also available on the College's

website at: https://www.witcc.edu/title-ix/title-ix-resources/

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

Law Enforcement

INVOLVEMENT OF LAW ENFORCEMENT AND CAMPUS AUTHORITIES

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement.

However, the College's Campus Safety Department (available 24/7 at 712.274.8733 ext. 6414) will assist any victim with notifying law enforcement if the victim so desires. The Local Law Enforcement agency or Police Department with jurisdiction may also be reached directly by dialing 911 or by calling the number or going in person to the address listed below that has jurisdiction.

Sioux City and Beltway Center Campuses - Sioux City Police Department, https://www.siouxcitypolice.com , 712-279-6960 or 911. 601 Douglas St. Sioux City, IA. 51101. To report sexual abuse that occurred on campus or in Sioux City. South Sioux City Police Department, https://www.southsiouxcity.org/department/index.php?structureid=13 , 402-494-7555 or 911, 701 W. 29th St. South Sioux City, NE. 68776. To report sexual abuse that occurred on campus or in South Sioux City.

Cherokee Campus - Cherokee Police Department, 712-225-6464/225-6728 or 911, 239 W Maple St, Cherokee, IA 51012. To report sexual abuse that occurred on campus or in Cherokee.

Denison Campus - Denison Police Department, 712-263-3195 or 911, 1119 1st Ave N, Denison, IA 51442. To report sexual abuse that occurred on campus or in Denison.

Le Mars Campus - Le Mars Police Department, https://www.lemarsiowa.com/321/Police-Department 712-546-4113 or 911, 205 5th Ave NW, Le Mars, IA 51031. To report sexual abuse that occurred on campus or in Le Mars.

Mapleton Center - Mapleton Police Department, 712-881-1306 or 911, 513 Main St, Mapleton, IA 51034. To report sexual abuse that occurred at the center or in Mapleton.

TIMEFRAME FOR REPORTING

The College encourages individuals to come forward as soon as possible to share concerns of sexual assault/harassment so that a timely and effective review and response can occur. There is no time limit for reporting or complaints, although the College's ability to investigate and respond fully may be limited with the passage of time. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with campus safety or law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

In all cases, the College will conduct a fair, prompt, and equitable investigation of allegations of sexual harassment. Generally, the College will *attempt* to complete the 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 a 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.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator,

Title IX Coordinator, Employees Human Resources
Jackie Plendl
Rm A242 | 712.274.8733 ext. 1406
jackie.plendl@witcc.edu

Title IX Coordinator, Students
Benjamin Mohning
Rm D220 | 319-242-6340 ext.8793
Benjamin.Mohning@witcc.edu

by calling, writing or coming into the office to report in person and Campus Public Safety, WITCC Campus Safety, 712-274-6414. RHK room A231, CampusSafety@witcc.edu (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant choses to pursue criminal charges.

Title IX Sexual Assault/Harassment Procedures

PROCEDURES THE COLLEGE WILL FOLLOW WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING IS REPORTED

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant4 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 (CAMPUS Safety) or local law enforcement. Students and employees should contact:

Title IX Coordinator, Employees Human Resources
Jackie Plendl
Rm A242 | 712.274.8733 ext. 1406
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Title IX Coordinator, Students
Benjamin Mohning
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Benjamin.Mohning@witcc.edu

The following procedures shall be followed in cases of Title IX sexual harassment, as defined under Board Policy

506.7 (the “Policy”). The definitions in the Policy are incorporated herein by reference.

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	Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care. Institution will assess immediate seafety needs of complainant. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department Institution will provide complainant with referrals to on and off campus mental health providers Institution will assess need to implement interim or long-term protective measures, if appropriate. Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate Institution will provide written instructions on how to apply for Protective Order 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 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 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
Stalking	Institution will assess immediate safety needs of complainant Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department Institution will provide written instructions on how to apply for Protective Order Institution will provide written information to complainant on how to preserve evidence Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
Dating Violence	Institution will assess immediate safety needs of complainant Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department Institution will provide written instructions on how to apply for Protective Order Institution will provide written information to complainant on how to preserve evidence Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
Domestic Violence	Institution will assess immediate safety needs of complainant Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department Institution will provide written instructions on how to apply for Protective Order Institution will provide written information to complainant on how to preserve evidence Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate Institution will provide the victim with a written explanation of the victim's rights and options

	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. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- 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
- an explanation of the procedures for institutional disciplinary action

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 OR BY THE INSTITUTION

WITCC complies with Iowa law in recognizing orders of protection, no contact orders, restraining orders or similar lawful orders issued by law enforcement, criminal, civil or tribal court by: any person who obtains an order of protection from Iowa or any reciprocal state (list reciprocal states) should provide a copy to Campus Safety and the Office of the Title IX Coordinator. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for Campus Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but in 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).

WITCC will assist in the contacting of Law Enforcement or Clerk of Courts within the jurisdiction of a complaint for orders of protection, no contact orders, restraining orders, or similar lawful orders to be issued by a criminal, civil, or tribal court. The College may issue an institutional trespass if deemed appropriate and or at the request of the victim or accused. If the College receives a report that such an institutional trespass has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

ACCOMMODATIONS AND PROTECTIVE MEASURES AVAILABLE FOR VICTIMS

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, WITCC 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 campus police 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 contact;

Title IX Coordinator, Employees Human Resources
Jackie Plendl
Rm A242 | 712.274.8733 ext. 1406
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Benjamin.Mohning@witcc.edu

If the victim wishes to receive assistance in requesting these accommodations, she or he should contact Campus Safety | Rm A231 | 712-274-8733 ext. 6414.

ON AND OFF CAMPUS SERVICES FOR VICTIMS

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, WITCC 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. These

resources include the following:

On Campus	Type of Services Available	Service Provider	Contact Information
Counseling	Counseling Services	WITCC School Counselor	Kemi.Brown@witcc.edu (712) 317-3101
Health	Health Services' STD testing, First Aid, Physicals, Flu Vaccine	Comet Clinic, Nurse Practitioner, Tri State Nursing	(712) 317-3271
Mental Health	Mental Health Services, Suicide Prevention	WITCC Mental Health Counselor	Kemi.Brown@witcc.edu (712) 317-3101
Student Financial Aid	Financial Aid Services	WITCC Student Financial Aid Services GAP	finaid@witcc.edu (712)274-6402 Director of Special Programs (712)317-3398
Off Campus	Type of Services Available	Service Provider	Contact Information
Counseling	Counseling Services	Siouxland Community Health Center	https://www.slandchc.com/
		Center for Siouxland	https://www.centerforsiouxland.org/
Health	Physical Examinations	Siouxland Community Health Center	https://www.slandchc.com/
		Center for Siouxland	https://www.centerforsiouxland.org/
		Planned Parenthood	https://www.plannedparenthood.org
Mental Health	Suicide Prevention, Mental Health, Counseling, Addiction, Rehab, Testing	Siouxland Mental Health Center	Call 988 https://siouxlandmentalhealth.com
		Siouxland Community Health Center	https://www.slandchc.com/
		Your Life Jackson Recovery Center	https://yourlifeiowa.org/
Victim Advocacy	Victim Advocacy, Family Services, Domestic abuse, Sexual assault	Safe Place Haven House CSADV Council on Sexual Assault and Domestic Abuse	800-982-7233 https://havenhousefsc.com/800-440-4633 (712)258-7233
		DCVAP Dakota County Victim Assistance Program	dcvap@southsiouxcity.org (402)494-7550
		Mercy Child Advocacy Center	www.mercysiouxcity.com (712)279-2548
Legal Assistance	Legal Advice	Woodbury County Attorney	(712)279-6516
		Iowa Legal Aid	800-532-1275 /www.iowalegalaid.org
Visa and Immigration Assistance	Immigration/Status	Unity in Action	https://www.unitedinactionne.org/
		Mary J Treglia	https://marytreglia.org/
		Catholic Charities "Welcome" Program	https://www.cathchar.com/programs
Student Financial Aid	Financial services	Center for Siouxland	https://www.centerforsiouxland.org
		Iowa Work Force	Workforce Advisor (712)233-9030
		Goodwill Of Great Plains Services	Program MGR (712)258-4511
		Boost	(712)560-0739
		CTE Project	CTE Director (402)922-3870

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

- http://www.rainn.org – Rape, Abuse and Incest National Network
- http://www.usdoj.gov/ovw/sexual-assault -Department of Justice
- https://www.ed.gov/about/ed-organization/functional-statements/office-civil-rights-ocr-functional-statements Department of Education, Office for Civil Rights

CONFIDENTIALITY

Victims may request that directory information on file with the College be withheld by request;

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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.

Adjudication of Violations

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within the timeframe specified in each policy the institution

maintains. However, each procedure allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1) The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2) The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3) The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4) The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to "AN ADVISOR MAY ONLY CONSULT AND ADVISE HIS OR HER ADVISEE, BUT NOT SPEAK FOR THE ADVISEE AT ANY MEETING OR HEARING";
5) The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
   Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the College or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

Title IX Procedures

TITLE IX SEXUAL HARASSMENT PROCEDURES

The following procedures shall be followed in cases of Title IX sexual harassment, as defined under Board Policy 506.7 (the "Policy"). The definitions in the Policy are incorporated herein by reference. WITCC utilizes the same policy and procedures for employees and students.

For reports and complainants of discriminatory harassment, including sexual harassment which falls outside the scope and definitions of the Policy, see Section I(1)(n) of these procedures, as well as the Student's Rights and Responsibilities, and/or Board Policy 400.10 as applicable.

ADDITIONAL DEFINITIONS

In addition to the defined terms in the Policy, the following definitions apply in these procedures:

Consent: Knowing, voluntary, and active permission to engage in sexual activity. It must be given by clear words or actions prior to each and every sexual encounter. Silence or inaction can NEVER constitute consent.

Complainant means any person who alleges that they have been subjected to sexual harassment as defined by the Policy. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the College's educational programs or activities, including employment.

Respondent means any person who has been reported to be the perpetrator of conduct that could constitute sexual harassment under the Policy, and over whom the College is able to exercise substantial control.

Employees include full-time and part-time faculty and staff employed on campus or through a College program, activity, or event, including adjunct instructors.

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. The College is committed to creating an environment in which those who have experienced sexual harassment are encouraged to come forward, while also protecting the privacy of all involved. It is important that those reporting sexual harassment understand the limits on confidentiality of the individual contacted 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 outside services from the following persons:

Trained and statutorily certified victim's advocates; Licensed psychological counselors or health care providers; A personal attorney representing the victim; and/or a Religious/spiritual counselor.

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 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 these procedures (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. Complaints about violations of the 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.

The College does not publish the name of crime victims nor house identifiable information regarding victims in Campus Safety's 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.

Victims may request that directory information on file be removed from public sources by completing a form at the Admissions office. This request is good for one year and may be renewed as necessary. 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.

MEDICAL ATTENTION AND EVIDENCE PRESERVATION

After an occurrence of sexual harassment or other violence, a victim should consider seeking medical attention as soon as possible. Prompt medical attention is important both for physical/mental well-being and to preserve medical and physical evidence. Contact information for local hospitals and clinics is available on the College's website at: https://www.witcc.edu/title-ix/

In Iowa, evidence may be collected even if you chose not to make a report to law enforcement. You will not be responsible for any bill stemming from a sexual assault, including treatment of any injuries that happened during the assault. The bills will be sent directly to Crime Victims Compensation in Des Moines. Also available under this program is counseling for the victim and any secondary victim (spouse, special friend, etc.)

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted so that evidence necessary for the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Preserve other evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents. This evidence could be useful to the

College and/or law enforcement if you choose to pursue the matter within the College and/or in court.

VICTIM ADVOCACY AND COUNSELING

Regardless of whether a victim elects to pursue a criminal complaint, 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 written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and student financial aid as well as other services necessary within the larger community if available. In Iowa, a victim of domestic violence, dating violence, sexual assault or stalking has the right to advocacy and the right to confidentiality. Please refer to Iowa Chapter 915: Victim's Rights, Sections 915.1-915.100.

Victims of sexual harassment may also want to contact an advocacy group for information and assistance, victim advocacy counseling, or seek mental health counseling. Information and contact information for local advocacy groups is maintained on the College's website at: https://www.witcc.edu/student-resources/counseling/ or the WITCC Counseling office.

INTERIM SUPPORTIVE OR 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 measures and consider the Complainant's wishes with supportive measures, 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). Such supportive measures may include:

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

The College will keep any supportive measures confidential, to the extent confidentiality does not impair the College's ability to provide the measures.

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. Individuals may also pursue other civil or criminal no-contact/protective orders through the court system. Additional information regarding such legal protections can be obtained through the Clerk of Court of the Iowa District Court for Woodbury County or another court in a county of residence.

Any person who obtains an order of protection from Iowa, South Dakota or Nebraska should provide a copy to

Campus Safety and the Office of the Title IX Coordinator. A complainant may then choose to meet with Campus Safety and the Dean of Students office to develop a plan to reduce risk of harm while on 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.

INTERIM SUSPENSION OR ADMINISTRATIVE LEAVE

The College may make a non-disciplinary interim suspension of a student respondent on an emergency basis. Prior to suspending a student, the College will conduct an individualized safety and risk analysis and determine whether there is an immediate threat to the physical health or safety of any individual. Any student so suspended will be provided with notice and an opportunity to challenge this action immediately following the removal.

The College may, in its discretion and consistent with applicable policies, procedures, and/or agreements, place an employee respondent on administrative leave pending the outcome of a resolution process.

REPORTING VIOLATIONS

To the College: A complainant may report or file an institutional complaint of sexual harassment by contacting one of the following individuals:

Title IX Coordinator, Employees Human Resources
Jackie Plendl
Rm A242 | 712.274.8733 ext. 1406
jackie.plendl@witcc.edu

Title IX Coordinator, Students
Benjamin Mohning
Rm D220 | 319-242-6340 ext.8793
Benjamin.Mohning@witcc.edu

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 all students, employees, or anyone with knowledge to report incidents of sexual harassment.

LAW ENFORCEMENT

While the College strongly encourages victims to report instances of sexual harassment which constitute a crime to

law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The Campus Safety Department Safety (available at 712.274.8733 ext. 6414) will assist any victim with notifying local police if they so desire.

In any emergency situation, law enforcement can always be reached by dialing 911. Police Department contact information for WITCC campus locations is listed below in the event that a victim would choose to contact them directly:

Sioux City and Beltway Center Campuses - Sioux City Police Department, 712-279-6960 or 911. To report sexual abuse that occurred on campus or in Sioux City. South Sioux City Police Department, 402-494-7555 or 911. To report sexual abuse that occurred on campus or in South Sioux City.

Cherokee Campus - Cherokee Police Department, 712-225-6464/225-6728 or 911. To report sexual abuse that occurred on campus or in Cherokee.

Denison Campus - Denison Police Department, 712-263-3195 or 911.To report sexual abuse that occurred on campus or in Denison.

Le Mars Campus - Le Mars Police Department, 712-546-4113 or 911. To report sexual abuse that occurred on campus or in Le Mars.

Mapleton Center - Mapleton Police Department, 712-881-1306 or 911. To report sexual abuse that occurred at the center or in Mapleton.

TIMEFRAME FOR REPORTING

The College encourages individuals to come forward as soon as possible to share concerns of sexual harassment so that a timely and effective review and response can occur. There is no time limit for a reports or complaints, although the College's ability to investigate and respond fully may be limited with the passage of time. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with campus safety or law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

In all cases, the College will conduct a fair, prompt, and equitable investigation of allegations of sexual harassment. Generally, the College will attempt to complete the 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.

Procedures for Responding to Reports of Sexual Harassment

COMPLAINT RESOLUTION PROCEDURES - TITLE IX SCOPE INITIATING A FORMAL COMPLAINT

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.

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. 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.

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, these procedures, and under 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 under subsection j 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.

NOTICE OF INVESTIGATION

Upon the filing of a formal complaint, the Title IX Coordinator or designee will provide a written Notice of

Investigation simultaneously to both parties notifying the parties of:

- the identities of the parties involved in the incident; the conduct alleged;
- the date and location of the incident;
- Respondent's entitlement to a presumption of innocence;
- The parties' rights to have an advisor of their choice at the party's expense, who may be an attorney; and The parties' rights to review and comment on investigative evidence.

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).

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, college counselor, 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 exception of conducting cross-examination on behalf of a party in a live hearing.
- The College's communication during the process will be primarily 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.
- During any hearing during which the party has the right to engage in cross-examination and the party does not have an advisor, the College will appoint that party an advisor for the duration of that hearing, the selection of which is in the College's sole discretion.

THE INVESTIGATION

The College will select an investigator or investigators who have received annual training to investigate campus matters of sexual harassment and on how to conduct an investigation that protects the safety of victims and promotes accountability. The investigator or investigation team may be composed of internal College employees, external professionals, or a combination of both. The College's investigator designations can be found at the following link: https://www.witcc.edu/title-ix/

The College will endeavor to assign investigator(s) without bias or a conflict of interest. Either the Complainant or Respondent may request, in writing, that an investigator be replaced because of a conflict of interest. The Title IX Coordinator will determine if a conflict exists following a parties' request.

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. The order of the interviews and any investigation plan will be determined by the investigator(s) based on the circumstances of each complaint, and will include the following:

- The investigator(s) will interview the Complainant and Respondents separately. Each party will be asked to participate in an initial interview and may be asked to participate in a follow-up interview(s) as needed.
- Each party may offer witnesses and other information, documents or other evidence relevant to the complaint, both inculpatory and exculpatory. Information, documents or other evidence provided by the parties and witnesses may be shared with both parties during the investigation.
- The investigator(s) will make a good faith effort to contact and interview relevant witnesses.
- 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.

- 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.

INSPECTION AND REVIEW OF EVIDENCE DIRECTLY RELATED TO ALLEGATIONS AND THE INVESTIGATION REPORT

Complainant and Respondent and, unless directed otherwise by the respective parties, their advisors, 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 complaint itself.

Additionally, Complainant and Respondent will be given at least an additional ten days after receiving a copy of the College's final investigation report to respond to the investigation report, 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.

LIVE HEARING AND CROSS-EXAMINATION

For purposes of adjudication of formal complaints of sexual harassment under the Policy and procedures' scope under Title IX, 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:

APPOINTMENT OF DECISION-MAKER(S)

The College shall appoint one or more Decision-Maker(s) who are either internal or external to the College and have been trained on the matters set forth in the Policy and procedures. The College will endeavor to appoint Decision-Maker(s) without bias or a conflict of interest. If there is more than one Decision-Maker, one of the Decision-Makers shall be designated to serve as Hearing Officer during the hearing. The Hearing Officer 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 Hearing

Officer, in their sole discretion.

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), who may be internal or external to the College. 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 replaced because of an identified conflict of interest. The Title IX Coordinator will determine if a conflict exists, and replace any Decision-Maker with such a conflict.

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, live and in real-time.

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.

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.

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.

PROCEEDINGS

The Complainant and Respondent are permitted and encouraged to attend and participate in the hearing with an advisor of their choice.

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).

There shall be no formal pleadings, legal memorandum, or motions filed in the hearing process.

The Decision-Maker(s) will advise the parties if opening statement or closing statements are permissible.

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.

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.

PRESENTATION OF EVIDENCE

The hearing is not a second investigation of the allegations. In the hearing, the parties will be asked if they have any additional evidence for the Decision-Maker(s) to 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;

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;

Only relevant questions may be asked of a party or witness. The Decision-Maker(s) will explain the decision to exclude any question as irrelevant. Questions about prior sexual history will generally be deemed irrelevant with limited exceptions.

The Decision-Maker(s) may ask questions, at any time, of the parties and of the witnesses.

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.

STANDARD OF PROOF

The determination of whether or not sexual harassment occurred will be based on the "preponderance of evidence" standard. This standard generally means whether it is more likely than not that the conduct occurred.

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:

1) allegations of sexual harassment,
2) procedural history (including specifics about notifications of hearings, meetings and interviews, methods used to gather evidence and hearings held),
3) findings of fact supporting the decision,
4) conclusions regarding application of policy to the facts,
5) rationale for the decision/finding of responsibility as it applies to each allegation,

6) disciplinary sanctions imposed on respondent, if any,
7) 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
8) 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.

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 basis 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 Decision-Maker.

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.

SANCTIONS

The penalties for a violation of the Policy are as follows:

For students, sanctions can include the following:

http://catalog.witcc.edu/content.php?catoid=3&navoid=153&hl=student+conduct+code&returnto=search#student-code-of-conduct

For faculty and staff, sanctions could range from warning, reprimand, suspension with or without pay, demotion, or termination of employment, and may include such other forms of disciplinary action as appropriate under applicable College procedures, handbooks/manuals, or contracts. 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.

Sanctions may also include supportive measures. The College will also consider providing remedies for the broader campus community, as may be necessary to remedy the effects of sexual harassment.

INFORMAL RESOLUTION

After the filing of a formal complaint, the College may facilitate an informal resolution between the parties, and at any time prior to the Decision-Maker(s') determination of responsibility via the issuance of a written decision.

The Title IX Coordinator or designee will assess the severity of the alleged sexual harassment and the potential risk of a hostile environment for others in the campus community to determine whether informal resolution may be appropriate. 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.

The Title IX Coordinator or designee will provide the parties with a written notice setting for the allegations, the requirements of the informal resolution process set forth in these procedures, the right of any party to withdraw from the informal process and proceed with the formal complaint resolution process above, 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.

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 complaint resolution process above to resolve the allegations in the formal complaint. The written resolution is not subject to appeal.

ADVISORS

The Complainant and the Respondent each may be assisted by an advisor throughout the Informal Resolution process. Advisors are must be silent support persons for the parties and cannot participate directly in the informal resolution process.

ELECTION OF FORMAL RESOLUTION

Either party may, at any time prior to signing an informal resolution agreement, elect to end the informal resolution process and initiate 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.

PRIVACY OF INFORMAL 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.

COMPLAINANT DOES NOT WISH TO PURSUE RESOLUTION OR REQUESTS CONFIDENTIALITY

If the Complainant does not wish to pursue formal or informal resolution and/or requests their report remain confidential, the Title IX Coordinator will inform the Complainant that the College's ability to respond may be limited. 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.

Even if the College cannot take disciplinary action against the Respondent because the Complainant insists on confidentiality or that the complaint not be resolved, the College reserves the authority to undertake an appropriate inquiry, and/or take other reasonably necessary supportive measures to promote a safe learning environment for the Complainant and/or the entire College community.

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 the Policy and Title IX and is dismissed, the Title IX Coordinator will refer the complaint as appropriate for adjudication under another policy or process, such as the Harassment Policy or other conduct policies, 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, domestic violence, 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:

- The parties will each have the opportunity to participate in the investigatory and disciplinary process which is overseen by properly trained individuals;
- 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;

- 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;
- 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
- 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. Non-Retaliation.

No student or employee will suffer retaliation for reporting alleged instances of sexual harassment at Western Iowa Tech Community College. Any individual who believes they have experienced retaliation should immediately report it to the Title IX Coordinator or another College official.

TRAINING

Investigators, Decision-Maker(s) 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) conflicts of interest and bias, 3) the College's resolution processes, 4) issues of relevance and evidence, 5) the scope of the College's educational programs and activities, and 6) 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 annually 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.

EDUCATION AND PROGRAMMING

The College has developed educational programming to prevent domestic violence, dating violence, sexual assault and stalking. 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 faculty that:

1) Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2) Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
3) Defines what behavior and actions constitute consent to sexual activity in the State of Iowa
4) Provides safe and positive options for bystander intervention that may be carried out by an

individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;

5) Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

WITCC engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

1) Are 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
2) Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

SEX OFFENDER REGISTRATION

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.

In Iowa, convicted sex offenders must register with the Sheriff's Office in the county of residence. The sex offender registry is maintained by the Iowa Department of Criminal Investigation. You can access this information at the following website: www.iowasexoffender.com

Additionally, the Dru Sjodin National Sex Offender Public Website offers sex offender information on a nation-wide basis and is coordinated by the U.S. Department of Justice. The NSOPR site is a cooperative effort between jurisdictions hosting public sex offender registries and the federal government. http://www.nsopw.gov.