

2018 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 Security 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 Security Department under the direction of the Safety and Security Supervisor is responsible for compiling the information in this report. The annual statistics are prepared by collecting crime data from Security 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. 712-2550238.

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 Security

Western Iowa Tech Community College has a non-sworn security department based at the main campus in Sioux City. Security officers do not have the power to make arrests. Campus security 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 security jurisdiction consists of the main campus, branch campuses, LeMars and Mapleton learning center at above addresses.

To assist with these objectives, WITCC Security 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 Dean of Students or designee for disciplinary actions.

The WITCC Security 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 security 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 security officers by calling 712-274-6414 or a preferred Campus Security Authority such the Dean of students located in the Robert H. Kiser Building room A517 or by calling 712-274-6400 ext. 1399 or Title IX Coordinator located in the Robert H. Kiser Building room A239 or by calling 712-274-6400 ext. 1220 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 promptly report such activity when the victim of a crime elects to, or is unable to, make such a report.

On campus phones may be used to contact security by dialing 6414 or 1316, which is for campus emergency use. These numbers are posted on the black courtesy phones around the Sioux City campus and in each housing unit.

Blue phones located in Student Housing may also be used to summon security 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 of 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 security 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.

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 security department or any other person designated as a campus security authority, who will then forward the information to the security 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 security or law enforcement intervention, their decision will be respected and no investigation will be conducted.

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 Security Department at extension 6414 or the local law enforcement agency by dialing 911.

Student Criminal Activity Off-Campus

Western Iowa Tech Community College does not have any officially recognized off campus 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 Security for statistical purposes and so proper notifications and disciplinary action, if applicable, can be made.

Safety Escorts

The Security 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 Security at 712-274-6414 or extension 6414 to meet a security 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

security 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 Saturdays, Admissions, the front lobby area and the Library on the Sioux City campus are open from 8 a.m. until noon. On Sundays and holidays the College is open for scheduled events only. Security is responsible for locking and unlocking designated buildings either by electronic access devices or physical locks. Security 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. Security officers should be contacted at 274-6414 or 1-800-352-4649, extension 6414, to provide security 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, security 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 security 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 is 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 and Prairie Place are locked at 10PM each evening. 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 1399. If any employee has a concern in this area, please contact the Dean of Quality and Human Resources at extension 1220.

SAFETY PROGRAMMING

Safety procedures and an introduction to the College safety videos occur during College Experience classes for new students. Members of the campus security department are available for safety related presentations to student and employee groups. Please contact the Safety and Security Supervisor at extension 3210 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 security 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.

Self Defense-The Student Activities Coordinator provides a women's self-defense course once a week taught by a Self-Defense instructor, who is a 6th degree black belt in Tae Kwon Do, he teaches simple techniques designed to allow women to be able to break contact and create distance so they can escape from an aggressor.

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 1-This video describes the College lockdown procedure for classroom and workspace locations during a violent event on campus.
5. Secure Your Area 2-This video 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.
6. 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, Security Awareness and Safety Education June 1st 2017-May 31st 2018

The WITCC security staff performed 24 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. In addition to the videos, the College also provides the following safety related programming through the Counseling Department:

WITCC offered programming of Dating and Relationship Series in the Fall of 2017; discussing issues related to dating, sexual safety and domestic violence. CAASA and CSADV came to all College Experience classes and Staff Development day session to educate employees on domestic violence and sexual safety required for Title IX.

Jackson Recovery presented to the majority of College Experience classes on alcohol and drug awareness/use and abuse. Multiple workshops were hosted in the Comet Learning Center and in all College Experience classes on anxiety and depression and how it impacts learning, also a workshop on learning styles and time management.

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 Security departments are always willing to address any group on campus regarding safety related topics. To schedule an appointment please contact the Safety and Security Supervisor at ext.3210 or the College Counselor at ext. 1293.

All students and employees at WITCC are encouraged to be responsible for 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:

1. Certified law enforcement officers in their jurisdiction.
2. Non-certified officers attending the ILEA satellite training academy on the Sioux City campus may bring firearms only for related classes.
3. Firearms owned by the College for use in the Police Science program.
4. Firearm training courses hosted by the College for members of the public.

Individuals who violate this policy will be referred to law enforcement for arrest and prosecution.

Policy for Drug and Alcohol Free College Community

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)

I. 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.

II. Sanctions

- A. **Legal – Applicable to All**
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.

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.

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

1. Violation of this policy may result in imposition of one or more of the following sanctions.
 - a) Recommendation that the student seeks an assessment at an accredited substance abuse agency and follows all subsequent recommendations.
 - b) Mandatory participation in a substance abuse program at an accredited treatment agency.
 - c) Required chemical dependency assessment within ten (10) days of imposition of sanctions at an accredited substance abuse agency and adherence to subsequent recommendations.
 - d) Suspension from school pending completion of an assessment at an accredited substance abuse treatment agency and adherence to all subsequent recommendations.
 - e) Dismissal, with a verbal recommendation that the student seeks an assessment at an accredited substance abuse treatment agency and follows all subsequent recommendations.
2. 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.

III. 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 Security.
- C. When a staff member witnesses possession of alcohol or illicit drugs

by a student, the following must be applied:

1. The Security Department must be notified immediately.
2. All persons believed to be in possession of illicit drugs must be reported to the local law enforcement agency.
3. All persons of minority age believed to be in possession of alcohol must be reported to the local law enforcement agency.
4. Following due process procedures, the Dean of Students or designee, the Residence Life Manager or designee, after Consultation, the Security Department may apply one of the sanctions listed herein.

Students Convicted of Possession or Sale of Drugs

A federal or state drug conviction can disqualify a student for Financial Aid funds.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Title IV aid-they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless he/she was tried as an adult.

The chart below illustrates the period of ineligibility for Federal Title IV funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense 1 year from date of conviction	1st offense 2 years date of conviction
2nd offense 2 years from date of conviction	2nd offense Indefinite period
3+ offenses Indefinite period	3+ offenses Indefinite period

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. Documentation of the date of conviction or successful completion of a qualified rehabilitation program may be requested by the Financial Aid Office.

Further drug convictions will make him/her ineligible again.

Drug and Alcohol Services at WITCC

Counseling services are available on the Sioux City campus weekdays, except on Friday. While the college counselor is not involved in long term therapy, she 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 or learning center or at an off campus location, that in the judgment of the Safety and Security Supervisor or designee presents a continuing threat to safety on campus, a timely warning notification will be issued. The Safety and Security Supervisor will develop a timely warning notice which will notify members of the college community about serious crimes against people that occur on campus, should it be determined that an on-going threat may exist. The trigger for a timely warning notice is whether a continuing threat to the safety of the campus community exists based on the facts of the case and information known by the security department. Major crimes such as murder, manslaughter, arson and robbery will generally be the subject of a timely warning notice. 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. Because the timely warning notice is a method of keeping the college community informed, it may be used for other crimes as determined by the Safety and Security Supervisor or designee. 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 and Security Supervisor or designee, and will be distributed 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 and e-mails to campus accounts, may also be used. In some cases, runners, posted notices, or a public address system may be used to make the notification. Any follow up information resulting from a timely warning notification will be sent through an all student/all employee e-mail. 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 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 emergency extension which is 1316 or Campus Security at 712-274-6414 or extension 6414. Emergency calls are immediately forwarded Campus Security for resolution. The Security Department is the designated college organization to whom students and employees should report Clery Act crimes for the purposes of making timely warning reports and compiling the annual statistical disclosure.

Emergency Response and Evacuation

Should an incident be reported on campus which involves an immediate threat to the health or safety of students, staff and faculty, WITCC security and physical plant staff will attempt to immediately confirm the incident and its location if the incident is on the Sioux City campus. 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 and Prairie Place Suites are equipped with internal public address systems and Sun Ridge Apartments has an external speaker, 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. 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. 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 and Security Supervisor, Director of Physical Plant and College Safety, Vice President of Finance and Administrative Services and the Dean of Information Technologies. Dissemination of follow up information will utilize the public address and mass notification systems as appropriate.

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 “Security” 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 work space 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 “Security” 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 prior to the first test of the academic year.

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.

During 2017 the College was involved in a long-term ongoing multi-stage Fire System update, centralization and consolidation project. During the upgrade an internal test involving the Beltway Center and Sioux City Campus Buildings was tested multiple times. This was a scheduled test that was coordinated with Per Mar (alarm notifying contractor), Campus Security (response), Electric Innovations (contractor installer), Campus Maintenance and IT staff. This test was not announced to the Campus community.

Chart of the Emergency drills performed.

Type	Emergency	Date	Locations
Unannounced	Severe Weather	3/28/2017	All Campuses
Unannounced	Fire	12/21/2017	Le Mars
Unannounced	Fire	12/26-29/ 2017	Beltway Center and Sioux City Campus Buildings

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 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. All 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.

Any missing person report will be immediately forwarded to Campus Security and Student Housing for investigation. Upon determining that the student is missing, Campus Security 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. In addition, regardless of the student's age, Campus Security 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. No plans are in place for 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 in Sun Ridge Court; they are as follows, but not limited to:

· Mini-Refrigerators · Mini-Dishwashers · Mini-Deep Freezers · Gas or Charcoal Grills · Mini-Laundry Machines, portable electric appliances, smoking; and open flames.

Other appliances not listed above must have prior approval by the Student Housing Management in order to avoid disciplinary action. 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

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.

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.

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. All incidents of a fire occurring or having occurred should be reported to WITCC campus security officers by calling 712-274-6414 or occurring fires to the jurisdictional fire departments through 911.

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. 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:

FIRE SAFETY REPORT

	BUR			OAK			SUN RIDGE			PRAIRIE PLACE		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Number of Fires	1	0	1	0	0	1	0	0	0	0	0	0
Number of Injuries	0	0	0	0	0	0	0	0	0	0	0	0
Number of Deaths	0	0	0	0	0	0	0	0	0	0	0	0
Property Damage Amount	550	0	9515	0	0	0	0	0	0	0	0	0
Cause of Fire:												
<ol style="list-style-type: none"> 1. 6/19/17, SRC Bldg. E Grease fire in the kitchen. No Damage. 2. 12/08/17, BOS 2nd floor unattended Laptop battery caught fire in a bedroom. Damaged room \$9,515 												

3. 3/19/15, lower level patio light shorted out and burned. Damaged fixture-\$550.

Procedures and Penalties for Alcohol and Illegal Drug Use

Alcohol Prohibited

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 Student Justice Hearing 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 Student Justice Hearing 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 Student Justice Hearing 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 Security 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

Possession, distribution, manufacture 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.

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 Student Justice Hearing 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 Security 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 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 Security 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 security 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 Security 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 Security office. Caveat: The 2015 statistics below are based off of the 2015 Clery requirements.

Beltway Center

Offense (Reported by Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities	Unfounded Crimes
Murder/Non Negligent Manslaughter	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Manslaughter by Negligence	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0

Rape	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Fondling	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Incest	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Statutory Rape	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Robbery	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Aggravated Assault	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Burglary	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Motor Vehicle Theft	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Liquor Law Arrests	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0

	2015	0	0	0	0	N/A	0
Drug Law Arrests	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Weapons Law Arrests	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Liquor Law Violations Referred for Disciplinary Action	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Drug Law Violations Referred for Disciplinary Action	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Weapons Law Violations Referred for Disciplinary Action	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Offense (Crime Not Reported By Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities	Unfounded Crimes
Arson	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Domestic Violence	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0

Dating Violence	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Stalking	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
HATE CRIME REPORTING: There were no hate crimes reported for 2015, 2016, or 2017							

Cherokee

Offense (Reported by Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities	Unfounded Crimes
Murder/Non Negligent Manslaughter	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Manslaughter by Negligence	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Rape	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Fondling	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0

Incest	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Statutory Rape	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Robbery	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Aggravated Assault	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Burglary	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Motor Vehicle Theft	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Liquor Law Arrests	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Drug Law Arrests	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Weapons Law Arrests	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0

	2015	0	0	0	0	N/A	0
Liquor Law Violations Referred for Disciplinary Action	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Drug Law Violations Referred for Disciplinary Action	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Weapons Law Violations Referred for Disciplinary Action	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Offense (Crime Not Reported By Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities	Unfounded Crimes
Arson	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Domestic Violence	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Dating Violence	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Stalking	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0

HATE CRIME REPORTING: There were no hate crimes reported for 2015, 2016, or 2017
Crime statistics for Cherokee campus also include the LeMars Learning Center as non-campus property

Denison

Offense (Reported by Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities	Unfounded Crimes
Murder/Non Negligent Manslaughter	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Manslaughter by Negligence	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Rape	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Fondling	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Incest	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Statutory Rape	2017	0	0	0	0	N/A	0

	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Robbery	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Aggravated Assault	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Burglary	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Motor Vehicle Theft	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Liquor Law Arrests	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Drug Law Arrests	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Weapons Law Arrests	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Liquor Law Violations Referred for Disciplinary Action	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0

	2015	0	0	0	0	N/A	0
Drug Law Violations Referred for Disciplinary Action	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Weapons Law Violations Referred for Disciplinary Action	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Offense (Crime Not Reported By Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities	Unfounded Crimes
Arson	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Domestic Violence	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Dating Violence	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
Stalking	2017	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2015	0	0	0	0	N/A	0
HATE CRIME REPORTING: There were no hate crimes reported for 2015, 2016, or 2017							
Crime statistics for Denison campus also include the Mapleton Learning Center as non-campus property							

Sioux City

Offense (Reported by Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities	Unfounded Crimes
Murder/Non Negligent Manslaughter	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Rape	2017	1	0	0	1	1	0
	2016	0	0	0	0	0	0
	2015	2	0	0	2	2	0
Fondling	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Incest	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0

	2016	0	0	0	0	0	0
	2015	1	0	0	1	1	0
Burglary	2017	0	0	0	0	0	0
	2016	2	0	0	2	0	0
	2015	4	0	0	4	4	0
Motor Vehicle Theft	2017	0	0	0	0	0	0
	2016	1	0	0	1	0	0
	2015	1	0	0	1	1	0
Liquor Law Arrests	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	8	0	0	8	8	0
Drug Law Arrests	2017	1	0	0	1	1	0
	2016	4	0	0	4	4	0
	2015	1	0	0	1	1	0
Weapons Law Arrests	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2017	43	0	0	43	39	0
	2016	36	0	0	36	35	0
	2015	69	0	0	69	63	0
Drug Law Violations Referred for Disciplinary Action	2017	9	0	0	9	7	0
	2016	2	0	0	2	2	0
	2015	16	0	0	16	16	0
Weapons Law Violations Referred for Disciplinary Action	2017	1	0	0	1	1	0

	2016	0	0	0	0	0	0
	2015	2	0	0	2	0	0
Offense (Crime Not Reported By Hierarchy)	Year	On-Campus	Off-Campus	Public Property	Total	Residential Facilities	Unfounded Crimes
Arson	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Domestic Violence	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	3	0	0	3	3	0
Dating Violence	2017	1	0	0	1	1	0
	2016	1	0	0	1	1	0
	2015	0	0	0	0	0	0
Stalking	2017	3	0	0	3	0	0
	2016	0	0	0	0	0	0
	2015	1	0	0	1	0	0
HATE CRIME REPORTING: There were no hate crimes reported for 2015, 2016, or 2017							

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 informs 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 Health and Safety Regulations and Procedures

Sexual Abuse

Western Iowa Tech Community College is pledged to maintain an environment conducive to work and study for all persons. Accurate and prompt reporting of incidents of sexual abuse will be facilitated through the dissemination and discussion of materials covering the rights and responsibilities of students and employees and of policies governing appropriate conduct. Such dissemination and discussion will take place during student orientation and registration and at other times as deemed necessary.

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.

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. 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.

Harassment includes, but is not limited to, race, creed, color, sex, national origin, religion, age, disability, sexual orientation, gender identity actual or potential parental, family or marital status in its programs, activities or employment practices as required by State and Federal Civil Rights Regulation. Harassment by Board members, administrators, employees, parents, vendors, and others doing business with the College is prohibited. 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.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working 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.

Employees and students who believe they have suffered harassment shall report such matters to one of the designated harassment conciliators.

Upon receiving a complaint, the conciliator 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.

No one shall retaliate against an employee or student because the student or employee has filed a harassment complaint; assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge; or because they have opposed language or conduct that violates this policy.

It shall be the responsibility of the Board members, administrators, employees, students, and others having business or other contact with the College to act appropriately under this policy. It shall be the responsibility of the President to inform and educate employees or students and others involved with the College about harassment and the College's policy prohibiting harassment.

This policy and accompanying regulations shall only apply when an employee is the victim of an alleged harasser, or an employee is the alleged harasser. It shall be the responsibility of the President, in conjunction with the conciliators, to develop administrative procedures regarding this policy.

The College has designated a group of employees to participate in Civil Rights Investigator training.. This team consists of members from Campus Security, 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.

A. Definitions

There are numerous terms used by this college in our policy and procedures.

Consent is not defined in the Iowa State Code. For the purposes of this policy, the college will use the definition of consent given by the Merriam-Webster dictionary as: to give assent or approval, AGREE. Consent can be given either verbally or through physical action. In all cases, consent must be knowing, voluntary and without ambiguity. Silence or failure to say “No” is not considered to be 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.

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:

- A. 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.
- B. 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.

- **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.

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:

- a. The assault is between family or household members who reside together at the time of the assault.
- b. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.
- c. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.
- d. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.
- e. (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 are or have been in intimate relationship, the court may consider:
 - The duration of the relationship
 - The frequency of interaction

- Whether the relationship has been terminated
 - 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: Means violence committed by a person—who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on 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

- i. 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.
- ii. 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.

B. Education and Prevention Programs

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:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;

- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Iowa
- d. 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;
- e. 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:

- A. 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
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

The College offered the following primary prevention and awareness programs for all incoming students in 2017:

SCHEDULE OF WELLNESS WORKSHOPS CALENDAR 2017

Dating Relationship Series:

6 sessions: **2/8/17 – 3/8/17. Start times varied.**

Discussing issues related to dating, sexual safety and domestic violence. One hour/ 1 day each week.

CAASA and CSADV: Dates and times vary

Centers Against Abuse and Sexual Assault and Council on Sexual Assault and Domestic Violence came to all College Experience Orientation classes discussing awareness, Bystander Intervention and available resources and contact information.

Housing Student Workshop 8/21/17

A combination Title IX and Substance Abuse Workshop for Housing residents was held in Housing involving the Centers Against Abuse and Sexual Assault and Council on Sexual Assault and Domestic Violence and Jackson Recovery.

School Startup Workshop: 8/22/17

Campus security, Resident Authorities and Student Senate had a workshop with representatives from the Centers Against Abuse and Sexual Assault and Council on Sexual Assault and Domestic Violence and Jackson Recovery. Topics covered:

Substance abuse

STD's
Relationship Dynamics
Definition of Consent

Health Fair Booth: 9/13/17

Substance abuse

STD's

Self-Defense

Relationship Dynamics

A table was setup Promoting awareness education on domestic violence and sexual safety to staff and students.

Title IX Staff Development: 10/18/17

Centers Against Abuse and Sexual Assault and Council on Sexual Assault and Domestic Violence came to multiple Staff Development day sessions to educate on domestic violence and sexual safety required for Title IX. The sessions discussed Bystander Intervention and available resources, overview of Title IX.

Jackson Recovery: Dates and times vary

Session presented to the majority of College Experience Orientation classes on alcohol and drug awareness/use and abuse, as well as awareness of resources available.

The College has developed a Title IX brochure that is used during initial student orientation classes and for on-going employee awareness programs. This brochure includes information on the College's Title IX policy, sexual harassment and sexual violence definitions along with examples and a statement prohibiting such behavior, complaint procedures, bystander intervention tips, privacy statement, contact information for advocacy services and information on how to report a complaint.

C. 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, Brenda Bradley, Dean of Quality and Human Resources, Robert H. Kiser Building A242, 712-274-8733 ext. 1220, brenda.bradley@witcc.edu and Campus Security 712-274-6414 or Office Robert H. Kiser bldg. room A231 (if the victim so desires.)

After an incident of sexual assault, domestic violence or dating violence, the victim should consider seeking medical attention as soon as possible at the following locations:

Sioux City and the Beltway Center Campuses-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.

Cherokee Campus-Cherokee Regional Medical Center, 712-225-5101. 24 hour emergency medical services and examinations for sexual assault evidence.

Denison Campus-Crawford County Hospital, 712-263-5021. 24 hour emergency medical services and examinations for sexual assault evidence.

LeMars Center-Floyd Valley Hospital, 712-546-7871. 24-hour emergency medical services and examinations for sexual assault evidence.

Mapleton Center- Burgess Memorial Hospital, 712-423-2311. 24-hour emergency medical services and examinations for sexual assault evidence.

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. 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 communication and by keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police.

Although the College strongly encourages all members of its community to report violations of this policy 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 Security Department will assist any victim with notifying local police if they so desire.

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 Campus and Beltway Center -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.

LeMars Center-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.

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.

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 security or law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), College will provide complainant with access to medical care 2. College will assess immediate safety needs of complainant 3. College will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department 	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated using the <i>preponderance of the evidence</i> standard.

	<ol style="list-style-type: none"> 4. College will provide complainant with referrals to on and off campus mental health providers 5. College will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, no contact order between both parties 6. College will provide a trespass warning to accused party if deemed appropriate 7. College will provide written instructions on how to apply for Protection Order 8. College will provide a copy of the Sexual Abuse or Harassment Policy to complainant and inform the complainant regarding any timeframes for inquiry, investigation and resolution 9. College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and the outcome of the hearing 10. College will enforce anti-retaliation provisions under Board Policy 400.10 and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination 	
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<p>Stalking</p>	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 2. College will assist complainant with contacting local police if complainant requests AND complainant provided with 	<p>Stalking cases are referred to the Title IX Coordinator and are adjudicated using the <i>preponderance of the evidence</i> standard.</p>
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	<p>contact information for local police department</p> <ol style="list-style-type: none"> 3. College will provide written instructions on how to apply for Protection Order 4. College will provide information to complainant on how to preserve evidence 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. College will provide a trespass warning to accused party if deemed appropriate 	
Dating Violence	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. College will provide written instructions on how to apply for Protective Order 4. College will provide information to complainant on how to preserve evidence 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. College will provide a trespass warning to accused party if deemed appropriate 	Dating Violence cases are referred to the Title IX Coordinator and are adjudicated using the <i>preponderance of the evidence</i> standard.
Domestic Violence	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 	Domestic Violence cases are referred to the Title IX Coordinator and are adjudicated using the <i>preponderance of the evidence</i> standard.

	<ol style="list-style-type: none"> 3. College will provide written instructions on how to apply for Protective Order 4. College will provide written information to complainant on how to preserve evidence 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. College will provide a trespass warning to accused party if deemed appropriate 	
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D. Assistance for Victims: Rights & Options

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.

Further, Western Iowa Tech Community College complies with Iowa law in recognizing orders of protection. Any person who obtains an order of protection from Iowa, South Dakota or Nebraska should provide a copy to Campus Security and the Office of the Title IX Coordinator. A complainant may then choose to meet with Campus Security and the Dean of Students office to develop a plan to reduce risk of harm while on campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom locations, on-campus living arrangements or allowing a student to complete assignments from home, etc. Protection orders are available through the county Clerk of Courts office.

To the extent of the victim’s cooperation and consent, college offices, including the Dean of Students, Human Resources, Campus Security, Student Housing and Counseling Office will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. These changes and notifications will generally be coordinated through the Dean of Students office. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in Campus Security’s Daily Crime Log or online. 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.

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

Sioux City Campus and Beltway Center

WITCC Campus Security, 712-274-6414. RHK room A235. 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. For visa and immigration assistance in Sioux City.

Cherokee Campus

WITCC Campus Security, 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 Security, 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 Security, 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 Security, 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.

E. Adjudication of Violations

Whether or not criminal charges are filed, the college or a person may file a complaint under the Sexual Abuse Board policy, 506.7, or the Harassment Board policy, 400.10, alleging that a student or employee violated the College's policy on sexual abuse or harassment. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Security will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The college disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The due process procedure provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board;
2. 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. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
3. A student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused student violated the college’s Student Code of Conduct?”;
4. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
5. The accuser and the accused each have the right to appeal the outcome of the hearing by giving written notice to the Dean of Students on or before the third (3) class day after the day the decision or action is served on the student or mailed to the student’s last known address by ordinary mail. The notice of appeal shall contain the student’s name, the date of the decision or action, the name of his/her legal counsel, if any, and a simple request for appeal. Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided. Both the accuser and accused will be notified simultaneously in writing of the final outcome after the appeal is resolved.

WITCC upon written request will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by 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.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the college’s policy against Harassment in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the due process procedure.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the college’s ability to respond to the complaint may be limited.

Confidentiality

The college will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the sexual abuse or harassment policy occurred will lead to the initiation of disciplinary procedures against the accused individual. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Code of Conduct. Sanctions for students include the possibility of suspension or expulsion from the College. The College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: changes to academic, living, or working situations, on-campus counseling and referrals, no contact orders and assistance in notifying appropriate local law enforcement and medical services. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible with coordination of the Dean of Student's office. Examples of interim protective measures include, but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Western Iowa Tech Community College.

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>