

# Coe College Bias Incident Protocol

## Purpose

Coe College is committed to providing an environment that is safe for **ALL** students. It is in the mission of the college to foster “a social condition that values a diverse people”. While the college respects an individual’s right to free speech, the college also emphasizes the importance of personal responsibility and respect. Any act of harassment, hate, and/or discrimination will not be tolerated. The purpose of the Bias Incident Protocol is to provide information on responding to hate crimes or bias incidents that may occur on campus. The Bias Incident Protocol also outlines the administrative response to the aforementioned incidents and provides resources to the campus community.

## Definition of a Bias Incident

A *Bias Incident* is characterized as a behavior or act—verbal, written or physical—which is personally directed against or targets an individual or group based on perceived or actual characteristics such as race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status, or age. Behavior reflecting bias may constitute a violation of Coe College policy. The kinds of incidents that may constitute a bias incident, include but are not limited to, threatening telephone calls or mail (including electronic mail), graffiti, physical assault, sexual assault or abuse, stalking, vandalism, destruction of personal property, harassment, or coercion. Coe College strongly encourages the reporting of *all* hate crimes and bias incidents that occur on campus or at college-sponsored events or activities occurring off-campus.

## Reporting Process

If you are the target of a bias incident/hate crime or witness such an incident, you should immediately document what happened and report the incident to a **Coe staff member, faculty, or security officer** as soon as possible. When documenting the incident:

- Provide a detailed account of the incident including date, time, and location;
- Do not remove or tamper with physical evidence. Contact Coe Security to document and collect physical evidence.
- If the incident involves a verbal act, write down exactly what was said to the best of your recollection.
- Identify the perpetrator(s) if known or provide a detailed description of the individual(s) involved.
- List all witnesses including their names and contact information.
- Include other pertinent information that may assist Coe College in responding to the incident.
- If the incident was in the form of graffiti, vandalism, or public postings, Campus Security will document it for evidence and take responsibility for insuring its prompt removal.
- If the incident was in the form of email, text message, or communication through a social network site, do not delete the message. If at all possible, print the message so it may be used in the investigation.
- If the incident was in the form of a telephone call then record the time and date of the call and keep a record of the telephone number if you have caller ID.

## **Coe College Follow-Up Procedures**

1. Once a complaint about a bias/hate incident is received, the incident is reported to the Dean of Students.
2. The Dean of Students will likely assemble the Bias Response Team composed of the following individuals as needed:
  - Director of Security
  - College Chaplain
  - Faculty Representative from the Committee of Diversity (COD)
  - Student Representative from the Committee of Diversity
  - Campus Life Professional Staff (On-call Duty Responders)
  - Associate Dean of Students
  - Director of Public Relations
  - Coordinator of Multicultural Admission and Retention Services
3. The Bias Response Team will divide in to two groups -- the Incident Response Team and the Community Response Team. The Incident Response Team will focus on the immediate response to the victim and accused. The Community Response Team will focus on the response to the campus community.
  - The Incident Response Team will be composed of the Dean of Students, Associate Dean of Students, and the Residence Life Area Coordinators.
  - The Community Response Team will be composed of the College Chaplain, COD Faculty Representative, COD Student Representative, the remaining Campus Life Professional Staff, Director of PR, and Coordinator of Multicultural Admission and Retention Services.
  - The two response teams will collaborate and communicate with each other throughout the handling of the bias incident.

### **Incident Response Team Checklist**

- The team will communicate promptly with the victim and, if possible, the accused. The team will assist and offer services related to safety, counseling, and other support systems that may be appropriate.
- The team will thoroughly document the incident. The team will take care to retain any physical evidence.
- The victim will be asked what role s/he would like to play in responding to the incident.
- The team will attend to the victims physical and emotional needs (e.g. consider relocation, academic accommodations, counseling, etc.).
- The parents and/or guardians of the victim will only be notified at the request of the student.
- If appropriate, the team will arrange for appropriate security measures (i.e. extra patrols, surveillance, etc.).
- If the team is able to identify the accused, the college judicial system may be activated based on the alleged victim's wishes or at the college's discretion.
- The team will maintain all written records to be shared with the appropriate authorities.
- If the accused is a Faculty or Staff member than the bias incident will be referred to the appropriate Vice President.

### **Community Response Team Checklist**

- The Community Response Team will assess the bias incident and develop an appropriate response within 24 hours. They may include the following:

- Student forum
- Campus notices and fact sharing as appropriate (e.g. campus newspaper article, email alerts, text notification, fliers, website updates etc.)
- Educational programming
- If needed, the team will prepare a response to the media.
- Provide counseling opportunities for the student body.
- Provide additional support for those directly affected by the bias incident.

### **Campus Resources For Students**

VP Student Affairs Office, Ext. 8843  
 Campus Security, Ext. 8888  
 Chaplin, Kristin Hutson, Ext. 8546  
 Dean of Students, DeLane Duval, Ext. 8741  
 Equal Opportunity and Affirmative Action Office, Deanna Jobe, Ext. 8741  
 Health Services, Ext. 8617  
 International Student Advisor, Ext. 8741  
 Residence Life Office, ext. 8741

### **Local Resources**

Cedar Rapids Civil Rights Commission  
 425 2nd St SE, Suite 960  
 Cedar Rapids IA 52401  
 (319) 286-5036  
 Fax (319) 286-5136

Cedar Rapids Police Department  
 505 1st St SW  
 Cedar Rapids, IA 52404  
 (319) 286-5491

St. Luke's Counseling Center  
 1026 A Avenue NE  
 Cedar Rapids, Iowa 52402  
 (319) 369-7952

### **National Resources**

**ADL CAMPUS OF DIFFERENCE PROGRAM**  
 The ADL Campus of Difference Program helps college communities examine stereotypes, bigotry, bias-related incidents, and expand cultural awareness.  
 Anti-defamation League (ADL)  
 Department of Campus/Higher Education Programs  
 10495 Santa Monica Boulevard

#### CENTER FOR THE PREVENTION OF HATE VIOLENCE

The Center for the Prevention of Hate Violence offers training program and educational materials

to combat bias, harassment, and other forms of violence on school and college campuses.

Center for the Prevention of Hate Violence

96 Falmouth Street, Box 9300

Portland, ME 04104-9300

(207) 780-4756 <http://www.preventinghate.org/>

#### INTELLIGENCE PROJECT

The Southern Poverty Law Center's Intelligence Project tracks domestic extremism in the United

States, and publishes a quarterly publication, *Intelligence Report*, to analyze trends in hate organization.

Southern Poverty Law Center

400 Washington Avenue

Montgomery, AL 36104

(334) 956-8200 <http://www.splcenter.org/intel/intpro.jsp>

#### National HATE Crime Hotline

(800) 347-HATE (4283)

#### STOP THE HATE!

The Stop the Hate! Campaign offers extensive information on hate crime prevention strategies for college campuses.

Association of College Unions International (ACUI)

Stop the Hate! Campaign

One City Center, Suite 200

120 W. Seventh Street

Bloomington, IN 47404-2925

[stophate@aculweb.org](mailto:stophate@aculweb.org) [www.stophate.org](http://www.stophate.org)

#### THE NATIONAL CENTER FOR VICTIMS OF CRIME

2000 Street NW, Suite 480

Washington, D.C. 20036

(202) 467-8700

<http://www.ncvc.org>

#### TOLERANCE.ORG

Tolerance.org is a principal online destination for people interested in dismantling bigotry and

promoting anti-bias activism in the community.

A Project of the Southern Poverty Law Center

400 Washington Avenue

Montgomery, AL 36104

(334) 956-8200 [www.tolerance.org](http://www.tolerance.org)