



**COE COLLEGE**<sup>®</sup>

**2015**

**COE COLLEGE ANNUAL SECURITY REPORT**

**(Campus Crime, Sexual Misconduct, and Fire Information)**

**Dean of Students Office**

**319-399-8843**

**Coe Campus Security**

**319-399-8888**

**Completed in September 2016**

**Introduction**

On November 8, 1990, President George H. W. Bush signed into law federal legislation known as the Student Right-To-Know and Campus Security Act. The "Crime Awareness and Campus Security Act of 1990", mandates the disclosure of campus security policies, and statistics of reported crimes. This brochure is intended to inform all

current and prospective students and employees of Coe College's safety and security program. It serves as a reminder that everyone can help ensure his/her own security and others' by taking reasonable precautions and using a common sense approach to personal safety.

Coe College is a private, four-year, coeducational liberal arts college located in Cedar Rapids, Iowa. The campus encompasses ten city blocks and is surrounded by privately owned homes, apartments, businesses and a hospital. Approximately 1,450 students are enrolled at Coe and over 1200 of those students live in student residence halls or college-owned apartments on campus. The college employs approximately 365 full-time and part-time employees, including faculty, staff and administration.

## **The Clery Act**

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program. The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

## **Compliance with the Clery Act**

The Clery Act requires Coe College to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The act also requires Coe to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education annually. When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety- and security-related requirements to the Higher Education Act of 1965. To be in full compliance with the law, Coe College must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. Coe College Campus Security must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in college residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as remote classrooms. Coe College must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.
4. Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities.
5. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report (herein) containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths and property damage of each fire.
6. Submit the collected crime and fire statistics to the Department of Education each fall.
7. Inform prospective students and employees about the availability of the Annual Fire Safety Report. Coe College has a vested interest in campus security and the personal safety of its students and employees. The following pages contain specific information, including crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. This report also contains information about campus crime statistics. Members of the campus community are encouraged

to use this report as a guide for safe practices on and off campus. The report is available on the Internet at [www.coe.edu/consumerinfo](http://www.coe.edu/consumerinfo). Every member of Coe College receives an email that describes the report and provides its website address. For more information, contact the Dean of Students at 319-399-8843.

## Disclosure of Crime Statistics

The Dean of Students has a duty to report crimes on campus for federal statistical purposes. The crimes are reported based on the guidelines the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 USC § 1092). The crime definitions are as follows:

**Aggravated assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary** is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such relationship shall be 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.

**Domestic violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 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.

**Drug abuse violations** are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Hate crimes** are committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.

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

**Motor vehicle theft** is the theft or attempted theft of a motor vehicle.

**Murder and non-negligent manslaughter** is the willful (non-negligent) killing of one human being by another.

**Negligent manslaughter** is the killing of another person through gross negligence.

**Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sex offenses** are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

**Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

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

**Unfounded Crimes** is when law enforcement determines that a particular reported incident could not have occurred or did not occur, i.e., a false report, the crime is not included in the Annual Security & Fire Safety Report. Only law enforcement can rule a case "unfounded".

## Definitions of Geography

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around Coe College's campus.

### On-Campus Buildings or Property

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

### Non-Campus Buildings or Property

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution\*; or
2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### Public Buildings or Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Coe College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

*<http://www.ope.ed.gov/security> is your direct link to security statistics for over 6000 colleges and universities in the United States. This site also includes the definitions above.*

## To Report a Crime

In order to report a crime or suspicious activity, contact Coe College Security or the Cedar Rapids Police Department.

**Coe College Security** – If you are off-campus or calling from a cell phone, Coe campus security can be reached at 319-399-8888. If you are calling from an on-campus landline, you can reach campus security by dialing 8888. Securitas provides seven-day-a-week, 24-hour coverage. The security personnel work closely with the Cedar Rapids Police Department to create a safe campus environment. Some of the services performed by campus security include: enforcement of parking regulations, locking/unlocking of buildings/rooms, medical emergency response, campus patrols, crime prevention programs, and emergency message delivery.

Security personnel will respond and initiate whatever action is necessary to resolve any situation, including the notification of Cedar Rapids police, fire or medical agencies when appropriate.

Coe owns four off-campus houses, B.S.E.O (1343 E Ave NE), Kohawk I (1319 E Ave NE), Kohawk III (1444 E Ave NE), and the Pink House (329 15th Street NE). Security responds to all calls from these houses, as does the local police. Calls to the police regarding events or occurrences at the house are monitored by the college. In addition, a Coe fraternity, Tau Kappa Epsilon, occupies a privately-owned house adjacent to the campus. Security responds to all calls from this house, as do the local police. The college monitors calls to the police regarding events or occurrences at this house.

Any criminal activity at Coe College events held off campus is reported to the Campus Security Office by local law enforcement agencies

**Cedar Rapids Police** – The non-emergency number for the Cedar Rapids Police Department is 319-286-5378. In an emergency, call 911 (9-911 if you are calling from an on-campus landline).

In addition, you may use any of the emergency blue light phones located in various locations throughout campus.

You may also report a crime to the following individuals:

Dean of Students (Tom Hicks)	319-399-8843
Director of Security (Carlos Velez)	319-399-8517

## **Confidential Report Procedures**

If you are a victim of a crime but you do not want to pursue judicial action through the college or the Cedar Rapids Police Department, you have the option to make a confidential report. The Dean of Students can file a report on the incident without recording any personally identifiable information. Confidential reports of crime **will** be counted toward the federal crime statistics for the college. Furthermore, the confidential report allows the college to take steps to ensure your safety and the safety of the campus community. If you decide that you want to press charges through the college or city judicial system, you must be willing to reveal your identity. As is normal with due process, a person is entitled to know who is accusing them of a wrong.

## **Confidential Resources on Campus**

As a result of the 1998 amendments to the federal law 20 USC § 1092 (f), clarification was given to those considered campus security authorities on campus. Simply put, campus security authorities must report crimes to the Dean of Students to be recorded as part of the Clery Act crime statistics. However, since the college's chaplain and counselor are functioning within the scope of the professional ethics of their given fields, they are not considered to be campus security authorities. Consequently, the college's chaplain and counselor are not required to report crimes for inclusion into the college's annual crime statistics. This gives students an option to receive counseling about an incident without any pressure to officially report the crime. As a matter of policy, the college chaplain and counselor will provide information on how to report a crime. Based on their professional discretion, the chaplain or counselor may report a crime to the Dean of Students if there is concern for the safety of the campus or the student being counseled. The confidential resources for reporting crime on campus are:

Emily Barnard, Counselor, 319-399-8843  
Lindsay Shedek, Director of Health Services, 319-399-8617  
Kristin Hutson, College Chaplain, 319-399-8843  
Karla Steffens-Moran, Professor, 319-399-8657  
John Chaimov, Professor, 319-399-8594  
Kayla Waskow, Athletics, 319-399-8265

## **Access to College Facilities**

The college buildings and facilities are generally intended for the use and benefit of the students and employees. Visitors and guests seeking to utilize college facilities are expected to make prior arrangements with the appropriate college offices. The general public may attend cultural and athletic events on campus, with their access limited to the facilities in which these events are held.

## **Residence Halls**

Entrances to each building are locked at all times and access for students is gained through their ID/key card.

Students are housed in residence halls, apartments, and several houses. The residence halls are staffed by a campus life professional staff member, an assistant residence director, and resident assistants. The apartments are staffed by a professional staff member, an assistant residence director, and apartment resident assistants. All staff members undergo thorough training in safety and security issues and policies. A resident assistant is available in each hall from 7 p.m. until 8 a.m. and makes regular rounds of the building. In addition, a campus life professional staff member, the associate dean of students, the dean of students, the dean of student retention services and/or the vice president for student affairs are on call 24-hours-per-day, seven-days-a-week.

When classes are not in session, the residence halls are closed, and the buildings are secured. Students receiving permission to stay are granted access through the ID/key card system. Security officers and Residence Life staff make routine rounds through the buildings. The campus apartments remain available for students who reside in them to stay over breaks.

## **Maintenance of Campus Facilities**

Security and Coe College physical plant personnel work together to ensure that the campus is as safe as possible. Lighting, landscaping, and other safety-related aspects of the campus are continually monitored, maintained and repaired.

## **Drug and Alcohol Policies**

Coe College complies with all federal, state and local laws, including those that regulate the possession, use and sale of alcoholic beverages and controlled substances. The college has established official standards and appropriate sanctions for students and employees, which are detailed in the Student Reference Book, available on-line at

<http://www.coe.edu/uploads/pdfs/campuslife/studentreferencebook.pdf>. This handbook also contains information regarding college, community and national resources that are available to members of the Coe community.

## **Security Awareness and Crime Prevention**

The Coe College philosophy is to prevent rather than react to crime. This is accomplished through educational programs concerning personal safety.

Pamphlets, posters, e-mails and articles in the *Cosmos* (college newspaper) are some of the mechanisms used to disseminate information to the college community. Student Development also sponsors programs on crime prevention and self-defense.

The dean of students advises members of the Coe community on a timely basis about campus crime and crime-related incidents. This information may be posted throughout the campus, distributed to all resident assistants for their floors and sent through electronic mail.

## **Missing Persons Policy**

If a resident student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, the Dean of Students (319-399-8843) and Campus Security (319-399-8888) should be notified. Students under the age of 18, will have their parents notified if they are determined missing for more than 24 hours and law enforcement will be notified for any student missing for more than 24 hours.

If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, the Security Office, x8888, and/or the Cedar Rapids Police Department, (9) 911, should be notified.

If desired, students will be able to designate a confidential contact person on their Emergency Information form to contact if the student is deemed missing. At the College's discretion, in addition to a confidential contact, the College reserves the right to contact a parent and/or guardian.

## **Emergency Response/Evacuation**

When a situation arises that warrants an evacuation of campus (e.g. catastrophic weather, chemical spill, etc.), the President will work with the Vice President of Student Development (319-399-8843) to initiate the Coe College emergency evacuation plan.

Next, the Vice President of Student Development will inform the campus community of the threat and notify the appropriate students, faculty, and staff to vacate the Coe campus. Instructions for evacuation will be sent via emergency text, email, and website updates. Based upon the professional judgment of responsible authorities, the emergency notification system will not be used if it would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The emergency notification system will be tested each month from September - April on the first Wednesday of the month.

Critical emergency personnel, the live-on campus life staff, are the only employees allowed to remain on the Coe Campus after it is officially closed and evacuated. These employees are expected to remain on duty throughout the emergency until dismissed by the Dean of Students. Critical emergency personnel may be relocated off-campus if the situation is warranted. Coe College Security will check all campus buildings to ensure that they are secure throughout the evacuation.

## **Coe College Sexual Misconduct Policy**

It is the policy of Coe College that sexual misconduct constitutes unacceptable behavior within the academic community. Coe defines sexual misconduct as threats or deliberate physical contact of a sexual nature, which is against another person's will, or without effective consent. Affirmative consent is informed, mutually understandable words or actions, freely and actively given, which indicate a willingness to participate in a sexual activity. Resources and details can be found in the Student Reference Book on pages 53-71.

All new students at Coe are expected to complete an online educational program titled Haven, attend Sex Signals (educational program) during orientation, attend an FYS session on alcohol and sexual assault, and attend a sexual assault awareness/prevention program organized through nationally known educator Katie Koestner.

## **Confidentiality and Reporting Options**

Depending on their roles at the college, individuals on campus have different reporting responsibilities and abilities to maintain your confidentiality. In order to make an informed decision, victim/survivors should be aware of confidentiality and mandatory referral/reporting requirements when consulting campus resources. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to. All other resources are required to report any knowledge they have about sexual misconduct to the Sexual Misconduct Coordinator. Even though most employees are required to report, you may seek assistance from them without starting a chain of events that takes things out of your control, or violates

your privacy.

## **To Report Confidentially**

If you desire that details of the incident be kept confidential, you should speak with on-campus confidential resources or the off-campus counseling provided by St. Luke's Family Counseling Center. St. Luke's counseling sessions are free of charge. In addition, you may speak off-campus with various community organizations that specialize in sexual misconduct issues and keep reports made to them confidential.

### **Confidential on-campus resources**

Emily Barnard, Director of Wellness and Counselor, 319-399-8843  
Lindsay Shedek, Director of Health Services, 319-399-8617  
Kristin Hutson, College Chaplain, 319-399-8843  
John Chaimov, Professor, 319-399-8594  
Karla Steffens-Moran, Professor and Advisor to RSVP, 319-399-8657

### **Confidential off-campus resources**

St. Lukes Family Counseling Center, 319-369-7952  
Riverview Center Sexual Assault Hotline, 1-888-557-0310  
Mercy Medical Emergency Center, 319-398-6041  
St. Luke's Emergency Center, 319-369-7105  
Iowa Sexual Abuse Hotline, 1-800-284-7821  
Iowa Crime Victim Assistance Division, 1-800-373-5044  
Iowa Coalition Against Sexual Assault, 515-244-7424  
RAINN - Rape, Abuse, Incest National Network, 1-800-656-HOPE (4673)

### **Title IX Coordinator and Deputy Coordinators (non-confidential)**

Tom Hicks – Title IX Coordinator  
Krista Kronstein – Deputy Coordinator, Sexual Misconduct Coordinator  
Kris Bridges – Deputy Coordinator (faculty and staff)  
Carlos Velez – Deputy Coordinator  
Laura Van Buer – Deputy Coordinator

### **Accused Student Resource**

Emily Barnard, Director of Wellness and Counselor, 319-399-8843

## **Non-Confidential/Mandatory Referrals and Reporting**

All employees of the college who are not confidential resources (see above) are considered mandatory referrers/reporters. This means they are required to inform the Sexual Misconduct Coordinator if they are aware of any information they receive about sexual misconduct. You are encouraged to speak to officials of the institution to make formal reports of incidents. You have the right and can expect to have incidents of sexual misconduct taken seriously by the college when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting does not mean that your report won't be confidential, but it does mean that people who need to know will be told, and information will be shared as necessary with investigators, witnesses, and the accused. The circle of people will be kept as tight as possible to preserve your rights and privacy. You may bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding. If you would like to formally report an incident of sexual misconduct, it is recommended that you report to:

· Krista Kronstein, Sexual Misconduct Coordinator, 319-399-8741

## **Federal Statistical Reporting Obligations**

The Dean of Students has a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (e.g. the college must report whether the incident happened on or off campus, but no specific addresses are given), for publication in the annual Campus Security Report. This Report helps to provide the community with a clear picture of the extent and nature of campus crime, to

ensure greater community safety.

## **Federal Timely Warning Reporting Obligations**

Victims/survivors (referred to as complainants) of sexual misconduct should also be aware that college administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

## **Formal Reporting, Investigation, and Hearing of Sexual Misconduct Issues**

By reporting the sexual misconduct, you help protect yourself and others from future victimization. Reporting the incident is separate step from choosing to go through the college conduct process. Students always have the option of reporting to local police officials, and if desired, the college will assist you in notifying law enforcement authorities. If, for some reason, law enforcement officials seek involvement in a sexual misconduct case, the victim always has the option to deny reporting to law enforcement. If you report the incident, you **do not** have to press charges against the accused student (respondent). However, if the accused is a Coe student, **the Dean of Students will notify the accused that an alleged incident of sexual misconduct has been reported against him or her.** During this conversation with the Dean of Students, you may choose not to have your identity divulged. If you choose to divulge your identity, it is typical that the Dean of Students will place a "no-contact" order on the respondent. This ensures that the respondent would no longer be able to interact with you. Regardless of the complainant's decision to move forward with formal charges, an investigation will begin with the results being stored confidentially in the event charges are filed.

## **Initial Assessment of a Sexual Misconduct Complaint or Report**

The Sexual Misconduct Coordinator, working with other Title IX Coordinator and other administrators, will ensure that the College responds to every Sexual Misconduct Complaint or Report in a timely, effective, and consistent manner and treats every individual with respect.

The first step in response to a Sexual Misconduct Complaint or Report is an Initial Assessment. The Initial Assessment will consider the nature of the report, the Complainant's preferences for resolution, and the most appropriate course of action given the information available at this early stage. The appropriate course of action may change over time, as further information gathering, analysis, or investigation reveal more information about facts and circumstances surrounding the alleged Sexual Misconduct. The final decision on the course of action will be made by the Sexual Misconduct Coordinator, the Title IX Coordinator, or another designated official. At the Initial Assessment stage, and throughout any investigation or disciplinary proceeding, only those who "need to know" are given information about the issues.

## **Notice to Respondent of a Sexual Misconduct Complaint and/or Investigation**

The Dean of Students or his/her designee will notify, in person and in writing, the Respondent that a Complaint has been filed against him/her, the name of the Complainant (unless she/he has expressly requested to remain anonymous), the nature of the allegations in the Complaint, and, if it is known at that time, how the case will proceed. During this initial meeting with the Dean of Students and/or his/her designee, the Respondent will have the opportunity to review the sexual misconduct charge, provide information about the incident and accept or deny responsibility for the violation. During this or a subsequent meeting, the Dean of Students, Sexual Misconduct Coordinator, or his/her designee, will review the procedures used in cases of sexual misconduct and inform the Respondent of the Accused Student Resource Person who is available to answer questions about sexual misconduct complaints and provide support to the Respondent. If a student Respondent fails to respond to a request to schedule a meeting, the investigation will proceed without their participation.

Respondents in a sexual misconduct Investigation and Administrative Review proceeding are expected to participate in the Investigation and Administrative Review proceeding process. The Investigation and Administrative Review proceeding will still occur even if a Respondent chooses not to participate, chooses to leave or withdraw from Coe College, or is no longer a student at Coe College. If a Respondent has left or withdrawn while an investigation is pending, the final Resolution of the Complaint will come into effect if the Respondent returns to Coe College at any time. If the Respondent graduates before the Investigation or Administrative Review proceeding occurs or before the final Resolution of the Complaint is determined, the Respondent may not be able to receive their diploma until the process is finalized.

## **Acceptance or Denial of Responsibility by Respondent**



If, at any time after they are informed of the allegations against them, including during the investigation or administrative proceeding, the Respondent accepts responsibility for violating the Sexual Misconduct Policy, the administrative proceeding representative, in consultation with the Title IX Coordinator and/or the Vice President for Student Development, will determine the sanctions to be assigned, if appropriate. Since such action results in the Complaint being resolved, an investigation may not be necessary but may still continue depending on the details of the incident, if it is deemed warranted.

If the Respondent denies responsibility for violating the Sexual Misconduct policy, the College will initiate the process for investigation and administrative resolution outlined below.

### **Interim Measures and Protecting the Complainant**

After a Complainant files a Sexual Misconduct Complaint or Report, the College may impose reasonable and appropriate interim measures that will assist or eliminate the alleged hostile environment and protect the parties involved. Interim Measures may be both remedial and/or protective. The College will maintain the privacy of any interim measures imposed to the extent possible and will maintain constant contact with the parties to ensure that any interim measures imposed remain appropriate and effective to ensure the physical and emotional health and safety of those involved.

A Complainant may request specific Interim Measures when making a Sexual Misconduct Complaint or Report or at any point during the process, or may request the College impose Interim Measures generally. Such interim measures include assisting and allowing the complainant to change his/her academic, transportation, living, or work situation, to the extent that the College has control over these environments, if options to do so are reasonably available. The College is obligated to provide these if they are reasonably available, regardless of whether a report has been made to local law enforcement. Requests for any interim measure should be made to the Sexual Misconduct Coordinator. The College will maintain as confidential any interim measures to the extent maintaining confidentiality does not impair the College's ability to provide them. If necessary to disclose personal information to provide an interim measure, the College will endeavor to notify the complainant before doing so.

The College may also impose Interim Measures of its own volition.

Potential Interim Measures include, but are not limited to:

Access to medical or counseling services on and off campus;

Imposition of a College No-Contact Order;

Assistance in obtaining a Civil Protection Order;

Facilitating a meeting with law enforcement;

Rescheduling of exams and assignments;

Providing alternative course completion options;

Changing class schedules or transferring sections, including the ability to drop a course without penalty;

Changing work or job assignments or schedules;

Changing or removal from a student's College-owned residence;

Assistance in other relocation;

Limiting an individual or organizations' access to College facilities or participation in College activities;

Voluntary leave of absence;

Providing an escort to and from classes, work, home or activities;

Providing academic support services;

Interim suspension pending the final outcome of a Formal Resolution process;

Any other remedy that can be tailored to the individuals involved.

When separating the respondent and the complainant, it is Coe's practice to minimize the burden on the complainant. As such, complainants are typically not removed from classes, housing, or student organizations and changes or restrictions may be made to the respondent's participation in classes, housing, or student organizations if necessary. However, the college will change a complainant's academic and/or living situation after an alleged offense at the request of the complainant given that the space is reasonably available.

Interim suspension will only be imposed where the alleged Sexual Misconduct poses an ongoing threat of harm to the safety or wellbeing of an individual or members of the College community. Interim suspension means an individual or group will be denied access to the College campus. During an interim suspension, an individual may continue his/her coursework or activities unless specifically and affirmatively allowed to do so. When interim suspensions are imposed, the College will make all reasonable efforts to complete any Investigation and Formal Resolution proceedings within an expedited time frame, when possible.

Additionally, if a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Sexual Misconduct Coordinator. The College will take all reasonable and legal action to implement the order.

## **Complainant and Respondent Separation**

While every effort will be made during the process to keep the Complainant and the Respondent physically separated from each other, if the Complainant and Respondent need to be in the same room or location during the Investigation or Administrative Review Proceeding process, or Formal or Informal Disciplinary process, the College does provide options for allowing confrontation without direct contact (e.g. closed-circuit testimony or using a room divider).

## **Recording of Investigations, Interviews, Meetings and other Proceedings**

The College may, at its discretion record any investigations, interviews, meetings or any other in person proceedings that occur during the course of any disciplinary action, including during any initial assessment, informal resolution, investigation, formal resolution, or appeal. Upon confirmation by the party recorded that any summary of the recorded event is truthful and accurate, the recording will, at the College's discretion, be destroyed.

## **Informal Resolution of Sexual Misconduct Complaints**

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure or, in some circumstances, utilized even after the formal process has already commenced. The following standards apply to any informal resolution method that is utilized:

The informal process can only be used with both parties' voluntary cooperation and appropriate involvement by the institution (e.g., the Sexual Misconduct Coordinator and/or Title IX Coordinator).

The complainant will not be required to "work out" the problem directly with the respondent.

Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below.

Informal resolution in the form of mediation, even on a voluntary basis, will not be used to resolve complaints alleging sexual assault.

Informal Resolution can include, but is not limited to, options such as the following:

Jointly meeting informally with the Complainant and Respondent in order to find a mutually agreeable solution;

A representative from the College meeting with the Respondent individually in an effort to act as an intercessor on behalf of the Complainant;

Voluntarily agreed upon Separation of the Complainant and Respondent;

Referral of the parties or party to counseling programs;

Conducting educational and/or training programs; or

An agreement for corrective action.

When a complaint has been informally resolved, parties will be asked to sign a document acknowledging the mutually agreed upon resolution.

## **Formal Investigation of Sexual Misconduct**

If Formal Disciplinary action is pursued, the allegation of sexual misconduct will be fully investigated and resolved via the process appropriate to the Respondent's affiliation with the College. If the case involves an employee of the College, the Director of Human resources will be involved in the processes listed below. The purpose of the Investigation is to determine and establish whether there is a basis for believing that it is more likely than not that the violations alleged in the Complaint have occurred.

The College will be prompt, fair, and impartial in its Investigation and resolution of sexual misconduct reports, and all College officials involved will discharge their obligations under these procedures fairly and impartially. Identified conflicts of interest will be addressed and, if necessary, other appropriate individuals will be designated to fill the role of the conflicted official.

Sexual Misconduct Investigations are conducted by trained investigators or other officials who receive annual training on issues related to sexual misconduct and how to conduct an investigation and disciplinary process that protects the safety of and promotes accountability of Complainants, Respondents, and the institution.

The Sexual Misconduct Coordinator will choose two Investigators to review and investigate all details of the case. The Investigators are trained staff, faculty, or attorneys that will be chosen based on availability and knowledge of the case. When possible, the Investigators will be comprised of representatives of more than one gender. The Sexual Misconduct Coordinator can serve as an Investigator, as deemed appropriate, and will serve to facilitate the investigation and Administrative Review process. Both the Complainant and the Respondent may petition, in writing, to the Sexual Misconduct Coordinator to have any Investigator removed on the basis of bias or a conflict of

interest. In the event that any Investigator needs to be removed from the Investigation for any reason, alternative Investigators will be selected by the Dean of Students. If a Sexual Misconduct Complaint is filed during the summer, or is based on events that occur during the summer, members of the previous academic year's investigation teams will be called to serve as Investigators.

At the outset of the Sexual Misconduct Complaint Investigation, the Complainant and Respondent are both given the opportunity to submit a written statement regarding the incident/allegations, including identifying potential witnesses or those who may have relevant information about the investigation (the "Incident Statement"). These Incident Statements will be provided to the investigator and are accessible to each party for review upon request.

Any party receiving any written statements, including the Incident Statement, or information gathered during the investigation must keep such written material or information confidential and may not disclose to any person or by any electronic or public means any written material or information without the consent of the Complainant, the Respondent and the College. Any written material or information received by any party in the course of the Sexual Misconduct Investigation or Administrative Review Proceedings must be returned to the College upon final resolution of the Sexual Misconduct Complaint. Failure to return written material or information may result in separate disciplinary action under the appropriate Conduct Code Policy sections.

During the Investigation, both the Respondent and the Complainant may name relevant witnesses that may be interviewed by the Investigators, if the Investigators believe an interview is warranted. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character. Generally, each party has a right to know the witnesses identified by the other party. However, if there are compelling safety reasons, a witness' identity may not be revealed to the Respondent.

In addition to providing written Incident Statements to the Investigators, the Investigation may involve in person interviews with the Complainant, the Respondent, or other identified witnesses. These interviews will be kept confidential and private and will be conducted by an Investigator on a one-on-one basis. The first investigatory interviews will be scheduled as soon as possible in order to capture as much timely information as possible.

Also during the investigation, the parties are encouraged to provide any other relevant evidence that they wish to provide, including, but not limited to, correspondence between the parties and physical evidence. Before the Investigation closes, the Complainant may, in addition to the initial written Incident Statement, write a Victim-Impact Statement. The Victim-Impact Statement will provide the Investigators with information about the incident and provide the Complainant an opportunity to express the impact of the alleged sexual misconduct.

Before the investigation closes, the Respondent may write a Responsive Statement that provides information on the incident in light of the allegations made by the Complainant. This written Responsive Statement is in addition to any initial written Incident Statement provided by the Respondent.

The Advisor can be a trained Victim Advocate through a community agency such as the Riverview Center. If the Advisor is an attorney, the student must give the Sexual Misconduct Coordinator seven days' notice of their attendance at any meeting so the College can have legal counsel present as well. Advisors are able to speak to their advisees only and cannot speak directly to the Investigators. Advisors are not permitted to speak to, question, or otherwise communicate with other parties or witnesses during the course of any Investigation or Administrative Review process.

At the conclusion of the Investigation, the Investigators will prepare a written Investigation Summary Report based on interviews with the Complainant, Respondent and witnesses and other materials reviewed. In order to prevent the students involved from having to recall their experience more times than necessary, the Investigators will attempt to include all relevant information in their Investigation Summary Report. The Investigation Summary Report will provide detailed factual information, will identify potential Policy violations, and will assess areas of agreement and disagreement between the parties, witnesses and other available information. While the Investigators may identify possible Policy violations, the Investigators do not make any findings or determinations of responsibility. Investigators may, however, include recommendations for responsibility and sanctioning as a part of their Investigation Summary Report.

The Complainant and the Respondent will both have an opportunity to review the Investigation Summary Report. The College will notify each party simultaneously in writing when the Investigation Summary is available and the party may review, access and obtain copies of the Investigation Summary Report at a time and place designated by the College. The Complainant and the Respondent may provide written comments within five (5) business days after the receipt of the Investigation Summary Report. This review period may be extended for good cause shown by either party. The College may request and/or require an Investigator conduct additional investigation or follow-up as appropriate, based on the written comments of the parties. If follow-up is appropriate, the Investigation Summary Report may be amended to reflect additional information or to make necessary edits or corrections, as appropriate.

The finalized Investigation Summary Report is then submitted to the Dean of Students.

## **Formal Resolution: Complaint Administrative Review Proceeding and Resolution**

Following review by the Dean of Students, the Complaint will progress to an Administrative Review Proceeding. The College will appoint an Administrative Review Proceeding Panel of three (3) individuals comprised of one faculty member, one staff member, and one student. to oversee the Administrative Review Proceeding and to make findings and determine whether the Respondent is responsible for a violation of the Sexual Misconduct Policy. If the Respondent is found responsible for violating the Sexual Misconduct Policy, the Administrative Review Proceeding Panel, in consultation with the Title IX Coordinator and/or Vice President for Student Development, will determine the consequences and/or sanctions to be imposed.

If the Respondent or Complainant has reason to believe that any member of the Administrative Review Proceeding Panel has a perceived bias or conflict of interest, they can submit, in writing to the Sexual Misconduct Coordinator, a request to change any member of the Administrative Review Proceeding Panel at any point in this process. This request will be reviewed by the Sexual Misconduct Coordinator and Vice President for Student Development and, if necessary, another panel member will be designated.

The Administrative Review Proceeding will be conducted in the following manner:

The Administrative Review Proceeding Panel will receive all investigation materials from the Investigators for review. These materials include any statements, interviews, and material evidence submitted during the investigation process, as well as the Investigation Summary Report.

The Administrative Review Proceeding Panel, or its designee, may request more information from any parties/students, including the Complainant, the Respondent, or identified witnesses, involved in the case.

The Administrative Review Proceeding Panel may conduct additional interviews with the Complainant, the Respondent, and/or identified witnesses. Both parties will be notified of all additional interviews conducted. The Administrative Review Proceeding Panel may need to conduct further interviews with all individuals or only some individuals involved. Alternatively, the Administrative Review Proceeding Panel may not need to speak to the Complainant, the Respondent, and/or identified witnesses involved in order to make a decision.

After gathering and reviewing all evidence, the Administrative Review Proceeding Panel will make a determination as to whether a violation of the sexual misconduct policy has occurred. The burden of proof is the preponderance of evidence. This standard is the same as applied in civil trials and the standard required by the United State Department of Education Office for Civil Rights. Under this standard, responsibility is determined on a "is it more likely than not" basis.

Within 24 hours of the conclusion of the Administrative Review Proceeding, the Administrative Review Proceeding Panel will simultaneously notify the Complainant and the Respondent in writing that a determination has been made, and what, if any, sanctions will be imposed on the Respondent (if applicable). In the event that the Respondent is found to have violated a policy, the Complainant will be informed of any sanctions that are directly related to the Complainant (e.g., no contact order, suspension of Respondent), but may not be informed of sanctions that do not directly affect the Complainant.

Any sanctions will be imposed on the Respondent in accordance to the seriousness of the behavior. Sanctions may range from written reprimand to expulsion from the College, as further explained below in this policy.

The outcome of an Administrative Review Proceeding is part of the educational record of the Respondent, and is protected from release under federal law - FERPA, as outlined above. However, the College observes the legal exceptions as follows:

Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome and sanctions of the Administrative Review Proceeding, in writing, without condition or limitation.

Students who bring any sort of sexual misconduct complaint against faculty or staff may be informed of the outcome and sanction without limitation, because FERPA does not apply to faculty or staff information.

## **Remedies, Enforcement, and Sanctions**

If, during the procedures outlined above, Coe College determines that Sexual Misconduct has occurred, the College will, as quickly as is reasonable, take such action as is appropriate to eliminate the hostile environment, prevent its recurrence, and address its effects. The enforcement, including remedies and sanctions, will be based on the nature

of the incident, any prior conduct violations, sanctions resulting from prior, similar cases, and any other relevant facts. Depending on the severity of the case, typical sanctions may include but are not limited to:

Oral or written reprimand.

Required compliance: carrying out of a College regulation or administrative directive, such as educational activity or counseling, as a condition for avoiding further disciplinary action and/or remaining in good standing.

Fines or restitution: reimbursement for damage to or misappropriation of property. May also take the form of College service or other compensation and may be combined with other sanctions.

Community service: assignment to work on or off-campus.

No Contact Orders.

Removal from College housing.

Disciplinary warning: written notice that continuation of misconduct in general or repetition of specified conduct has been found unacceptable within the specified period of time stated in the warning. Failure to comply may be cause for further disciplinary action.

Disciplinary probation: the most severe and serious warning a student may receive and still remain enrolled in the College. During the period of probation the student may not hold office in recognized student organizations or may lose other designated privileges (i.e. on campus job). Violation of the terms of disciplinary probation or the infraction of any College regulation during the probation period may be grounds for suspension or expulsion.

Suspension: separation from the College for a specified period of time, usually the remainder of the term. Readmission must be applied for and may be contingent upon compliance with specific conditions. Appeal for suspension is to the Hearing & Appeals Board.

Expulsion: termination of enrollment for an indefinite period. The conditions of readmission, if any, shall be stated in the notice of expulsion. Appeal is to the Hearing & Appeals Board.

Any other available and appropriate sanction, as set forth in the Student Reference Book.

## **Appeal of the Administrative Review Proceeding Decision**

Either the Complainant or the Respondent has the right to file an appeal of the resolution of the Administrative Review Proceeding. In order to appeal, a written letter stating the purpose of the appeal must be submitted to the Vice President for Student Development's office within seven (7) days of receiving the determination letter from the Administrative Review Proceeding Panel. The Appeal Letter shall consist of a concise and complete written statement of the grounds for the Appeal. The Appeal Letter may be submitted either electronically or by mail.

Appeals will only be considered if made on one or more of the following grounds:

Newly discovered evidence, not available at the time evidence was presented to the Administrative Review Panel, would result in a different outcome;

Procedural errors that had a material impact on the outcome; or

Fairness of sanctions (a student may appeal specific sanctions while accepting other sanctions)

Appeals of the Administrative Review Proceeding Panel's decision shall be heard by the Conduct Hearing & Appeals Board. The Board is comprised of three individuals which include one faculty member, one staff member, and one student. All members of this Board will be different from the members of the Administrative Review Proceeding Panel. Based on the appeal letter, the Hearing & Appeals Board may deny the appeal without further consideration if it was not timely filed and/or not made on appropriate grounds. If the Hearing & Appeals Board determines that an Appeal should be accepted, it will notify both parties. If the Appeal is accepted, the non-appealing party will be given an opportunity to respond in writing to the other party's appeal. Any response by the non-appealing party must be submitted within seven (7) days of the receipt of the notice of appeal. Any written appeals or response statements will be sent to the opposing party.

Once an Appeal has been accepted, the Hearing & Appeals Board may review the Appeal Letter, any responses, and the record of the Investigation and the Administrative Review Proceeding. The Hearing & Appeals Board may also request additional interviews with the Complainant, the Respondent, or identified witnesses. Upon such review, the Hearing & Appeals Board can affirm the original findings, alter the findings, and/or alter the outcome depending on the basis of the appeal. If the Hearing & Appeals Board finds that new evidence is available or that procedural errors occurred, it can remand the case to the Administrative Review Proceeding Panel for reconsideration, with instructions.

In its discretion, the Hearing & Appeals Board can schedule an in-person appeal hearing with the Complainant and the Respondent present. An in-person appeal hearing will be scheduled for no sooner than the expiration of any appeal response deadline, or no sooner than 48 hours after receipt of any appeal response statements submitted by either party, whichever is later. In the event the Hearing & Appeals Board determines that an in-person appeal hearing is warranted, both parties will be notified in writing of the time and place of the in-person appeal hearing and both parties will be permitted to be present and make a statement at the in-person appeal hearing. The appellant

(the appealing party) will make their statement first, followed by the appellee (the non-appealing party). The Hearing & Appeals Board will determine whether a responsive statement by the both parties will be permitted. The Hearing & Appeals Board is free to ask questions of either party during the in-person appeal. The parties will not be permitted to question the other party. Both parties can issue questions to the Board they wish to be asked of the other party and the Board can deem whether or not the question is appropriate to be asked.

All the decisions by the Hearing & Appeals Board shall be final and binding on the parties. The parties will be simultaneously notified of the decision of the Hearing & Appeals Board in writing within 3 days of a decision being made, and this notification will include any changes that may have been made to the prior decision.

### **What to do if you are uncertain about what happened?**

If you believe that you have experienced a non-consensual sexual contact, but are unsure of whether it was a violation of the college's sexual misconduct policy, you should contact Lindsay Shedek, Director of Health Services, at 319-399-8617.

**NOTE:** The Residence Life staff (Area Coordinators, Assistant Area Coordinators, and Resident Assistants) and College Conduct Officers receive annual training on sexual misconduct issues. Throughout the academic year, there are sexual assault awareness programs that include but are not limited to Denim Day and Take Back the Night.

### **Sex Offender Information**

The federal Campus Sex Crimes Prevention Act 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, or is a student. For the state of Iowa, you may obtain this information by contacting the Cedar Rapids Police Department (319-286-5374) or inquire through the Iowa Sex Offender Registry at <http://www.iowasexoffender.com/>.

## Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, Coe College has posted the Clery Act at <http://www.coe.edu/aboutcoe/consumerinfo> for public review. The Clery Act discusses college security policies, crime prevention information, crime statistics, and provides helpful information to create a safe campus. A Daily Crime Log listing all crimes that occur on campus is maintained in the Dean of Students Office and is available for public review during normal business hours.

Clery Crime Statistics Reported Offense Type	On Campus			On Campus Residence*			Non-Campus Property			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
<b>Clery Crime Statistics</b>												
Aggravated Assault	1	6	0	1	6	0	0	0	0	2	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	4	6	2	4	5	2	0	0	0	0	0	0
Motor Vehicle Theft	0	0	2	0	0	0	0	0	0	0	1	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	1 <sup>^</sup>
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Rape	6	5	7	6	5	7	0	0	0	0	0	0
Fondling	0	0	1	0	0	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act (VAWA)</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Offenses</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Liquor Law Violations	0	0	1	0	0	0	0	0	0	0	1	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	1	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Non-Arrest Campus Referrals</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Alcohol Violations	113	124	85	91	93	61	0	0	0	0	0	0
Drug Violations	8	12	4	8	12	4	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0

NOTE: Sodomy and sexual assault with an object are included in the rape category.

\* On-Campus Residence crimes are included in the On-Campus numbers.

<sup>^</sup>There was no incident on Coe's campus. Due to a proximity guideline in the reporting parameters of the Clery Act, we are required to indicate an incident. It was not a random act as the people involved knew each other. No one from the Coe community was involved or at risk from this incident. This incident occurred on a road adjacent to campus property.

## Fire Safety Report

This report has been prepared to comply with the Higher Education Opportunity Act (HEOA). The Daily Fire Log as well as the Daily Crime Log are available for public inspection at the Reservations Office. Coe College takes fire prevention and safety very seriously. Our maintenance staff ensures our buildings meet or exceed the state fire code. As shown in the following chart, all residence halls have an audible alarm that sounds when smoke or fire are present. All fires must be reported to Security (319-399-8888). Additionally, all buildings equipped with a fire alarm are also equipped with a wireless notification system that immediately notifies Security of the alarm. Security will immediately respond and investigate the cause of the alarm. If it is determined there is a fire that cannot be extinguished by Security, Security will call 911 to request response by the Cedar Rapids Fire Department.

### Fire Statistics

Location	Total Fires	Fire #	Date	Time	Cause	Injuries Treated	Property Damaged	Deaths	Value of Damage
Greene Hall Laundry Room	1	1	2/2/14	9/22 PM	Clogged vent	None	Rented dryer	None	\$100

### Residential Fire Safety Systems and Drills

The following information details the fire safety systems in each residence hall or house in which student reside at Coe College. At this time, there are no plans to expand fire safety measures based on campus building materials used in construction and the existing monitoring/suppression devices.

Residence Halls	Fire Alarm Monitoring System	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plan	Yearly Fire Drills
Armstrong Hall	X			X	X	X	4
Douglas Hall	X			X	X	X	4
Greene Hall	X			X	X	X	4
Voorhees Hall	X		X	X	X	X	4
Murray Hall	X			X	X	X	4
Brandt Hall	X		X	X	X	X	4
Schlarbaum Hall	X		X	X	X	X	4
Morris Hall	X		X	X	X	X	4
Spivey Hall	X		X	X	X	X	4
Coe Apartments				X	X	X	4
Kohawk House				X	X	X	4
E Ave Apts				X	X	X	4
Pink House				X	X	X	4
Kohawk Village	X			X	X	X	4
Hampton Court Apartments	X			X	X	X	4
Kohawk III House	X			X	X	X	4
Whipple Fire House	X			X	X	X	4
8Plex	X			X	X	X	4
4Plex	X			X	X	X	4

Fire Drills are conducted semi-annually in all residence halls on campus and are monitored by the residence life staff and Security staff. The purpose of these drills is to prepare occupants for an organized evacuation in case of fire or other emergency.

### Residential Evacuation Procedures

All faculty, staff, and students should learn the evacuation routes and stairwell locations for all campus buildings the frequently occupy. Evacuation maps and information are posted inside each residence hall student room on campus.



During an evacuation for fire or another emergency, occupants are encouraged to take personal belongings (purse, wallet, student ID card, cell phone, etc.) and follow the evacuation procedures for their building (close your door, proceed to the nearest exit and use the stairs, not the elevators). Once you have evacuated, seek shelter in the nearest campus building. If Security, law enforcement, or fire department personnel are on the scene, follow their directions.

## Instructions in Case of Fire

### *If you spot a fire:*

1. Activate the fire alarm to notify other residents.
2. Call Security, 319-399-8888. They will notify the Fire Department.
3. Close all doors leading to the fire area.
4. Residents and their guests should vacate the building. Before leaving your room, put on shoes and take a towel. Leave the building by the nearest exit.

### *If you hear the building alarm:*

1. Feel your doorknob; if it's hot, don't open it. If it's cool, with your foot and hip bracing the door, open it enough to look into the hall. If it's safe, proceed to the nearest exit (wearing shoes and taking a towel).
2. If smoke or flames force you to stay in your room, put towels or sheets around cracks in the door.
3. Call Security, x8888. Then go to the window and wave a towel or sheet.

### *If caught in smoke:*

1. Do not breathe in smoke
2. Breathe shallow through your nose and use a shirt or towel to breathe through if possible
3. Drop to your hands and knees and crawl to the nearest safe exit

### *If trapped in a building:*

1. Close all doors and windows to the room
2. Place cloth material under the door to prevent smoke from entering
3. Call for help using a phone or cell phone
4. Attempt to signal people outside of the building through the window

### *Using a fire extinguisher*

1. Report the fire first by calling 319-399-8888
2. Use a fire extinguisher ONLY if you have been trained to do so
3. If you have any doubt of your ability to fight the fire, exit immediately
4. If you decide to use a fire extinguisher, place yourself between the fire and an exit
5. To use the fire extinguisher, follow the **PASS** method:
  - Pull the pin to break the tamper seal
  - Aim low, pointing the nozzle at the base of the fire
  - Squeeze the handle to release the extinguisher agent
  - Sweep from side to side at the base of the fire until the fire is out

*\*\*If the fire re-ignites, repeat the steps above*

## Residential Fire Safety Policies

**Prohibited Items** - The following items are prohibited in residence units, but not limited to:

Halogen lamps	Water beds
Air conditioners	Private exterior antennas
Any vehicles except bicycles	Hot plates/toaster ovens/pizza ovens
Fireworks	Laboratory chemicals
Natural Christmas trees	Candles and/or candle warmers/incense
Extension cords	Gas or charcoal grills

**Lofts** - Lofts are permitted in designated residence halls. Lofts, however, cannot gain support from the room walls or built-in furniture. For fire safety purposes, it is recommended that lofts be constructed so that the distance between the top of the mattress to the ceiling be maximized. At the end of the year, lofted beds must be dismantled prior to finals week and the room, along with its furnishings, must be restored to its original condition. Please note that the College assumes no responsibility for injury due to loft use and/or construction. Student are responsible for any damage to the room and to personal property cause by the loft. **Lofts are not permitted in rooms with modular furniture.**

**Candles and Incense** - For fire safety reasons, candles, incense, or any other open-flamed devises are not permitted in any college-owned residence. Students with religious observance needs not met by this policy must contact their Area Coordinator.

**Refrigerators** - Due to the increased fire hazard and energy use, the college will only permit one compact refrigerator (less than 4.2 cubic feet) per student in each residence hall room.

All electrical appliances brought to the campus by students are subject to inspection and approval by the college.

**Tampering with Safety Equipment** - Students who tamper with fire extinguishers, fire alarms, door alarms or other safety equipment are subject to fines, suspension from the residence halls and/or disciplinary procedures. If fire extinguishers are discharged or alarms are activated illegally, residence hall residents will be given the opportunity to identify the offending individual(s). If names of the offending individuals are not provided within 48 hours, a charge may be assessed to the residence unit at the discretion of the Residence Life staff. Persons identified as having tampered with safety equipment will be subject to a \$750 fine. A \$250 reward is offered to a person who correctly identifies the offending individual(s). To receive this award the person who identifies the correct individual(s) must be willing to go on record.

If the college incurs a charge from the Cedar Rapids Fire Department resulting from a false activation of a building's fire alarm, the charge will be assessed to the residents of the building (or individual floor) per the common area damage policy.

### **Emergency Response and Training**

All buildings are equipped with a fire alarm system and can be monitored near the entrance of each building. Security Officers are notified and can be dispatched to the location should any fire alarm activate in a campus building. Security Officers and the residence life staff are not trained fire fighters but have received training in fire extinguisher use. Coe College relies on the Cedar Rapids Fire Department, a professional fire department located throughout Cedar Rapids with the closest station being ½ of a block from campus.

Each year, residence life staff and Security Officers complete fire alarm orientation training to enhance their understanding of the fire alarm systems in each campus building. The majority of fire alarms at Coe College are activated by burned food in residence hall kitchens or microwaves. Rarely is there any fire associated with the activation of a fire alarm on campus since smoke will activate the system first.

### **Fire Log**

A fire log is maintained at the Reservations Office and is available for public inspection upon request. This log contains information regarding all fires on campus including the nature of the fire, the date and time the fire occurred, and the general location of the fire for the most recent sixty days. Upon request, information regarding fires on campus older than sixty days will be made available within two business days.

### **Fire Drills**

Unannounced but scheduled fire drills are conducted annually in all residence halls. In 2013, fire drills were conducted in all occupied residence halls on April 18<sup>th</sup> and September 3<sup>rd</sup>.

**Per federal law, Coe College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities.**

Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether Coe College Security, Maintenance, or Residential Life may already be aware. If you find evidence of a fire or if you hear about such a fire, please contact one of the following:

- Coe College Security: 319-399-8888
- Coe College Student Development Office: 319-399-8843
- Coe College Physical Plant: 319-399-8669

When calling, please provide as much information as possible about the location, date, time, and the cause of the fire.