2012-2013

COE COLLEGE ANNUAL SAFETY REPORT

(Campus Crime, Sexual Misconduct, and Fire Information)

Dean of Students Office
319-399-8741

Coe Campus Security
319-399-8888
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 1,250 students are enrolled at Coe and over 1000 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.

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:

Criminal Homicide:

- Murder and Non-negligent Manslaughter—the willful (non-negligent) killing of one human being by the other.
- Negligent Manslaughter—the killing of another person through gross negligence.

Sex Offenses:

- Forcible—any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.
- Non-forcible—unlawful non-forcible sexual intercourse (e.g. incest and statutory rape).

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

Aggravated Assault – an unlawful attack by one person upon another for the purposes 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.

Burglary – the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – the theft or attempted theft of a motor vehicle.

Arson – any willful or malicious burning or attempt to burn, with or without intent to defraud

Hate Crimes – a criminal offense committed against a person or property which is motivated, in whole or part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. Crime categories of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, intimidation, vandalism (including destruction and/or damage to property), simple assault, and any other crime involving bodily injury are hate crimes if there is evidence that the victim was intentionally targeted because of a perpetrator’s bias. The following bias categories are reported under Clery: (1) Race (2) Gender (3) Religion (4) Sexual Orientation (5) Ethnicity/national origin (6) Disability.

Weapons: Carrying, Possessing, Etc. – violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Abuse Violations – the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Drug abuse also includes arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations – the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
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 three off-campus houses, B.S.E.O (1343 E Ave NE), Kohawk (1319 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Dean of Students</td>
<td>319-399-8741</td>
</tr>
<tr>
<td>Director of Security</td>
<td>319-399-8517</td>
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</table>

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, 319-399-8547
Amy Leitch, Director of Health Services, 319-399-8617
Kristin Hutson, College Chaplain, 319-399-8546
**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.

**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. Effective 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 37 – 59.

All new students at Coe are required to attend a sexual assault awareness/prevention program with nationally known educator Katie Koestner during new student orientation.

**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 Affairs also sponsors programs on crime prevention and self-defense.

The vice president for student affairs 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 (319-399-8741) 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 Affairs (319-399-8843) to initiate the Coe College emergency evacuation plan.

Next, the Vice President of Student Affairs 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.

**Assistance for Survivors of Sexual Assault or Rape**

If you have been assaulted or raped, you have control of the choices you can make. The following are recommendations to assist you:

- Do not blame yourself. Sexual assault is never the survivor’s fault.
- Go to a safe location.
- Seek medical attention immediately.
- Do not shower, bathe, or douche. The only way medical evidence can be collected is if it is left intact.
- Contact one or more of the resources listed below.

If a friend has been assaulted or raped:

- Listen and be supportive.
- Let your friend make her or his own choices, but gently encourage them to seek medical assistance and professional help.
- Encourage your friend to immediately contact one of the sexual assault resources listed below.
- Stay with your friend during interviews and examinations if she or he wants you to do so.
- Take care of yourself. You may need to talk with someone about how this has affected you. The resources listed in this policy are for you as well.

**Sexual Misconduct 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 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. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the college nor the law requires them to divulge private information that you share with them, except in extremely rare circumstances, described below. 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 reporters 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, Counselor, 319-399-8547
Amy Leitch, Director of Health Services, 319-399-8617
Kristin Hutson, College Chaplain, 319-399-8546

Confidential off-campus resources
St. Lukes Family Counseling Center, 319-369-7952
Waypoint Sexual Assault Prevention Program, 319-363-5490
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)

Quasi-Confidential Reporting

You can seek advice from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members, career services staff, admissions officers, service learning staff, campus life staff, athletic coaches, and many other college employees. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. These resources are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personal information is not shared, your incident will still be recorded for federal statistical reporting. If your personally identifiable information is shared, it will be shared with as few people as possible, and all efforts will be made to protect your confidentiality to the greatest extent.

Non-Confidential Reporting Options

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, and Campus Security). 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 the following individuals:

- Deanna Jobe, Sexual Misconduct Coordinator, 319-399-8741
- Erik Albinson, Dean of Students, 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
Coe student, reported against him or her. If you report the incident, you may report to local police officials, and if desired, the college will assist you in notifying law enforcement authorities. The incident is separate step from choosing to go through the college judicial process. Students always have the option to avoid contact with the other. This includes, but is not limited to, written, verbal, phone messaging, text messaging, social website messaging, or third party communication.

Federal Timely Warning Reporting Obligations

Victims/survivors 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 judicial process. Students always have the option to report to local police officials, and if desired, the college will assist you in notifying law enforcement authorities. If you report the incident, you do not have to press charges against the accused student. 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 accused student. This ensures that the accused student would no longer be able to interact with you.

If you decide to press charges through the college, you must identify yourself and confront the accused student in a hearing. Sexual misconduct is a serious offense and the accused has a right to confront the accuser. However, the college provides options for allowing confrontation without direct contact (e.g. closed-circuit testimony or using a room divider). When a formal charge of sexual misconduct is made, the following actions will be taken:

- The Vice President for Student Affairs or his/her designee will notify, in person and in writing, the accused student that a complaint has been filed against him/her and that a hearing will be held. During a subsequent meeting, the Vice President or his/her designee will review judicial procedures and inform the accused student of the Accused Student Resource Person who is available to answer questions about sexual misconduct complaints and provide support to the accused student.

- The Vice President for Student Affairs will appoint a sexual misconduct board consisting of four members: A student affairs professional staff member, two faculty members who are currently serving on the campus judicial board, and the student chair of the campus judicial board. The Vice President will choose the student affairs professional staff member from the pool of Coe College’s judicial hearing officers. The chosen student affairs staff member will have no prior involvement in the current case (e.g. consultation, reporting, investigation, etc.). The sexual misconduct board will be comprised of representatives of both genders. The Sexual Misconduct Coordinator cannot serve on the sexual misconduct board, but will serve to facilitate the boards function in the hearing process. Both the complainant and the accused student may petition to the Sexual Misconduct Coordinator to have any member of the sexual misconduct board removed on the basis of bias. In the event that any members of the sexual misconduct board need to be eliminated for personal or bias reasons, alternative members will be selected by the Vice President for Student Affairs. If a sexual misconduct case occurs during the summer, members of the previous academic year’s campus judicial board will be called to serve on the summer sexual misconduct board.

- The complainant will be notified of his or her options to avoid contact with the accused student. The complainant will be allowed to change academic or living situations as appropriate.
  - Both the accused student and the complainant are given “no contact” orders where neither student is to have any contact with the other. This includes, but is not limited to, written, verbal, phone messaging, text messaging, social website messaging, or third party communication.
  - When separating the accused student 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 while the accused student is allowed to remain. However, the college will change a complaint’s academic and/or living situation after an alleged sex offense at the request of the complainant given that the space is reasonably available.
  - Depending on the circumstances, the Vice President for Student Affairs may choose to place the accused student on interim suspension pending the hearing with the sexual misconduct board.

- The hearing will be scheduled as soon as possible, but there will be a minimum of 48 hours before the hearing takes place from the time the accused student is notified of the charges. This will give the accused
student time to prepare for the hearing.

• Before the hearing, the complainant may write a victim-impact statement. The victim-impact statement will provide the sexual misconduct board with information about the incident and provide the complainant an opportunity to express the impact of the sexual misconduct.

• Before the hearing, the accused student may write an impact statement that provides information on the incident and expresses the impact of being accused of sexual misconduct.

• Both the accused student and the complainant may call relevant witnesses to be interviewed by the sexual misconduct board. At least 48 hours prior to the hearing, the complainant and the accused student will be informed of all witnesses who will be called to give testimony. If there are compelling safety reasons, a witness’ identity may not be revealed to the accused student.

• Both the accused student and the complainant may bring an advisor to the hearing. The advisor must be a member of the campus community (e.g. faculty or staff mentor) or a trained Victim Advocate through a community agency such as Waypoint.

The sexual misconduct hearing will be conducted in the following manner:

• The complainant, accused student, witnesses, and advisors will arrive at the predetermined hearing location and time. Both the complainant and the accused student have the right to be present during the presentation and hearing of any testimony. However, if the complainant and/or any witnesses are uncomfortable directly confronting the accused student, an option for testifying without direct contact with the accused student will be provided.

• The sexual misconduct panel will review the written statements, interview each witness individually and interview the accused student and complainant. Witnesses will only be in the hearing room when they are testifying.

• After the interviews are completed, the witnesses, complainant, and the accused student will be excused.

• After gathering and reviewing all evidence, the sexual misconduct board will make a determination as to whether a violation of the sexual misconduct policy has occurred. The burden of proof in Coe judicial hearings is 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. Thus, responsibility is determined on a “is it more likely than not” basis. The sexual misconduct board will reach a decision by majority rule. If a sexual misconduct board member disagrees with the decision, the panel member may write a letter of dissent to be placed in the accused student’s file.

• Within 24 hours of the hearing, the sexual misconduct board will send a letter to the accused student and the complainant stating the determination made and sanctions (if applicable). If the sexual misconduct board determined that sexual misconduct has occurred, sanctions will be imposed 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 a campus hearing is part of the educational record of the accused student, and is protected from release under federal law – FERPA. 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 hearing, 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, because FERPA does not apply.

**Appeal of the sexual misconduct board decision**

Appeals of any decision of the Sexual Misconduct Board shall be heard by the President of the College or his/her designee. The President may ask another faculty/administrative person to assist in the appeal hearing. Either the complainant or the accused student has the right to file an appeal. In order to appeal, a written letter stating the purpose of the appeal must be submitted to the President’s office within seven days of receiving the determination letter from the sexual misconduct board. The letter may be submitted either electronically or by mail. Appeals will may be considered on the basis of:

• New evidence that could materially affect the outcome of the hearing
• Procedural errors
• Fairness of sanctions (a student may appeal specific sanctions while accepting other sanctions)

Based on the appeal letter, the President may deny the appeal without further consideration. If warranted, the President shall schedule an appeal hearing as soon as possible, but said hearing shall occur at least 48 hours after the receipt of the appeal letter. Before the appeal hearing, the President shall review the sexual misconduct board’s notes. The President may choose to conduct interviews prior to the hearing. All the decisions by the President or his/her designee shall final and binding on the parties.
Remedies and Enforcement

If Coe College determines that sexual misconduct has occurred, the college will take immediate action to eliminate the hostile environment, prevent its recurrence, and address its effects. 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 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.
- 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 dismissal.
- 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 Vice President for Student Affairs.
- Dismissal: termination of enrollment for an indefinite period. The conditions of readmission, if any, shall be stated in the notice of dismissal. Appeal is to the President of the college.

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 Emily Barnard, Coe counselor, at 319-399-8547.

NOTE: The Residence Life staff (Area Coordinators, Assistant Residence Directors, and Resident Assistants) and College Judicial Officers receive annual training on sexual misconduct issues. Katie Koestner, an expert in the area of sexual misconduct, conducts a yearly training session during new student orientation. Throughout the academic year, there are sexual assault awareness programs that include but are not limited to Denim Day and Take Back the Night.

*Sections are adapted from:

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](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 Reservations Office and is available for public review during normal business hours.

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<th>Total Crimes Reported</th>
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<td>Sexual Orientation</td>
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<td>Arrests &amp; Referrals</td>
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<tr>
<td>Liquor Referrals</td>
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<td>117</td>
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</tr>
<tr>
<td>Weapons Referrals</td>
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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

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Fires</th>
<th>Fire #</th>
<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Injuries Treated</th>
<th>Property Damaged</th>
<th>Deaths</th>
<th>Value of Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Fires to Report</td>
<td>0</td>
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<td></td>
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</table>

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 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.

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Fire Alarm Monitoring System</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguishers</th>
<th>Evacuation Plan</th>
<th>Yearly Fire Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong Hall</td>
<td>X</td>
<td></td>
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<td>Douglas Hall</td>
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<td>Greene Hall</td>
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<td>Schlarbaum Hall</td>
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<td>Morris Hall</td>
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<tr>
<td>Spivey Hall</td>
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<td>Coe Apartments</td>
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<tr>
<td>Kohawk House</td>
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<td>2</td>
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<tr>
<td>1309 15th St. NE House</td>
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<td>2</td>
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<tr>
<td>Pink House</td>
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<td>2</td>
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<tr>
<td>Kohawk Village</td>
<td>X</td>
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<td></td>
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<td>2</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halogen lamps</td>
<td>Water beds</td>
</tr>
<tr>
<td>Air conditioners</td>
<td>Private exterior antennas</td>
</tr>
<tr>
<td>Any vehicles except bikes</td>
<td>Hot plates/toaster ovens/pizza ovens</td>
</tr>
<tr>
<td>Fireworks</td>
<td>Laboratory chemicals</td>
</tr>
<tr>
<td>Natural Christmas trees</td>
<td>Candles and/or candle warmers/incense</td>
</tr>
<tr>
<td>Extension cords</td>
<td>Gas or charcoal grills</td>
</tr>
</tbody>
</table>

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 schedule fire drills are conducted annually in all residence halls. In 2010, a fire drill was conducted in all occupied residence halls on April 18th and September 8th.

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 Campus Life Office: 319-399-8741
- 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.