To obtain a printed copy of the report, contact Campus Security.

6301 Kirkwood Blvd. SW, P.O. Box 2068, Cedar Rapids, Iowa 52406 or 319-398-5561.
ROLE OF CAMPUS SECURITY

Campus Security Officers patrol the campus, respond to emergencies and other calls for service, conduct traffic checks on campus, walk through campus buildings, staff special events, and facilitate a variety of safety and security presentations.

Campus Security Officers may ask persons for identification to determine whether individuals have legitimate business at the college. Campus Security Officers have the authority to investigate offenses involving rule violations and to make a referral to the appropriate area of the college. Campus Security officers do not possess arrest powers and do not carry firearms. Criminal incidents are referred to the law enforcement who have jurisdiction on campus.

Campus Security works closely with local, state and federal law enforcement agencies. Through coordination with local law enforcement agencies, criminal activity engaged in by students at off-campus locations is monitored and recorded. This information is referred to the appropriate area of the college.

Escorts
It is a good idea to use an escort service, particularly when walking on campus during hours of darkness. Security escorts can be reached by calling 319-389-1774.

Firearms/Weapons
Firearms or weapons of any kind are not allowed on campus. Weapons come in many forms; the following items are examples of items that are prohibited on campus:

- Pistol, revolver, or any weapon designed or intended to propel a missile of any kind (this includes air soft, paintball, BB or pellet guns, potato guns and other such homemade devices)
- Knife having a blade of two or more inches
- Straight-edge razor or razor blade
- Spring stick
- Bat, club or other bludgeon-type weapon
- Nun chahka, nun chuck, nunchaku
- Throwing star or oriental dart, shuriken
- Stun gun or Taser

The possession of a valid firearms permit or valid license to carry does not exempt students or staff from the provisions of this policy.
REPORTING CRIMES AND EMERGENCIES

Anyone on the Kirkwood campus who witnesses or is the victim of a crime or any criminal activity should contact Campus Security by dialing 319-389-1774. For an emergency or to report a crime in progress, dial 911. Be prepared to provide:

- location: be as specific as possible.
- type of crime being committed.
- if an ambulance or other emergency vehicles are needed.
- any descriptions you can provide.

Stay on the line until help arrives or the dispatcher tells you to hang up.

All crimes reported to Dean of Students, Campus Health, Affirmative Action/Equal Opportunity Officer or the Coordinator of Student Organizations and Activities will also be reported to the Campus Security office.

Campus Security Officers will respond, take action if appropriate, investigate and file a report. Off-campus incidents should be reported to the respective law enforcement agency. Assistance in contacting these agencies is available through Campus Security.

CRIME REPORTING AREAS

The Campus Security Act defines three areas where crime must be reported by an institution:

- **Campus**
  What most people think of as the main part or core of the college. Owned or controlled by the college and is located within the confines of the main campus.

- **Non-campus Building or Property**
  Owned or controlled by the college, used for educational purposes, and frequently used by students.

- **Public Property**
  Within the campus or immediately adjacent to the campus.

*Private properties adjacent to campus, including apartment complexes are not owned or controlled by the college, and are not required to be reported in the crime statistics.*

BUILDING ACCESS

Most academic buildings are locked in evening and remain locked during the overnight hours. They are generally unlocked before 7 a.m., Monday through Friday. The majority of buildings are not accessible on the weekends or on college holidays. Exceptions to regular hours may be arranged by completing a School Dude or contacting the Campus Security office at 319-389-1774. After hours access to buildings or offices may be gained by contacting Campus Security.

DAILY LOG AND CAMPUS SAFETY ALERTS

**Daily Log**
Campus Security maintains a daily log, which is available for public view during normal business hours, Monday through Friday. The log is located at the Campus Security office on the east edge of the main campus. All release of information is subject to federal and state restrictions and in accordance with Chapter 22 of the Iowa Code.

**Campus Safety Alerts**
Whenever a situation may pose a potential serious threat to students, faculty or staff, Campus Safety Alerts are issued to the college through Kirkwood Alert, Campus Security web page, e-mail and a variety of other sources. Check Campus Safety Alerts at [www.kirkwood.edu/security](http://www.kirkwood.edu/security).

**Kirkwood Alert**
In an emergency, Kirkwood will provide emergency alerts, notifications and updates to your cell phones, Blackberry, and/or email account. Kirkwood Alert is your connection to real time emergency information, updates, and instructions on where to go, what to do or not do, who to contact, and other important critical information. Want to know if school is closed because of an emergency? All you have to do is sign up at [www.kirkwood.edu/alert](http://www.kirkwood.edu/alert).
SEXUAL ASSAULT PREVENTION & RESPONSE

Preventing Sexual Assault
Kirkwood Community College educates the student community about sexual assault and date rape through a variety of means. These include, but are not limited to, College 101 classes, the Kirkwood intranet, and other programs. Campus Security also offers sexual assault education and information programs to Kirkwood students, faculty, and staff upon request. These programs are provided through a partnership with local law enforcement agencies such as the Cedar Rapids Police Department. Contact Campus Security at 319-398-5491 for information on date rape & risk education, and Kirkwood's response. Information is also available through Student Life and Campus Health.

If a Sexual Assault Occurs
If you are the victim of a sexual assault off-campus, the assault should be reported to the police department where the sexual assault occurred. If you are sexually assaulted on campus, your first priority should be to get to a place of safety. You should then report the assault to Campus Security at 319-389-1774.

Calling the police or Campus Security does not commit you to pressing charges against the assailant. That choice can be made later. You need to obtain necessary medical treatment. Campus Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Because it is important to preserve as much physical evidence as possible, do not bathe, douche, or change clothes. A trained volunteer will be provided through the healthcare facility or Waypoint Services to accompany the victim through the medical and legal procedures. There is no charge for these services.

Various counseling options are also available through the Student Development office, 115 Iowa Hall, or by calling 319-398-5471, or through Campus Health.

After the Sexual Assault
When a sexual assault victim contacts Campus Security, the person responsible for sex crime investigations will be contacted as well. A representative from Student Development will also be notified. Calling the police or Campus Security does not commit you to pressing charges. You may choose for the investigation to be pursued through the criminal justice system and the Kirkwood discipline process, or only the later. A Kirkwood representative from Campus Security or Student Life will guide the victim through available options, and support the victim in his or her decision.

Disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are found in the Kirkwood Code of Conduct. This is available through the student handbook at www.kirkwood.edu/student, or at Student Development - 115 Iowa Hall. The handbook provides in part:

• The accused and the victim will each be allowed to choose a person to accompany them through the hearing.
• Both will be notified in writing of the outcome of the disciplinary proceeding. The outcome means only a final determination.
• A student found guilty of violating Kirkwood's sexual misconduct policy may be suspended or expelled from Kirkwood for the first offense.

Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available. If appropriate student victims may also request support or directions in changing living situations. Assistance may be requested from Student Development, Student Life, or Campus Security.

Sex Offender Registry
Iowa law requires a person who has been convicted of a sex offense to register with the sheriff in the county in which he/she resides, and if the person attends or works for an institution of higher education, register with the sheriff in the county in which the institution is located. To obtain information regarding sex offenders, contact the local sheriff's office, or check the Iowa Sex Offender Registry at www.iowasexoffender.com. For additional assistance, contact Campus Security.
Definitions:

**Relationship Violence**: is physically, sexually, and/or psychologically abusive behaviors used by one individual to maintain power & control over an intimate partner. Intimate partners may be dating, cohabitating, married, separated, or divorced. Relationship violence can occur in same or opposite sex relationships.

**Sexual Violence**: is any unwanted or non-consensual sexual act. Sexual violence can be committed by acquaintances, casual, or long term dating partners, spouses or strangers. The use of alcohol, by either party, in conjunction with an incident of sexual violence, does not mitigate responsibility or diminish the seriousness of the offense.

**Consent**: is defined as clearly communicating agreement or permission to participate in sexual activity. The individuals consenting must act freely and voluntarily and have knowledge of the act involved. Such consent may be withdrawn at any time, without regard to the preceding activity. A current or previous relationship is not sufficient to constitute consent. Consent may not be inferred from silence or passivity.

**Coercion**: is the use of physical force, threat intimidation, or exploitation of a person’s inability to understand the situation, understand the consequences of his/her choice, or to express his or her desires. This may include but is not limited to, intoxication, under the influence of drugs, unconsciousness, or being under the age of consent.

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**REDUCE YOUR RISK**

**Be cautious and prepared.**

Learn locations of the emergency call boxes in campus parking lots (www.kirkwood.edu/maincampus). The phones allow one-button emergency voice connection to 911 and Campus Security.

- Avoid walking alone, particularly after dark.
- Travel well-lighted, regular walkways and avoid shortcuts.
- Make use of the campus escort service, 319-389-1774.
- Stay alert to your surroundings. Be aware of what is going on around you.
- Report suspicious activity to Campus Security.

**Lock Up**

- Keep your apartment doors and windows locked even when you’re home. Lock your door when you leave, even if it’s “just for a minute.”
- Don’t hide the key to your apartment or loan them out.
- Close your curtains or blinds after dark.
- Keep car doors locked and windows up, when parked & when you’re driving.

**Don’t Leave Property Unattended**

- Anywhere! If you’re leaving for a minute, take your things with you.
- Don’t leave notes on your door saying you aren’t home.
- Use a lock when storing valuables.

**Housing Tips**

When looking into rental properties, there are a few very basic safety features you should consider before signing a lease.

1. Doors should be made of metal or solid wood. Good deadbolt locks and peepholes are also a must.
2. Make sure the management changes locks or permits the tenant to change them when moving in.
3. Sliding glass doors should be secured with pins or a bar type locking device.
4. Ground floor apartments windows should be secured with pins latches.
5. Hallways & stairs should be well lit.
6. Bushes and shrubbery should be cut back below window height to reduce the risk of attackers hiding in them.
7. Is there is on-site security?
8. Find out if there have been burglaries in the complex.
9. Ask how extra keys are secured and who has access to them.
10. Ensure parking areas are well lit at night
11. Installation of a simple alarm system might be a good option for additional security at a relatively low expense.

Keep in mind looks can be deceiving. Just because a complex is new does not mean it is safe. Look closely at the apartments you are considering. If they don’t have the majority of the safety features listed above you should probably keep looking. When it comes to your safety you should not compromise.
Alcohol Policy
On-campus use of alcoholic beverages is allowed at Kirkwood Community College only where prior written approval for the serving of alcohol has been obtained from the president (or designee). All Iowa state laws and local statutes regarding the sale, purchase and distribution of alcohol must be observed. Food and nonalcoholic beverages must also be made available at events in which alcoholic beverages are served. Any activity where alcoholic beverages are the focal point of the event, or which contributes to alcohol overindulgence or abuse, is prohibited.

Drug Policy
The use or possession of any narcotics, dangerous drugs or controlled substances by a person who does not have a legal license or valid prescription is strictly prohibited on campus or any college-sponsored activity. The unlicensed distribution or sale of any narcotics, dangerous drugs or controlled substances by any person is strictly prohibited on campus or at any college-sponsored activity.

The administrative and enforcement procedures for alcohol and drug policies are available at the Campus Health and the Student Life offices.

Sanctions
There are substantial penalties for drug and alcohol violations. Individuals are subject to federal, state and local laws, as well as college policies. Both state and federal laws prohibit distribution or manufacture of controlled substances or counterfeit controlled substances. Penalties can result in imprisonment and fines depending on the severity of the crime.
State and local ordinances regulate alcohol. Underage possession of alcohol, driving while intoxicated, public intoxication, public consumption, serving underage intoxicated individuals, open containers and large private parties are all affected by these laws. Check with the local police department for more information.

Sanctions under college policy may range from disciplinary reprimand to suspension from the college, depending on individual circumstances. Substance abuse screening and education sessions also may be required.
Discrimination and Sexual Harassment Complaint Process
To assure that equal opportunity and nondiscriminatory behavior is afforded to all students, employees and applicants, Kirkwood Community College recognizes the need for, and implementation of, an Equal Employment Opportunity/ Affirmative Action plan.

All Kirkwood employees and students who believe they have been denied equal opportunity on the basis of sex, race, age, creed, color, national origin, religion, sexual orientation, marital status or disability, may seek remedy through an internal complaint process. This process also pertains to those who believe they have been the subjects of sexual harassment. The college assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant. If the complaint involves alleged discriminatory or harassing behavior by the EEO/AA officer, the Vice President of Instruction should be contacted in lieu of the EEO/AA officer wherever referenced in the following procedures.

Informal Inquiry
Individuals are encouraged to make informal inquiry to their immediate supervisor, instructor, advisor or counselor as soon as possible following the date of occurrence of the event giving rise to the complaint communication. The staff member contacted will report the incident to the EEO/AA officer for purposes of documentation and advice regarding the necessary steps of the complaint process. Every effort should be made to resolve the conflict at this time. If this is not possible, the individual will be referred to the EEO/AA officer.

Definition of Sexual Harassment
Faculty, staff and students at Kirkwood Community College have a right to be free from sexual harassment by supervisors or teachers. Kirkwood does not condone actions and words that a reasonable person would regard as sexually harassing or coercive.

Sexual harassment encompasses any sexual attention that is unwanted, and is defined as unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- submission is made an expressed or implied term or condition of employment or status in a class, program or activity;
- submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion or grading a course);
- the conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance, or creates an intimidating, hostile or offensive environment for work or learning.

Sexual harassment may take many forms. For example:

- physical assault;
- direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or grades;
- direct propositions of a sexual nature;
- comments of a sexual nature;
- sexually explicit statements, questions, jokes or anecdotes;
- unnecessary touching, patting, hugging or brushing against a person's body;
- remarks of a sexual nature about a person's clothing or body, about sexual activity or about previous sexual experience.

Students, faculty and staff need to be concerned not only with the intent of their actions of this kind, but also the effects. While sexual harassment involves repeated, unwanted sexual attention, persons involved in isolated or inadvertent incidents demonstrate an insensitivity toward others. Repeated occurrences will be considered intentional violations of the policy.
GENERAL STUDENT CONDUCT POLICY

Kirkwood Community College is committed to maintaining a safe environment for all students, faculty, staff and visitors. There may arise, on occasion, circumstances in which a student’s conduct within the college interferes or disrupts effective instruction or the smooth operation of the college. Such interference must be handled immediately. An instructor may dismiss a student from class for misconduct. Faculty will contact Campus Security to have a student physically removed if a student refuses to leave willingly. If an instructor dismisses a student from any class, the instructor will notify the appropriate dean in writing of the problem, the action taken by the instructor and the instructor’s recommendation. At this point, the student will be disciplined according to the complaint/discipline procedure.

Students are expected to conduct themselves in a lawful and legal manner. Any student who commits or attempts to commit an act of misconduct shall be subject to disciplinary procedures. Acts of misconduct include, but are not limited to:

A. Dishonesty including but not limited to: forgery, alteration or misuse of college documents or records.

B. Failure to comply with an order or summons by any properly identified college official acting within the scope of his/her authority or office. Proper identification of a college official constitutes a statement of name and title upon request.

C. Willful failure of a student to identify himself/herself when so requested by a college official.

D. Intentional disruption of the orderly process and educational atmosphere of the college, both in the classroom and on all college property, including but not limited to: refusal to comply with faculty or staff direction regarding vocal or physical behavior; unauthorized entry into, obstruction of, or occupation of any room, building or area of the college.

E. Assaulting, threatening, physically abusing, unduly harassing or endangering in any manner the health or safety of (1) a student, staff or faculty member if such conduct relates to the official business of the college or (2) any person on college property or at any college-sponsored or -supervised function or event.

F. Violation of law, Iowa statute and/or college regulations and policies on college premises including but not limited to:

1. theft, willful destruction, damage or misuse of any property belonging to or in the possession of the college or any person on campus or at any college-sponsored or supervised function;

2. the sale or knowing possession or use of restricted and/or dangerous drugs or narcotics on Kirkwood Community College-owned property, or at any scheduled, sponsored function, except when lawfully prescribed pursuant to medical or dental care;

3. disorderly conduct, lewd, indecent or obscene conduct;

4. abetting or procuring another to breach the peace on Kirkwood Community College-owned property or at any college-sponsored or -supervised function;

5. possession or use of firearms, explosives, dangerous chemicals or other weapons, including knives, on property owned or controlled by the college or at any college-sponsored or college-supervised function.
G. Misconduct pertaining to Kirkwood’s computer resources.

1. Intentional disruption of access of other students, faculty or staff to college computer resources.

2. Any unauthorized access or attempted access to computer resources.

3. Using college equipment to access and/or distribute pornography.

4. Using college computer equipment to interfere with the lawful rights of others including but not limited to: falsifying or altering records, creating false records, damaging programs belonging to others and accessing confidential information of others. For more detailed information, consult the Kirkwood Information Technology Policy available in the Allsop Computer Lab.

Complaint/Discipline Procedure

Complaints are submitted in writing to the Dean of Students who will conduct an investigation. Students who file a complaint must meet with the Dean of Students to review the complaint. The results of the investigation are provided in writing to the students and the members of the Hearing Board. The Hearing Board determines if a violation of the Student Conduct Policy has occurred and submits its findings, in writing, to the student and the Dean of Students.

The Dean of Students and the Vice President of Enrollment determine the appropriate sanction and notify the student in writing. The Academic Policies and Procedures Committee hears appeals from students placed on suspension. (See Student Conduct and Appeal procedures). The Kirkwood Board of Directors maintains the authority to expel students and to hear expulsion appeals.

Student Rights

In proceedings regarding student conduct, which result in disciplinary action, the student has the right to:

1. be informed in writing as to the violation;
2. have the opportunity for a hearing; with support from other students, advisors, family, or legal representation
3. request or present any information on his/her behalf;
4. make statements and ask questions;
5. receive a written decision, which can be appealed.

Student Disciplinary Actions

Disciplinary actions, which the college may impose upon any student who commits or attempts to commit an act of misconduct, include expulsion, suspension, disciplinary probation and other lesser actions, including disciplinary warning. Each violation of the conduct policy will be dealt with on an individual basis considering all of the circumstances involved in the incident. Additionally, the impact on other students, staff, faculty and the community will be considered in disciplinary actions. Therefore, there may be incidents which are deemed serious enough that immediate suspension will take place. The forms of discipline are the following:

A. Warning: notification from the Dean of Students that the behavior of a student is being monitored. Disciplinary warning results in no disciplinary action.

B. Probation: official notification from the college that the behavior of the student is being monitored, and further violations may result in a more severe penalty. The Dean of Students is authorized to issue these sanctions. The Vice President of Enrollment hears appeals from students placed on disciplinary probation.

C. Suspension means that the student is dismissed from the college for a specified length of time. The authority to suspend a student rests with the Dean of Students. Students are not allowed on college property while under suspension. The academic Policies and Procedures Committee hears appeals from students placed on suspension.

D. Expulsion means that the student is permanently dismissed from the college. The Board of Trustees has the authority for expulsion. Once expelled, a student may apply for re-admission only through an appeal to the Board of Trustees.

E. Cases may arise where sanction may be imposed other than those listed.

Student Conduct Appeal Procedures

The student may appeal the disciplinary action decision in all cases.

A. Warning: A written appeal of the decision must be made to the Dean of Students within 10 days of notification.

B. Probation: A written appeal of the decision must be made to the Vice President of Enrollment within 10 days of notification.

C. Suspension: Written appeal of the decision must be made to the Academic Policies and Procedures Committee within 10 days of notification. The student’s appeal is limited to a review of the process by the Academic Policies and Procedures Committee to ensure that due process was afforded the student.

D. Expulsion: The student will have the opportunity to present an appeal of the recommendation in person prior to the final decision by the Board of Trustees.

E. An appeal may not result in a more severe sanction for the accused student.

Note: Refer to current Kirkwood Student Handbook.
CRIME STATISTICS

<table>
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ONLINE RESOURCES

KIRKWOOD
Campus Security & Safety www.kirkwood.edu/site/security
Campus Health Nurse www.kirkwood.edu/campushealth
Blue Light Emergency Phones www.kirkwood.edu/maincampus
Campus Safety Alerts www.kirkwood.edu/security

COMMUNITY
Crime Data for your location http://gazetteonline.com/category/local-knowledge/crime-map
Iowa Sex Offender Registry www.iowasexoffender.com
Iowa Substance Abuse Information Center www.drugfreeinfo.org
### ADDITIONAL RESOURCES

#### KIRKWOOD

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<tr>
<td>Campus Security</td>
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<td>Counseling Services</td>
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<td>Campus Health Services</td>
<td>319-398-5588</td>
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<tr>
<td>Affirmative Action &amp; EEO</td>
<td>319-398-4965</td>
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<tr>
<td>Campus Security &amp; Safety Act</td>
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#### COMMUNITY

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<td>Emergency</td>
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<td>Cedar Rapids Police Department</td>
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<td>Iowa City Police Department</td>
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<td>Johnson County Sheriff's Office</td>
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<td>Linn County Sheriff's Office</td>
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<td>St. Luke's Hospital (Cedar Rapids)</td>
<td>319-369-7105</td>
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<td>Mercy Medical Center (Cedar Rapids)</td>
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<td>University of Iowa Hospital &amp; Clinics</td>
<td>800-777-8442</td>
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<td>Mercy Hospital (Iowa City)</td>
<td>319-339-0300</td>
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<td>Crime Victim Compensation Program</td>
<td>800-373-5044</td>
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<td>515-281-5044</td>
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<tr>
<td>Iowa Sexual Abuse Hotline</td>
<td>800-284-7821</td>
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<td>Domestic Violence Intervention</td>
<td>800-373-1043</td>
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<td>Rape Crisis Hotline (Waypoint)</td>
<td>800-208-0389</td>
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<td>Domestic Violence Crisis Line (Waypoint)</td>
<td>800-208-0388</td>
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<tr>
<td>Alcoholics Anonymous (AA)</td>
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Kirkwood Community College  
Campus Security  
6301 Kirkwood Blvd. SW  
Cedar Rapids, Iowa 52406