



Annual Security & Fire Safety Report

Prepared: September 2017

TABLE OF CONTENTS

	<u>Page</u>
Campus Security Act	1
Definition from the FBI’s Uniform Crime Reporting Handbook (UCR)	2
Sex Offense Policy Statement.....	5
Sexual Misconduct.....	5
Sexual Assault.....	6
Sexual Exploitation.....	6
Sexual Intimidation and Stalking.....	6
Domestic and Dating Violence	7
Sexual Misconduct Procedures	7
Confidentiality	7
Medical Attention and Evidence Preservation.....	7
Victim Advocacy and Counseling	8
Interim Protective Measures/Accommodations	9
Amnesty for Complainants and Participants in Investigations	9
Reporting Violations	9
Filing a Complaint	10
Complaint Resolution Process	11
Former Students, Former Employees, or Third Parties	14
Interplay with Criminal Proceedings	14
Title IX/Equity Coordinator.....	14
College Reporting Requirements.....	15
Written Notification	15
Education and Training.....	16
Discriminatory Harassment Procedures.....	16
Reporting Violations	16
Complaints	16
Investigation.....	16
Retaliation Prohibited	18
Services to Students	18
Student IDs.....	18
College Switchboard.....	18
E-Mail Access	18
Public Transportation.....	18
Food Service	18
Child Care	19
Title IX/Pregnancy Procedure.....	19
Missing Student Notification Policy.....	19

Emergency Telephone	19
Local Agencies.....	20
Drug-Free Schools and Communities.....	21
Substance Abuse Prevention Program.....	21
Legal Sanctions.....	22
Student Conduct.....	22
Tobacco Policy.....	22
Prohibited Weapons Policy.....	22
Class Cancellation/Delay Start Procedures.....	23
Emergency Procedures.....	23
Student Discipline.....	23
Safety Exercise and Drills.....	33
NCC Emergency Response Contacts.....	34
Community Emergency Response Contacts.....	35
Notification Methods	35
Fire Alarm.....	35
Tornado Alarm.....	36
PA Announcement.....	36
Campus Alert System	36
Website Announcements	36
Local News Media	36
Timely Warnings-Crime Alerts	37
Residents Halls Fire Safety Report	
Residence Hall Fire Safety System & Evacuation Procedures.....	37
Residence Hall Fire Drills.....	37
Residence Hall Policies Related to Smoking.....	37
Fire Safety & Education Training.....	38
Residence Hall Fire Reporting & Statistics	38

Northwest Iowa Community College



2017

Annual Security & Fire Safety Report

Campus Security Act

In accordance with Public Law 102-26 Title I, Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, students, employees, and visitors who have experienced criminal acts or other emergencies which have occurred on the college campus shall immediately report those emergencies to the Vice President of Operations and Finance, College Equity Officers, Vice President of Student and Academic Services, or the Sheldon Police Department. Within 24 hours of the occurrence, an incident report shall be completed by the individual or a copy of the police report submitted to the Vice President of Operations and Finance. Incident report forms are available from the office of the Vice President of Operations and Finance.

NCC distributes a notice of this Annual Security Report by October 1 of each year to every member of the College community. Anyone including prospective students or employees, may obtain a paper copy of this report by contacting the Vice President of Finance at 712-324-5061 or by contacting the Student Services office.

NCC relies on its close working relationships with local law enforcement agencies to receive information about incidents involving NCC students. In coordination with local law enforcement agencies, NCC will actively investigate certain crimes occurring on campus with the assistance of local police departments.

Campus buildings, with the exception of the student housing units, are open and available for use from 7:00 a.m. to 10:00 p.m. Monday through Friday. Physical Plant staff is available on campus during this period of time to provide help with students, staff and visitors. Emergency telephones for 911 calls are located at the east side of Parking Lot 1, the east side of parking lot 3 and the south side of parking lot 5. The Sheldon Police Department should be called when the incident dictates. Student Housing main outside doors will generally be locked. The campus does not employ a security officer but relies on the Sheldon City Police Department for security 24 hours a day. In the evenings, custodial staff is available to escort students and staff to their cars. The information in this report includes locations in Orange City, Iowa, Marcus, Iowa, as well as Sheldon, Iowa.

Definition from the FBI's Uniform Crime Reporting Handbook (UCR)

1. **On Campus** – (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 any manner related to, the institution's educational purposes, including residence halls: and (2) Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as food or other retail vendor).
2. **Murder/Non-Negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.
3. **Negligence Manslaughter** – The killing of another person through gross negligence
4. **Sex Offenses, Forcible** – Any sexual act directed against another person, forcibly or/and against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
5. **Sex Offenses, Non-forcible** – unlawful, non-forcible sexual intercourse. (Includes incest or statutory rape – under age of consent).
6. **Robbery** - The taking, or attempting to take, or 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.
7. **Aggravated Assault** – 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 weapon or by means likely to produce death or great bodily harm.
8. **Burglary** - The unlawful entry of a structure to commit a felony or a theft.
9. **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle.
10. **Arson** – 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 of another, etc.
11. **Liquor Law Violations** – Violation of state or local laws or ordinances prohibiting the manufacture, sale, purchases, transportation, possession or use of alcoholic beverages (with the exception of “driving under the influence” or “drunkenness”).
12. **Drug Law Violations** – Violations of laws prohibiting the production, distribution, and/or use of certain controlled substance and the equipment of devices utilized in their preparations and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance, Arrest for violations of state and local laws, specifically those relating 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 – manufactured narcotics that can cause true addition (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
13. **Illegal Weapons Possession** - Violations of laws or ordinance prohibiting the manufacture, sale, purchase, transportation, possession, concealment of use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.
14. **Hate Crimes** – Sufficient objective facts lead a reasonable and prudent person to conclude that an offender's actions were motivated, in whole or in part, by bias against

the victim's race, gender, religion, sexual orientation ethnicity/national origin, or disability.

15. **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
16. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.
17. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.
18. **Unfounded Crimes:** A reported crime investigated by law enforcement and found to be false or baseless.

The following statistics, provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, are for students and employees and to applicants for enrollment or employment upon request. Our 2014, 2015, and 2016 comparative reputable crime rates were as follows:

	Year	On Campus Property	On Campus Student Housing Facilities	Noncampus Property	Public Property
Murder/Non-negligent manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Negligent manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex offenses-Forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex offenses-Non-forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Robbery	2014	0	0	0	0
	2015	0	0	0	0

	2016	0	0	0	0
Aggravated Assault	2014	0	0	0	0
	2015	1	1	0	0
	2016	0	0	0	0
Burglary	2014	0	0	0	0
	2015	1	0	0	1
	2016	0	0	0	0
Motor vehicle theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Drug Law Violations	2014	1	0	0	0
	2015	1	1	0	0
	2016	0	0	0	0
Liquor Law Violations	2014	2	2	0	0
	2015	0	0	0	0
	2016	11	11	0	0
Weapons Possessions	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Hate Crimes	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Dating Violence	2014	0	0	0	0
	2015	0	1	0	0
	2016	0	0	0	0
Stalking	2014	0	0	0	0
	2015	0	0	0	0
	2016	1	0	0	0
Unfounded Crimes	2014	1	0	0	0
	2015	0	0	0	0
	2016	1	0	0	0

Northwest Iowa Community College also wants students and employees to be aware of where the public can access “Megan’s Law” information regarding sex offenders. One source of information is on the website www.iowasexoffenders.com and the second is through the local county sheriff’s department.

Sex Offense Policy Statement

Effective July 1, 1992, House File 2028, and Act requiring intuitions of higher education to establish policies relating to sexual abuse and providing the Act’s applicability was enacted by the General Assembly of the State of Iowa and signed by the Governor.

Procedures for Reporting Sexual Offense

Northwest Iowa Community College is dedicated to proving a safe and healthy environment for all its students, staff, and visitors. Reports of sexual offense should be made to the Equity Officers as shown on page 30.

Procedures for Preventing Sexual Abuse

1. Counseling – Students are encouraged to discuss with College personnel if they believe there is a potential for sexual abuse or an incident of sexual abuse has occurred. College personnel are dedicated to the protection of both the physical and emotional well-being of students and will be available for counseling whenever such a need should arise. College personnel are trained to report all inquiries to the NCC Equity Officer.
2. Education – The primary means of preventing sexual abuse is through education. Student will be made aware of what sexual abuse is, what the criminal penalties are for sexual abuse, and how to prevent sexual abuse through annual publication of this policy and the posting of information on campus bulletin boards, information regarding the reporting of emergencies and other criminal acts are posted throughout the campus on bulletin boards.

Sexual Misconduct

Sexual misconduct is a broad term encompassing any behavior of a sexual nature that is non-consensual committed by force or intimidation, or that is otherwise unwelcome. The term includes sexual assault, sexual exploitation, sexual intimidation, and sexual harassment as those behaviors are described later in this section. Sexual intimacy or sexual acts or behavior of any kind require that all participants consent. Consent between two or more people is defined as an affirmative agreement through clear actions or words to engage in each specific sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent. Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in the sexual activity are responsible for obtaining consent, it should never be assumed. A prior relationship or prior sexual activity is not sufficient to demonstrate consent. Consent must be present throughout the sexual activity at any time, a participant can communicate that he or she no longer consents to continuing the activity. Additionally, consent to one type of sexual activity is not sufficient to demonstrate consent to all sexual activities. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved. In addition, under Iowa law the following people are unable to give consent:

- Persons who are asleep or unconscious.

- Persons who are impaired due to the influence of drugs, alcohol, or medication.
- Persons who are unable to communicate consent due to a mental or physical condition.
- Generally, minors under the age of 16.

Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or opposite sex and can also occur while individuals are fully clothed. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct:

Sexual Assault

Sexual assault is an extreme form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. In Iowa, the terms "rape" and "sexual assault" fall under the legal definition of "sexual abuse," which includes any sex act done by force or against the will of another. Examples of sexual assault under this policy include, but are not limited to, the following behaviors when consent is not present:

- Sexual intercourse
- Oral sex
- Rape or attempted rape
- Penetration of an orifice with any object
- Touching of the genitals, buttocks, breast, or other body part
- Through any method of making someone else touch one's genitals, buttocks, breast, or other body part, or bodily fluid
- Inducing consent through drugs or alcohol
- Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other condition

Sexual Exploitation

Sexual exploitation involves taking non-consensual sexual advantage of another person. Examples can include, but are not limited to the following behaviors:

- Electronic recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without knowledge and consent of all parties
- Voyeurism (sexual interest in spying on others)
- Distributing intimate or sexual information about another person without consent

Sexual Intimidation and Stalking

Sexual intimidation involves threatening another person that you will commit a sex act against them, an implied threat of the same, or engaging in indecent exposure. Stalking involves any course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Sexual intimidation and stalking includes cyber-stalking or threatening via e-mail, social media, text message, or other electronic communications.

Domestic and Dating Violence

Domestic violence includes violent acts committed by the survivor's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. Dating violence involves violence by a person who has been in a romantic or intimate relationship with the survivor, as gauged by the length, type and frequency of interaction within the relationship.

Sexual Misconduct Procedures

The following procedures and processes shall be followed in cases of Sexual Misconduct, as defined under Board Policies 477 and 577.

Confidentiality

The College is committed to creating an environment in which those who have experienced Sexual Misconduct are encouraged to come forward, while also protecting the privacy of all involved in an investigation. It is important that those reporting Sexual Misconduct understand the limits on confidentiality of the individual who they may contact for such assistance. Different people, depending on their positions, have different obligations with regard to confidentiality. Under Iowa law, communications with some individuals are confidential. Those who want to maintain confidentiality should always confirm whether confidentiality applies to the communication before they make the communication. Generally, confidentiality applies when seeking outside services from the following persons:

- Trained and statutorily certified victim's advocates;
- Licensed psychological counselors or health care providers;
- A personal attorney representing the victim; and/or a
- Religious/spiritual counselor.

College employees cannot guarantee complete confidentiality. The College may have an independent obligation to report or investigate potential Sexual Misconduct, even if a complainant does not wish to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint of Sexual Misconduct or retaliation received by a non-confidential College employee. However, complaints about violations of this Policy will be handled in strict confidence, with personally identifiable information protected and information made available only to those who need to know in order for the College to promptly and thoroughly investigate and resolve the matter. The College must balance the needs of individual students with its obligation to protect the safety and well-being of the community at large.

The College will also keep personally identifiable information out of public recordkeeping, including the College's Annual Security Report of Crime Statistics under the Clery Act.

Medical Attention and Evidence Preservation

After an occurrence of Sexual Assault/Abuse or other violence, a victim should consider seeking medical attention as soon as possible. Prompt medical attention is important both for physical/mental well-being and to preserve medical and physical evidence. Local medical attention is available at any of the following hospitals or clinics:

Sanford Sheldon Medical Center
118 N. 7th Avenue
Sheldon, IA 51201
1-712-324-5041 or toll-free 1-800-568-4320

Sanford Sheldon Clinic
800 Oak Street
Sheldon, IA 51201
1-712-24-5356 or toll-free 1-800-568-4332

Additionally, a free, confidential medical examination from a Sexual Assault Nurse Examiner (SANE) can be obtained. The SANE can conduct a sexual assault evidence collection kit to preserve forensic evidence of the assault within 120 hours after its occurrence. Bathing, douching, smoking, changing clothing and cleaning the scene of the assault is discouraged before seeking medical attention.

Preserve other evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents. This evidence could be useful to the College and/or law enforcement if you choose to pursue the matter within the College and/or in court.

Victim Advocacy and Counseling

Victims of Sexual Misconduct may also want to contact an advocacy group for information and assistance, or seek mental health counseling. The following is a list of such resources on or accessible in the area:

On Campus:

The Director of Secondary Programs and Student Development coordinates counseling for students, and makes referrals to outside agencies when needed. To request a counseling referral, please contact Beth Frankenstein, bfrankenstein@nwicc.edu, 712-324-5061, Ext. 242.

Off-Campus:

Iowa Domestic Violence Hotline*
1-800-942-0333
www.cfiowa.org

National Domestic Violence Hotline*

1-800-799-SAFE (7233)
1-800-787-3224 (TTY)
<http://www.thehotline.org>

For counseling services, please contact Dr. Beth Frankenstein at 1-800-352-4907, ext. 242.

*Denotes confidential resource.

As required under Title IX, the College, through its investigations and/or Title IX/Equity Coordinator, will offer its internal counseling services to any complainant who has begun the complaint process. It is ultimately complainant's decision whether or not to accept the counseling service offered by the College.

Interim Protective Measures/Accommodations

After receiving a report or complaint of Sexual Misconduct, reasonable interim protective measures/accommodations may be offered or requested, whether or not law enforcement is contacted. The College will also implement interim or protective action for both parties during an investigation, or when requested by the victim (when reasonably available). Such protective measures/accommodations may include:

- Transfer of class sections;
- Assistance in exploring incompletes, leave or withdrawal;
- Changes in living, transportation, or working arrangements;
- Referral to counseling and health resources, and assistance with notifying law enforcement;
- Providing a campus no-contact agreement or order.

The College will keep any protective measures/accommodations confidential, to the extent confidentiality does not impair the College's ability to provide the measures.

Individuals may also pursue other civil or criminal no-contact/ protective orders through the court system. Additional information regarding such legal protections can be obtained through the Family Crisis Center in Sioux Center, Iowa, or the Clerk of Court of the Iowa District Court for Sioux County in Orange City, Iowa, or another court in your county of residence.

In compliance with Iowa law, the College recognizes both criminal no-contact orders and civil protective orders. If an individual obtains an order of protection from a court in Iowa, the individual should provide a copy to the Title IX/Equity Coordinator.

Amnesty for Complainants and Participants in Investigations

The College will not pursue disciplinary action for improper use of alcohol or other drugs against a student who reports or makes a complaint, in good faith, concerning an incident of Sexual Misconduct, or who participates, in good faith, in an investigation into an incident of Sexual Misconduct.

Reporting Violations

To the College:

A victim, the College, or a member of the College community may report or file an institutional complaint of Sexual Misconduct, whether or not it occurred on campus. To make a report and/or receive information regarding filing a complaint or to do so, contact:

Title IX/Equity Coordinator (for employees)
Sandy Bruns
Phone: 712-324-5061, Ext. 113
Email: sandy@nwicc.edu

Title IX/Equity Coordinator (for students)
Beth Frankenstein
Phone: 712-324-5061, Ext. 242
Email bfrankenstein@nwicc.edu

“Responsible employees,” include those employees who have the authority to redress Sexual Misconduct and those employees who students may reasonably believe have such authority, have a duty to report Sexual Misconduct to the Title IX/Equity Coordinator. However, any member of the College community, including students, faculty, employees, and third-parties, who become aware of Sexual Misconduct which violates College Policy should promptly notify a Title IX/Equity Coordinator of such violations.

Law Enforcement:

The College encourages victims to report instances of Sexual Misconduct which constitute a crime to local law enforcement, but it is a victim’s right to choose whether to make a report or decline law enforcement involvement. In any emergency situation, law enforcement can always be reached by dialing 911. The Sheldon Police Department can also be reached at their non-emergency phone number, 712-324-2525. The College’s Title IX/Equity Coordinator can assist a victim with making a report to law enforcement.

Filing a Complaint

The Title IX/Equity Coordinator or designee will explain the procedures for filing and investigating the complaint, and refer the complainant to other resources (including counseling or law enforcement) as appropriate. Complaints should be filed as soon as possible after the date of the alleged Sexual Misconduct, and a written complaint is preferable. A written complaint should include the following information:

- a) Complainant’s name;
- b) Name of the person against whom the complaint was made, including job title or student status, if known;
- c) A clear and concise statement of the facts that constitute the alleged Sexual Misconduct, including dates on which the acts were committed and any information to identify witnesses.

The respondent will have the right to see the written complaint, and thus concerns about confidentiality should be raised when completing a written complaint. As noted above, the College may or may not be able to honor all requests to keep the details or identities in a complaint of Sexual Misconduct confidential, and will need to weigh the interests of the complainant against its obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant. If the College honors requests for confidentiality in the complaint process, a complainant must understand that the College’s ability to fully investigate the incident and pursue disciplinary action against the respondent may be limited.

Complaint Resolution Process

Upon receipt of a complaint or report of Sexual Misconduct, the College will proceed with a prompt, fair, and impartial investigation and resolution process as described below, and where appropriate, sanctions and corrective measures will be taken. College officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking (and on how to conduct an investigation and process that protects the safety of victims and promotes accountability) will handle such complaints.

1. Complaint Investigation and Resolution – Students

For complaints against students or student organizations, the College's Student Discipline Code will govern the investigation and adjudication process.

2. Complaint Investigation and Resolution – Faculty and Staff

For complaints against faculty or staff, the following procedures will govern the investigation and adjudicatory process:

A. Notice of Complaint.

Upon receiving a complaint, the Title IX/Equity Coordinator will prepare a Notice of Complaint. The Notice of Complaint shall be provided to both parties at the same time and contain the following information: (i) the complainant's name (unless the Title IX/Equity Coordinator has decided to honor a request by the complainant to remain confidential); (ii) the respondent's name; (iii) the date(s) of the alleged misconduct; (iv) a brief description of the allegations; (v) the specific provisions of the Sexual Misconduct Policy that were allegedly violated; and (vi) a brief description of the investigatory process that will follow. The Notice of Complaint will also be provided to the College's Director of Human Resources.

B. Informal Resolution Process.

In some cases, the Title IX/Equity Coordinator may determine, after receiving a complaint and conducting a review of the circumstances, that informal resolution is an appropriate means of addressing reported behaviors and responding to the complainant's concerns. Informal resolution will only be pursued when both parties voluntarily agree to informal resolution, and the parties are informed in writing of their right to request the complaint be handled under formal resolution at any time.

During the informal resolution process, the parties will be given the same opportunities to have others present for interviews or meetings, which includes the opportunity to be accompanied to interviews by a silent representative/support person/steward/advisor of their choice.

The informal resolution process will only be utilized in appropriate cases. In no event will informal resolution be used in cases of Sexual Assault/Abuse, or where there is a power differential between the parties (e.g., if the complainant is a student and the respondent is an employee with authority over the student). At no time during the informal resolution process will the complainant be required to resolve the issue directly with the respondent.

Sanctions and/or protective measures may be taken as the result of an informal resolution process, if both parties agree to such measures. The parties will be informed simultaneously and

in writing of any measures taken, and any resolution reached will be final. The College will retain a record of the resolution reached.

C. Investigation/Fact-Finding

The Title IX/Equity Coordinator will assign an Investigator to conduct the fact-finding and investigation. If, prior to the initiation of the investigation, either party alleges that an Investigator has a conflict of interest, after hearing from both parties on the topic, the Title IX/Equity Coordinator will decide whether to excuse the Investigator and announce his/her decision in writing to both parties. This investigation will include documented interviews of the complainant, the respondent, and witnesses with relevant knowledge, as well as a review of relevant documents and evidence. Both parties will:

- Be permitted to present their version of events and provide any supporting evidence;
- Have the same opportunity to be accompanied to interviews by a silent representative/advisor of their choice. The silent representative or advisor will not be allowed to provide information or ask questions during the interview process;
- Be permitted to identify witnesses;
- Be given an opportunity to review all tangible evidence submitted or identified by the other party and given an opportunity to comment on that evidence, unless safety considerations prevent such disclosure; and
- Be notified of the witnesses identified by the other party and be given an opportunity to comment on those witnesses and identify rebuttal witnesses, unless safety considerations prevent such disclosure.

The Investigator may hold as many meetings with the parties as is necessary to gather facts; provided, however, the first meeting shall be conducted within five (5) business days of the date the complaint is first received.

Following the investigation, the Investigator will complete an investigative report detailing their investigation and findings of fact. This investigative report, and the entire investigative file, will be transferred to the Director of Human Resources or his or her designee.

The Investigator will simultaneously notify the parties that the case has been transferred to the Director of Human Resources and/or designee, and they shall receive a copy of the investigative report. The parties will be permitted to submit to the Director of Human Resources and/or designee any additional or new evidence they believe relevant to the decision within five (5) days of receiving the investigative report.

D. Determination.

After reviewing the record, the Director of Human Resources and/or designee may attempt to gather any more evidence deemed necessary to decide the case. The Director of Human Resources and/or designee will then render a determination. The Director of Human Resources and/or designee shall provide the results of his/her determination to the Title IX/Equity Coordinator and the parties simultaneously in writing. The determination shall include (i) whether a preponderance of the evidence supports a finding that the Sexual Misconduct policy was violated with respect to each allegation in the complaint, including essential findings; (ii) individual remedies for the complainant and/or steps being taken to eliminate the Sexual

Misconduct and prevent recurrence; and (iii) sanctions imposed. The complainant may only be informed of sanctions imposed on the respondent that directly relate to the complainant (such as requiring that the respondent stay away from the complainant for some period, prohibiting the respondent from working at the school for some period; or transferring the respondent to another job).

A “preponderance of the evidence” is evidence from which the Director of Human Resources and/or designee can determine that it is more likely than not that a violation occurred.

E. Appeal.

The Director of Human Resources or designee’s determination may be appealed, by either party, to the Title IX/ Equity Coordinator within five (5) business days of the determination. Such appeals will be in writing and will be delivered to the Title IX Coordinator. If an appeal is timely filed, the Title IX Coordinator will send written notification to the parties stating the appeal has been filed and that they have the opportunity to submit additional relevant information and/or statements for review to the Title IX Coordinator within five (5) business days.

The President of the College or designee will then review the record on appeal (including all investigative materials, reports, complaint forms, and notices to the parties) to (i) assess whether a material deviation from written procedures impacted the fairness of the investigation; (ii) determine whether the decision was supported by substantial evidence; (iii) determine whether the sanction(s) imposed were appropriate for the violation; or (iv) consider new information.

The President or designee may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed. A written decision of the President or designee shall be provided to the parties, Director of Human Resources, and the Title IX/Equity Coordinator. The written appeals decision shall be completed within twenty (20) days of the date of appeal, or longer for good cause. The decision of the President or designee shall be final.

3. Sanctions

For students, sanctions include, but are not limited to, an educational sanction, reprimand, probation, restitution, fine, denial of privileges, no-contact order, housing transfer or removal, suspension, and/or expulsion or termination, as set forth in the College’s Student Conduct Code.

For faculty and staff, sanctions could range from warning, reprimand, suspension with or without pay, demotion, or termination of employment, and may include such other forms of disciplinary action as appropriate under applicable College procedures, handbooks/manuals, or contracts. If a final decision imposes disciplinary action which constitutes termination of college personnel entitled to the hearing/judicial review procedures of Iowa Code chapter 279, such procedures shall be followed as required by law.

Sanctions may also include protective measures regarding the complainant, including no-contact orders or changes in arrangement to academic or working situations. The College will also consider providing remedies for the broader campus community, as may be necessary to remedy the effects of the Sexual Misconduct.

4. Timeframe

In most cases, the complaint resolution process will be concluded within sixty (60) days after the complainant makes the official report. However, if circumstances are such that the process will not be rendered in this time-frame for good cause, the parties will be so advised in writing and provided a general time-frame for the conclusion of the process.

In regards to internal investigations and disciplinary proceedings regarding Sexual Misconduct, the above-discussed standards shall apply. Moreover, a respondent, regardless of the extent to which he or she may be involved in such investigations and proceedings, may seek redress in other appropriate forums. No person shall be subject to retaliation by any member of the College community because of his or her involvement in the above-discussed internal investigations and proceedings or because that person has exercised his or her rights under any provision of Title IX or the SaVE Act. The College President, and/or designee, may enact additional procedures and regulations that may be necessary from time-to-time to ensure the SaVE Act is consistently adhered to by the College and its community.

Former Students, Former Employees, or Third Parties

If any party or parties are not under the full jurisdiction of the College (for example, former students, former employees, or other third parties), the College will conduct an investigation to the extent reasonably possible. In these situations, the College will endeavor to provide coequal rights and notifications to the parties, but may reasonably tailor the procedures to the circumstances. If a finding of Sexual Misconduct is made, the College may impose sanctions appropriate for the situation, such as a no readmission sanction, a no-rehire sanction, or a no trespass/no-contact order.

Interplay with Criminal Proceedings

College disciplinary proceedings may be instituted against an individual charged with Sexual Misconduct that potentially violates both the criminal law and the College's Sexual Misconduct Policy (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. College proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Title IX/Equity Coordinator. Determinations made or sanctions imposed under this Policy will not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. College conduct proceedings are separate from criminal or civil litigation. Formal rules of process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used by the College.

Title IX/Equity Coordinator

The College's Title IX/Equity Coordinator or his/her designee ("Title IX Coordinator") coordinates the College's response to reports of Sexual Misconduct under this policy. The Title IX Coordinator does not serve as an advocate for either the complainant or the respondent. The Title IX Coordinator will explain to both parties the informal and formal processes and the provisions of confidentiality. Where appropriate, the Title IX Coordinator will provide to both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title

IX Coordinator will coordinate with other campus officials to take appropriate interim actions such as no contact orders and academic accommodations. The Title IX Coordinator is trained and knowledgeable about enforcement, compliance, communication, and implementation of the College's anti-harassment and anti-discrimination policy.

The Title IX Coordinators' contact information is as follows:

Title IX/Equity Coordinator (for employees)

Sandy Bruns

Phone: 712-324-5061, Ext. 113

Email: sandy@nwicc.edu

Title IX/Equity Coordinator (for students)

Beth Frankenstein

Phone: 712-324-5061, Ext. 242

Email bfrankenstein@nwicc.edu

College Reporting Requirements

The Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act ("Clery Act") requires the College to report certain crime statistics and disclose security-related information. The annual security report issued by the College in compliance with the Clery Act will include, in addition to other required information, statistics regarding any incidents of sexual assault, domestic violence, dating violence, or stalking that have occurred within the locations governed by the Clery Act and that have been reported to a local law enforcement agency or a campus security authority. For purposes of these reporting requirements, the foregoing crimes shall be defined as stated herein (however, if the definitions in this Policy and the definitions in the Clery Act are ever in conflict, the definitions in the Clery Act control). The annual security report will also include, under the "hate crimes" category of reportable offenses, statistics regarding incidents motivated by the victim's actual or perceived national origin or gender identity. For all annual and interim reports, the College will withhold as confidential, to the extent permitted by law, the names of all victims.

Written Notification

The College will provide written notification to College students, faculty, and staff about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims of domestic violence, dating violence, sexual assault, and stalking, both within the institution and in the community. The College will also provide written notification to victims of domestic violence, dating violence, sexual assault, and stalking about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures by providing them a copy of the Sexual Misconduct Policy (Board Policies 477 and 478) and these Procedures. The College will also provide a copy of the Sexual Misconduct Policy (Board Policies 477 and 478) and these Procedures to a student or employee who reports to the College that the student or employee has been a victim of Sexual Misconduct (whether the offense occurred on or off campus), as a written explanation of the student or employee's rights and options.

Education and Training

The College will offer all new students and new employees primary prevention and awareness programs that promote awareness of rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. These programs will include the following:

- a. A statement that the College prohibits rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking.
- b. The definition of the above-listed offenses pursuant to Iowa law.
- c. The definition of consent in the context of sexual offenses pursuant to Iowa law.
- d. Safe and positive options for bystander intervention an individual may take to prevent harm or to intervene if he or she witnesses or is confronted with potential rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking.
- e. Recognition of signs of abusive behavior and how to avoid potential attacks.

In addition to the above-discussed programs for new students and new employees, the College will also offer all students and employees ongoing prevention and awareness campaigns that address the foregoing five items. All such programs and campaigns will be reported and described in the annual security report issued by the College in compliance with the Clery Act.

Discriminatory Harassment Procedures

The following procedures and processes shall be followed in cases of Discriminatory Harassment, as defined under Board Policies 478 and 578.

Reporting Violations

Any member of the College faculty, staff or student body who believes he/she may have been subjected to discriminatory harassment or knows someone who may have been subjected to discriminatory harassment may report a violation to the College.

Individuals who feel that they have been harassed should first communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. Offensive conduct may have been thoughtless or based on a mistaken belief that it was welcome. If the individual wants assistance communicating with the harasser, the individual can contact the College's Equity Coordinator for assistance.

Complaints

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should promptly report the behavior to an Equity Coordinator, Director of Human Resources, or other College administrator. The College is committed to preventing discriminatory harassment, but cannot do anything to remedy the problem if it is unaware that a problem exists.

Investigation

If an individual complains of discriminatory harassment, the complaint will be investigated. An investigation may be commenced in the absence of a written complaint. If any of the parties feel that the assigned investigator has a conflict of interest, they should inform an Equity

Coordinator, Director of Human Resources, or other College administrator, as early as possible. If the investigator is a witness to the incident, an alternate investigator shall investigate.

For complaints against students or student organizations, the College's Student Conduct Code will govern the investigation and adjudication process.

For complaints against faculty or staff, the following procedures will govern the investigation and adjudicatory process:

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the respondent. The respondent may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the Director of Human Resources or designee. The investigator will provide a copy of the findings of the investigation to the Director of Human Resources or designee.

Following receipt of the investigator's report, the Director of Human Resources or designee may investigate further, if deemed necessary, including interviewing the complainant and the respondent. The Director of Human Resources or designee will make a determination of any appropriate additional steps, which may include discipline. The Director of Human Resources or designee will file a written report and documenting any disciplinary action taken, or any other action taken, in response to the complaint. The complainant, respondent, and the investigator will receive notice as to the conclusion of the investigation.

The Director of Human Resources or designee's decision may be appealed to the President within five (5) business days of receiving notice of the determination. Such appeals will be in writing and delivered to the President's Office. If an appeal is timely filed, the President's Office will send written notification to the parties stating the appeal has been filed and that they have the opportunity to submit additional relevant information and/or statements for review within five (5) business days. The President or designee will then review the record on appeal, and may affirm, reverse, or modify the decision regarding the violation and/or discipline imposed. A written decision of the President or designee shall be provided to the parties and the Director of Human Resources. The written appeals decision shall be completed within twenty (20) days of the date of appeal, or longer for good cause. The decision of the President or designee shall be final.

Evidence uncovered in the investigation will be treated as confidential, subject to applicable law.

Information received during the investigation is kept confidential to the extent possible. Absent extenuating circumstances, the investigation and resolution of the complaint will generally be concluded within sixty (60) days.

If the results of an investigation show that the complainant knowingly filed false accusations of discriminatory harassment, or that a witness gave false statements, such individuals will be subject to appropriate disciplinary action. A finding for the respondent does not constitute a finding that the complaint was made in bad faith.

Retaliation Prohibited

Retaliation of any kind against anyone seeking guidance, filing a complaint or participating in an investigation for discriminatory harassment is prohibited. Examples of retaliation include, but are not limited to, any action that has an adverse impact on employment, compensation or work assignments, or, in the case of students, grades, class selection or any other matter pertaining to student status.

Services to Students

Student IDs

You will receive a Northwest Iowa Community College photo identification card when you begin classes. Your ID card entitles you to special discounts at local movies, health clubs, and other selected businesses, as well as free admission to selected NCC functions. The ID card is your library card, your identification for the Business Office, TRIO Office, and Learning Center, and your key to get into the Residence Halls if you live on-campus.

Replacement cards will cost the student \$10 per regular card or \$25 per housing card.

College Switchboard

The College telephone switchboard is accessible during the hours of 7:30 a.m. to 5:00 p.m. Monday through Thursday. On Friday the switchboard closes at 4:00 p.m. Dial 712-324-5061.

E-Mail Access

All NCC students are assigned a network and email account. It is the student's responsibility to check his/her account on a regular basis and comply with established policies. Faculty and staff reach students regarding their classes, activities on campus, and other important information through this student account. Student email and other student services can be accessed from any computer via the internet through the NCC website by logging into "My Place". If students are unsure of their user name and password, they should contact Student Services.

Public Transportation

Public bus service is available to Sheldon residents. A fee will be charged. For information, call the Regional Transit Authority at 1-800-358-5037.

Food Service

The NCC Cafeteria, located in Building A, serves breakfast, noon entrees, and short orders Monday through Friday. You may purchase a semester meal plan for breakfast, noon meal, or both. This service is available to all students, staff, families, and the general public.

Child Care

The local public licensed daycare provider is Children's World of Sheldon. Nursery, child care and preschool services are available by calling 324-4837.

Title IX/Pregnancy Procedure

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex (including pregnancy and parental status) in educational programs and activities. If a student has any questions or concerns regarding discrimination based on sex, they are asked to contact the Equity Coordinators, Sandy Bruns (Director of Human Resources) or Beth Frankenstein (Directory Secondary Programs and Student Development).

Missing Student Notification Policy

As an institution that provides on-campus student housing, Northwest Iowa Community College has a policy regarding missing student notification procedures for students who reside in on-campus student housing facilities pursuant to Federal Register §668.46(h)—Institutional security policies and crime statistics.

Students, employees, and other persons should report to the Coordinator of Residence Life if a student has been missing for 24 hours. The Coordinator of Residence Life shall immediately notify the Vice President of Student & Academic Services or designee of any student who has not been seen on campus, who cannot be reached by acquaintances, and for whom concern has been expressed regarding the student's safety and well-being by an acquaintance, for a period of more than 24 hours.

The Vice President of Student & Academic Services or designee shall contact the Sheldon Law Enforcement Center to file a missing person's report no later than 24 hours after the time the student is determined missing.

At residence life orientation, students have the option of identifying a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing if the student has been determined missing by the institutional police or campus security department, or the local law enforcement agency. Students will be advised that if they are under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student; and that the institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If a student is reported missing, the Vice President of Student & Academic Services or designee shall contact the student's emergency contact, filed in the Registrar's Office, within 24 hours of the time the report was made that the student is missing.

Emergency Telephone

Emergency telephones for 911 calls are located:

East side of Parking Lot 1
East side of Parking Lot 3
South side of Parking Lot 5

Local Agencies

Department of Human Services (O'Brien County & Osceola)
800-392-3895

Department of Human Services (Sioux County & Lyon)
800-337-2943

Department of Human Services (Cherokee)
866-640-7087

Division of Vocational Rehabilitation Services
712-324-4864

Iowa Workforce Development
712-324-4152

Family Crisis Center of NW Iowa
800-382-5603
(free and confidential services for victims of domestic violence and sexual assault)

Seasons Center for Community Mental Health, Rock Valley
800-242-5101 (24 hr. crisis line)
712-324-3263 for appointment

Planned Parenthood of Greater Iowa
712-262-1545

COMPASS POINTE
Sioux County
712-439-1170

Lyon County
712-472-3442

O'Brien County
712-324-3276

Osceola County
712-754-3443

Cherokee County
Drug and Alcohol Treatment: Jackson Recovery

712-225-5856

Plains Area Mental Health

712-225-2575

Drug-Free Schools and Communities

It is the policy of NCC to comply with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and to provide staff and students with information to prevent the use of illicit drugs, the abuse of alcohol on campus and to provide a drug-free work place for students and staff. It shall be unlawful to possess, use or distribute illicit drugs and alcohol by students or employees on college property or as part of any college activity. The laws of the state of Iowa pertaining to the possession and use of illicit drugs and alcoholic beverages on public property shall be followed. Specifically, this means that it is a violation of the drug and alcohol policy for students and employees to purchase, manufacture, possess, consume or sell such items on campus.

Student and staff violations of the standards as stated in the previous paragraph shall result in any one or combination of the following disciplinary sanctions:

- A. Warning
- B. Disciplinary probation
- C. Suspension
- D. Referral to an appropriate drug/alcohol treatment program
- E. Referral to law enforcement agencies
- F. Possible disciplinary sanctions include expulsion or termination

Definitions and accompanying procedures of these sanctions pertaining to the student can be found in the office of the Associate Dean of Students. Policies and procedures pertaining to employees can be found in the office of the Director of Human Resources.

Staff rights shall be protected in accordance with due process.

Staff accused of violating the drug/alcohol policy as established shall have the right to:

1. a hearing before the appropriate campus judicial board
2. access to an appeal as defined within the college policies and procedures.

Student's rights shall be protected in accordance with due process.

Students accused of violating the drug/alcohol policy as established shall have the right to due process.

See the Student Discipline Section.

Substance Abuse Prevention Program

If a student or staff member is identified as having a probable chemical dependency problem or voluntarily notifies his/her instructor or supervisor of such, that individual will be directed to the counseling staff in the Student Services Office. The counseling staff in the Student Services

Office will refer the individual to the local alcohol and drug treatment unit or to an agency of the individual's own choosing.

Legal Sanctions

Under Chapter 124 of the State of Iowa Code regarding controlled substances, various penalties and offenses are described involving the illegal manufacture, possession, possession with intent to deliver, delivery and design (simulation and counterfeiting) of illegal drugs. Illegal drugs include but are not limited to marijuana, methamphetamines, amphetamines, cocaine, heroin and ecstasy. Except as authorized under Chapter 124 (legally prescribed drugs), it is unlawful for any person to manufacture, deliver or possess with intent to manufacture or deliver a controlled substance, or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance or a counterfeit or simulated controlled substance. Violations of Chapter 124 may result in simple, serious or aggravated misdemeanors, or class "D," "C" or "B" felony charges.

Consequences may include:

Possession of Drug Paraphernalia is punishable by up to 30 days in the County Jail and a fine not to exceed \$500.

Simple Possession of controlled substances is punishable by up to one year in the County Jail and a fine not to exceed \$1,500. A conviction will also result in the loss of student financial aid eligibility.

Possession with intent to deliver, delivery and/or manufacture (including growing) of controlled substances is punishable by a range of penalties up to a maximum prison term of 50 years and a maximum fine not to exceed \$1,000,000.

Local and federal sanctions will also apply.

Student Conduct

NCC expects that you will obey federal, state and local laws; will show respect for properly constituted authority; and will exhibit and maintain integrity and honor in all matters related to NCC. The Board shall authorize procedures as appropriate to student behavior and discipline for a post-secondary institution.

For additional information contact the Associate Dean of Students or designee.

Tobacco Policy

As a result of the Iowa Smoke free Air Act, smoking is prohibited anywhere on campus.

Prohibited Weapons Policy

Except as provided in this policy, no person shall bring or possess a firearm, ammunition, or prohibited weapon of any kind:

- On or in any college property,
- To or at any college-related function at any location; or

- While acting on behalf of or representing the college in any capacity at any location.

This policy applies to all persons regardless of whether they are licensed to carry a concealed weapon. Only peace officers whose duties require them to carry a weapon are exempt from the above-stated prohibition.

A “prohibited weapon” includes any form of firearm, knife, explosive, incendiary, or other weapon restricted under local, state, or federal regulation. “College property” includes, without limitation, all college-owned or leased vehicles, buildings or other structures, and real property (such as sidewalks, walkways, driveways, open spaces, and parking lots) under college control.

Any person who questions the applicability of this policy to his or her potential situation shall obtain written permission from the college’s president or his or her designee before bringing or possessing the item(s) at issue to or at any location that would potentially be covered by this policy.

Class Cancellation/Delay Start Procedures

Inclement weather, mechanical systems failure, utility problems, or unforeseen circumstances may require classes to be cancelled or delayed. In the event that conditions affect Northwest Iowa Community College’s operations or schedule, students, faculty, and staff will be notified. Cancellations, early closure or a delay in starting will be made through announcements using the RAVE Alert Service. RAVE notifies all subscribers of important campus alerts.

RAVE also offers e-mail alerts and text messaging alerts free of charge. You can find more information and a link to sign up for RAVE on the NCC website: <http://www.nwicc.edu> and look for the RAVE sign-up button at the bottom of the page.

Alerts issued by NCC via RAVE will be brief and to the point. Late start announcements will be posted by 5:45 AM. Late starts will be announced as a 10:00 AM start. Early closures will state the time of the closure.

In the event of any circumstance requiring class cancellations or delayed starts, information and updates will also be posted on the NCC website.

Northwest Iowa Community College website
<http://www.nwicc.edu>

Northwest Iowa Community College phone message
712-324-5061 or 800-352-4907

Emergency Procedures

Follow the instructions of staff personnel in the event of an emergency, (i.e. fire, tornado, bomb threats, etc). Shelter areas and emergency exits are posted throughout the campus.

Student Discipline

I. Statement of General Policy and Definitions

It is expected that each student will obey federal, state, and local laws, will show respect for properly constituted authority, and will exhibit and maintain integrity and honor in all matters related to Northwest Iowa Community College. To this end, students are expected to adhere to the following Student Conduct Code.

II. Definitions

In this Code, unless the context otherwise requires:

- I. "Class day" means a day on which classes are regularly scheduled.
- II. "College property" or "College facilities" mean property, real or personal, owned, leased, controlled or managed by the College.
- III. "Complainant" means the person who submits a report or complaint alleging that a student violated this Student Conduct Code. If another member of the College community submits the report or charge on behalf of a student who believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will also be considered the "Complainant" for purposes of any rights afforded to a complainant under this Student Conduct Code.
- IV. "Vice President" means the Vice President of Student & Academic Services, and/or his/her delegate, designee, representative, or agent.
- V. "Faculty" means instructional employees, or who is otherwise considered by the College to be a member of its faculty.
- VI. "Major violation" means one which can result in suspension or expulsion from the College or denial of degree.
- VII. "Minor violation" means one which can result in any disciplinary action other than suspension or expulsion from the College or denial of degree.
- VIII. "Student" means any person enrolled in the College, whether on a part-time or full-time basis. A person who withdraws after allegedly violating the Student Conduct Code, who is not officially enrolled for a particular term but who have a continuing relationship with the College, or who has been notified of acceptance for admission are considered a "Student" for purposes of this Student Conduct Code.
- IX. "Preponderance of the Evidence" means supported by the greater weight of the evidence. In other words, whether it is more likely than not that something occurred.
- X. "President" means the President of the College, and/ or his/her delegate, designee, representative, or agent.
- XI. "Respondent" means the student accused of violating this Student Conduct Code.

III. Jurisdiction of the Student Conduct Code

This Student Conduct Code applies equally to all students and to conduct that occurs on College property or in College facilities, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Through voluntary admission and entrance to the College, each student indicates their willingness to be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, including conduct before classes begin, after classes end, during the academic year, or between terms of actual enrollment (even if violations are not discovered until after a degree is awarded). The Student Conduct Code applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

IV. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student for misconduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. Determinations made or sanctions imposed under this Student Conduct Code will not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

College conduct proceedings under the Student Conduct Code are separate from criminal or civil litigation. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in the Student Conduct proceedings.

V. Standards

Any student who commits, attempts to commit, or incites/aids another to carry out violations of this Student Conduct Code may be subject to the disciplinary procedures and sanctions as outlined in this Code. A “violation” or “violations” of the Student Conduct Code is any one or more of the following acts, although this is not an exhaustive list of all acts that may constitute violations:

- A. Improper Use of College Facilities or Property Failing to comply with established rules, policies, and procedures in using College facilities or property. This includes unauthorized use of College facilities or property, and/or damage to College property or facilities.
- B. Willful disruption of College-sponsored, supported, and supervised activities, including lectures, classroom instruction, presentations, or performances.
- C. Academic dishonesty or cheating: Each student assumes an obligation to conduct his/her academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is not met by the student, disciplinary action will be taken under this Code and/or any applicable procedures of the course, discipline, or program of study. The following activities would constitute academic dishonesty or cheating:
 - 1. Turning in written essays, assignments, and computer programs produced by someone else when the expectation was to do one’s own work.
 - 2. Collaborating on a written assignment without the specific approval of the instructor.
 - 3. Plagiarism, including borrowing materials from any source—professional or amateur—and turning it in as original, and/or failing to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.
 - 4. Copying from another person’s tests or assignments.
 - 5. Using unauthorized test aids such as notes, drawings, books, etc., during an examination.
 - 6. Aiding another student in dishonesty such as producing written work or sharing information during a test period.
 - 7. Fabricating research or source materials.
 - 8. Stealing, buying or somehow obtaining a test from an instructor’s work area or computer files.
- D. Acts of Dishonesty (other than academic dishonesty or cheating), including:

1. Knowingly furnishing false information to the College, forgery, alteration, or misuse of College documents or records; or
 2. Furnishing false information to any College official, faculty member, or College office.
 3. Failure or refusal to timely pay a debt owed Northwest Iowa Community College.
 4. Presentation or delivery of any check, draft, or order to Northwest Iowa Community College, with intent to defraud.
 5. Failure to pay the College the amount of a check, draft, or order on or before the first class day after the day the business office sends written notice that the drawer has rightfully refused payment on the check, draft or order.
- E. Abuse, Assault, or Harassment: Threatening, harassing, physically abusing, assaulting, willfully injuring, or endangering in any manner the physical or mental health and safety of any person on College property or in College facilities;
- F. Theft, willful destruction, damage or misuse of any property belonging to or in the possession of the College or belonging to or in the possession of any person on College property;
- G. Hazing: An act which endangers the mental or physical health or safety of a student or other person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a student or fraternal group or organization. The apathy, acquiescence, or express or implied consent of the victim does not take an act out of the definition of "Hazing."
- H. Possession or consumption of an alcoholic beverage on College property or while representing the College as a part of an off campus function in violation of College rules;
- I. Illegal possession, sale or use of a controlled substance, as defined in Chapter 124, Code of Iowa, or of a prescription drug upon College property;
- J. Illegal possession or use of any firearms, explosive, dangerous chemical or other weapon;
- K. Disorderly conduct, including:
1. Engaging in fighting or violent behavior in the College or at College functions.
 2. Willfully making loud and raucous noise in the vicinity of the College or at College functions which disrupts College activities and events.
 3. Directs abusive epithets or makes any threatening gesture which the person knows or reasonably should know is likely to provoke a violent reaction by another.
 4. By words or actions, initiates or circulates a report or warning of fire, epidemic, or other catastrophe, knowing such report to be false or such warning to be baseless.
- L. Trespass: Violating a College no-trespass directive, or committing any act of trespass prohibited by law.
- M. Laws: Other acts in violation of any federal, state, or local law.
- N. Policies: Other acts in violation of College policies, rules, or procedures published in hard copy or available electronically on the College website.
- O. Sexual Misconduct, as defined under the College's Sexual Misconduct Policy.
- P. Discrimination and Discriminatory Harassment, as defined under the College's Discriminatory Harassment Policy.

VI. Disciplinary Proceedings

A. Complaints, Investigations, and Hearings

1. Any member of the College community may file a complaint against a student for violations of the Student Conduct Code. A complaint should be prepared in writing and

directed to the Vice President. A complaint that is not in writing may still be investigated in the discretion of the Vice President.

2. The Vice President will conduct a preliminary investigation into the complaint to determine if the charges have merit and/or whether the alleged violation constitutes a Minor or Major Violation.

3. Informal Resolution/Resolution by Mutual Consent

a. The Vice President may determine the matter can be disposed of informally/ administratively by mutual consent of the parties involved on a basis acceptable to the Vice President. If charges are not admitted and/or cannot be disposed of, the case will proceed to the formal procedures as set forth below for Minor or Major Violations. If the respondent admits violating institutional rules, but sanctions are not agreed to, the case will proceed to the formal procedures as set forth below for Minor or Major Violations, which shall be limited to determining the appropriate sanction(s).

b. For cases of Sexual Misconduct, informal resolution/resolution by mutual consent will only be pursued when both parties voluntarily agree, and the parties are informed in writing of their right to request the complaint be handled under formal procedures at any time. During the process, the parties will be given the same opportunities to have others present for interviews or meetings, which includes the opportunity to be accompanied to interviews by a silent representative/advisor of their choice. In no event will informal resolution/ resolution by mutual consent be used in cases of Sexual Assault/Abuse, or where there is a power differential between the parties (e.g., if the complainant is a student and the accused is an employee with authority over the student). At no time will the complainant be required to resolve the issue directly with the respondent.

c. Any case disposed of by informal resolution/ resolution by mutual consent shall be final and there shall be no subsequent proceedings.

4. Procedures for Minor Violations

a. For Minor Violations, the Vice President will conduct an administrative hearing as follows:

i. The respondent shall be provided with written notice of the alleged misconduct, and the date, time, and place of the hearing. The respondent shall also be given the opportunity to review any documents the Vice President has in their possession pertaining to the charges (except students shall not have the right to review any document prohibited from disclosure or production by law, any document constituting work product or any attorney-client communication).

ii. The administrative hearing will be scheduled no less than five (5) nor more than thirty (30) business days after the respondent has been notified. Maximum time limits for scheduling of an administrative hearing may be extended at the discretion of the Vice President.

iii. During the administrative hearing, the respondent will have an opportunity to respond to the charges and to present evidence or witnesses contesting the charges. The Vice President will determine if a violation occurred based on a preponderance of the evidence and will issue appropriate sanctions. If a respondent, after receiving notice, does not appear for the hearing, the information in support of the charges will be considered even if the respondent is not present.

The Vice President will notify the respondent of the outcome of the hearing in writing within ten (10) business days of completion of the hearing, or longer for good cause.

iv. For cases of Sexual Misconduct, the complainant will (i) receive a copy of the written notice provided to the respondent; (ii) be given an opportunity to equally participate in the administrative hearing (at the same or different time than the respondent based on the circumstances); and (iii) receive simultaneous written notification of the outcome and of any sanctions to be imposed relating directly to the complainant. Furthermore, in these cases, either the complainant or the respondent may request a formal disciplinary hearing before the Student Conduct Committee under the procedures set forth in Section VI(A)(1)(5) (i.e., the hearing procedures followed for Major Violations).

v. The Vice President's decision on an administrative hearing for Minor Violations shall be final and shall not be subject to appeal.

5. Procedures for Major Violations

a. For Major Violations, a formal disciplinary hearing will be conducted by the Student Conduct Committee (SCC) as follows:

i. Composition of the SCC

A. The SCC shall be composed of one administrative officer of the College other than an officer under the supervision of the Vice President; an Academic Dean; one College faculty member and two students as selected by the Student Government Association. The members of the committee shall be appointed by the President, except the student members shall be appointed by the Student Government Association.

B. The Vice President of College Operations and Finance shall serve as Chairperson of the committee. The chairperson shall conduct the hearing and shall rule on the admissibility of evidence, motions, and objections; the Chairperson's decision may be overridden on a vote of the committee. Each member of the committee, including the Chairperson, is eligible to vote at the hearing.

ii. Parties

A. In hearings involving more than one respondent, the Vice President, in his/her discretion, may permit the SCC hearing(s) concerning each respondent to be conducted either separately or jointly.

B. In cases of Sexual Misconduct, the complainant shall be made a party to the hearing and afforded coequal rights to participation and representation in the hearing as afforded to the respondent.

iii. Notice

A. The SCC Chairperson shall have written notice served upon the parties which notice shall set the date, time and place for the hearing, as well as the nature of the alleged violation. The written notice shall indicate whether the College is seeking suspension or expulsion, and inform the parties they have the opportunity to review any documents the Vice President of Student & Academic Services has in their possession pertaining to the charges (except students shall not have the right to review any document prohibited from disclosure or production by

law, any document constituting work product or any attorney-client communication).

B. The hearing date shall be not less than five (5) nor more than ten (10) class days after service of the notice. If the student is under 18 years of age, a copy of the notice shall be sent by certified, return receipt request, U.S. mail to the parents or guardian of the student.

iv. SCC Hearing Procedure

A. The Chairperson may for good cause postpone the hearing.

B. The Vice President shall represent the College before the SCC and shall present evidence to support an allegation of a violation.

C. If a respondent, after receiving notice, does not appear for the hearing, the information in support of the charges will be presented and considered even if the respondent is not present.

D. The parties have the right to be assisted by a representative/advisor of their choice, at their own expense, including legal counsel. Unless otherwise permitted by the Chairperson, the representative/advisor shall remain silent and not present argument, evidence, or examine/cross-examine witnesses.

E. Hearings are closed to the public. The parties and their representatives/ advisor(s), if any, will be allowed to attend the entire portion of the SCC hearing at which information is received (excluding deliberations). Admission of any other person to the SCC hearing will be at the discretion of the Chairperson of the SCC.

F. The Vice President and the parties may see and hear all evidence presented at the hearing.

G. The Vice President and the parties may arrange for witnesses to present pertinent information to the SCC. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the parties at least two (2) class days prior to the SCC hearing.

H. The Vice President and the parties may call witnesses, conduct cross-examination, and may answer any evidence presented by others through rebuttal. In appropriate cases (such as Sexual Misconduct cases) the Chairperson may make special arrangements to protect the complainant and the accused from direct confrontation. For example, Skype or other video conferencing may be considered. Furthermore, the parties may be asked to provide their questions for cross-examination of the adverse party to the Chairperson who will then pose those questions to that adverse party.

I. The Chairperson may ask questions, at any time, of the parties and of the witnesses. The SCC members may also ask questions of the witnesses by providing those questions in writing to the Chairperson, who shall then ask the party or witness the question.

J. The Vice President and the parties may present pertinent records, exhibits, and written statements (including student impact statements) as evidence for consideration by the SCC at the discretion of the Chairperson. Parties shall be

given the opportunity to comment on or provide rebuttal evidence to that provided by an adverse party.

K. There shall be a single verbatim record, such as a tape recording, of all SCC hearings (not including deliberations). Deliberations shall not be recorded. The record will be the property of the College.

v. SCC Decision.

After the hearing, the SCC shall privately deliberate and determine (by majority vote) whether the respondent has violated each section of the Student Code which the respondent is charged with violating. The SCC's determination will be made on a preponderance of the evidence standard. In each case in which a SCC determines a respondent has violated the Student Conduct Code, they will also determine sanction(s).

vi. Notice of Decision

Within ten (10) business days of completion of the hearing, or longer for good cause, the SCC shall provide their determination to the Vice President and the parties simultaneously in writing. The determination shall include (i) whether a preponderance of the evidence supports a finding that the Student Conduct Code was violated with respect to each allegation in the complaint, including essential findings; (ii) individual remedies for the complainant; (iii) campus-wide remedies; and (iv) sanctions imposed. In the event the alleged misconduct cannot be characterized as a crime of violence or non-forcible sexual offense, the complainant may only be informed of sanctions imposed on the respondent that directly relate to the complainant (such as requiring that the respondent stay away from the complainant for some period, prohibiting the respondent from attending school or working at the school for some period; or transferring the respondent to another residence hall, classes, school, or job).

vii. Appeal to President

A. The SCC's hearing decision may be appealed, by any party, to the President of the College within five (5) business days of the decision. Such appeals will be in writing and will be delivered to the President's office.

B. If an appeal is filed, the parties will receive written notification stating: (i) the appeal has been received; and (ii) they have the opportunity to submit additional relevant information and/or statements for review by the President within five (5) business days.

C. An appeal will be limited to a review of the verbatim record of the hearing, documents submitted during the hearing, and additional relevant documents/statements submitted by the parties during the appeal for one or more of the following purposes:

a. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

b. To determine whether the decision was supported by substantial evidence.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the respondent was found to have committed.

d. To consider new information, sufficient to alter a decision, not brought out in the original hearing because such information and/or facts were not known at the time of the original hearing.

D. The President may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed.

E. The President's written decision shall be provided to the Vice President and the parties simultaneously in writing. The written appeals decision shall be completed within twenty (20) days of the date of appeal. The twenty (20) day deadline can be extended for good cause by the President. The written decision shall be the final decision.

viii. Records

A. The written decision(s), the written notes, tape recordings, and any other record of the disciplinary hearing proceedings will be maintained in the Vice President's office.

B. The records will be available to the parties during the appeal period, to be viewed in the Vice President's office.

C. Applicable law, and College rules and policies, which govern release of education records govern the dissemination of disciplinary records.

B. Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code, and more than one sanction may be imposed for a single violation:

1. Warning: Verbal or written.
2. Reprimand: Verbal or written.
3. Probation: Probation is for a designed period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
4. Loss of Privileges: Denial of specified privileges for a designated period of time.
5. Fines: Previously established and published fines may be imposed.
6. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
7. Discretionary Sanctions: Work assignments, essays, service to the College, or other related discretionary assignments.
8. Suspension: Separation of the student from the College for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
9. Expulsion: Permanent separation of the student from the College.
10. Revocation of Admission: Admission to the College may be revoked for fraud, misrepresentation, or acts of misconduct under the Student Conduct Code.
11. Withholding Degree: The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
12. Removal of the Student from a course in progress.

VII. Student Groups, Organizations, and Clubs

Any student group, organization, or club may be subject to the same disciplinary proceedings for a charge of misconduct as a student respondent under Section VI of this Student Conduct Code. Whether the charge proceeds under informal resolution or the procedures for Minor or Major Violations shall be in the discretion of the Vice President. Sanctions for a student group, organization, or club can include warnings, reprimands, probation, loss of selected or all rights and privileges for a specified period of time or indefinitely, fines, restitution, discretionary sanctions, or deactivation.

VIII. Interim Suspension.

A. Significant Danger to Safety. The Vice President may impose an interim suspension prior to the disposition of a Student Conduct proceeding as follows:

1. Causes:

- a. To ensure the safety and well-being of members of the College community or preservation of College property or facilities;
- b. To ensure the student's own physical or emotional safety and well-being;
- c. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College; or
- d. In other good cause identified in writing by the Vice President.

2. The student will be notified in writing of this action and the reasons for the interim suspension. The notice will include the time, date, and place of a subsequent administrative hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat (and at which they may contest whether a campus rule was violated).

3. During the interim suspension, a student will be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President may determine to be appropriate.

4. The interim suspension does not replace the regular Student Conduct Code disciplinary process, which will proceed on the normal schedule.

B. Instructors/Academic Deans.

1. Instructors and/or an Academic Dean have the authority to suspend a student from their class, up to one (1) class day for violation of student conduct standards. An incident report will be written by the instructor within three (3) working days. This report will be sent to the Vice President's office, with a copy to the Academic Dean as applicable.

2. Upon recommendation of the Vice President, a student may be suspended further for up to a total of three (3) days for a violation of student conduct standards.

IX. Miscellaneous

A. In the event any portion of this policy conflicts with the laws of Iowa or of the United States, those laws shall be followed.

B. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

Safety Exercises and Drills

To ensure the College's emergency management plans remain current and procedurally applicable, NCC may conduct an emergency exercise or drill as conditions and facility usage allows.

These exercises/drills may include tabletop exercises, emergency evacuation/lockdown drills or full-scale emergency response exercises. The College conducts after-action reviews of all emergency drills and exercises.

In conjunction with an emergency management exercise, NCC will notify College personnel of the exercise.

NCC EMERGENCY RESPONSE CONTACTS

Emergency Response **9-911 or 911**
Campus Support Dial 0 Front Desk or Ext 114

Incident Coordinators

Mark Brown Work: 712-324-5061, Ext. 154
 VP, Operations & Finance College Cell: 712-301-5874

Mike Oldenkamp Work: 712-324-5061, Ext. 284
 Director of Technology & Information Services College Cell: 712-251-7588

Dr. Jan Snyder..... Work: 712-324-5061, Ext. 125
 Vice President-Institutional Advancement & External Affairs College Cell: 712-301-1797

Dr. Alethea Stubbe Work: 712-324-5066, Ext. 166
 President College Cell: 712-301-2431

Dr. John Hartog Work: 712-324-5066, Ext. 309
 VP of Student and Academic Services Cell: 712-540-9791

Steve Waldstein Work: 324-5066, Ext. 165
 Dean of Trade and Technology Cell: 712-253-0060

Doug Rodger..... Work: 712-324-5066, Ext. 247
 Director Physical Facilities College Cell: 712-251-1932

Nate Voss..... College Cell: 712-301-7605
 Evening Custodial Supervisor

Sandy Bruns Work: 712-324-5061, Ext. 113
 Equity Officer

Beth Frankenstein..... Work: 712-324-5061, Ext. 242
 Equity Officer

COMMUNITY EMERGENCY RESPONSE CONTACTS

Sheldon Police Department.....	911 or 712-324-2525
Fire Department	911 or 712-324-2525
Hospital Sanford Sheldon.....	712-324-5041
MidAmerican Energy (electricity and gas).....	Emergency Line 866-851-4261
Key Account Manager	Daniel Dana Cell – 712-253-3283
Public Works Department (water and sewer)	712-324-4444
O'Brien County Sheriff.....	911 or 712-757-3415
Sioux County Sheriff	911 or 712-737-2280

NOTIFICATION METHODS

Fire Alarm

All buildings are equipped with a pull station fire alarm system. This system can be activated by pulling one of many pull stations (typically located near exits) or by the activation of one of many different sensors, including smoke and heat detectors.



Once the fire alarm system has been activated everyone should evacuate the building and wait for official notification to re-enter.

You are required to follow the directions of college officials and emergency personnel during an emergency event.



The fire alarm signal is a constant tone and can be heard from a fire horn. Most fire horns are equipped with a white flashing light to indicate the fire alarm has been activated.

If the fire alarm signal stops before you get out of the building continue to evacuate and encourage those around you to do the same. Do not reenter the building until officially notified that it is safe to do so.

Tornado Alarm

The College has an outdoor tornado siren that is linked with the City of Sheldon's warning system.

Once the alarm has been activated you should seek shelter in the closest designated location. You should not stay in our office or classroom, even if it appears safe to do so. In the unlikely event that a tornado does destroy the buildings emergency personnel will concentrate rescue efforts on the designated shelters. An announcement may be made following the activation of the tornado alarm instructing you to seek shelter.

You are required to follow the directions of college officials and emergency personnel during an emergency event.

When it is safe to do so an announcement will be made over the PA system that it is safe to leave your shelter.

PA Announcement

The PA will be used in the event of a campus emergency requiring special instruction to the entire campus community including evacuation. In the event of a weather emergency or an emergency requiring you to secure your area, an announcement will be made over the PA system.



Once you hear an announcement with instructions on what to do please follow those instructions without delay.

You are required to follow the directions of college officials and emergency personnel during an emergency event.

Further instructions will be made over the PA as the situation warrants.

Campus Alert System



In the event of an emergency on campus, administrators will broadcast urgent messages via RAVE text messaging using the Campus Alert system to those who have registered their cell phone numbers and/or email addresses. The message will contain a brief description of the situation and how to proceed. Due to character limitations the message will be very short. To sign up for RAVE go to <https://www.getrave.com/login/nwicc>.

Website Announcements

The College will post all announcements on the www.nwicc.edu website as soon as possible. This would include weather related announcements as well as emergency related updates.

Local News Media

The College will utilize the local news media to alert students, faculty and staff of the status of the campus during certain events, such as a weather related closing of the campus. Stay tuned to local radio and television in the event of the threat of a closure for the latest update.

Timely Warnings-Crime Alerts

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, a college designated official will issue crime alerts. These alerts will be posted through a variety of ways, including but not limited to emails, texts, and RAVE messages. These alerts will be issued when the following criteria are met: (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the physical safety of other members of the campus community because of this crime.

Residence Halls Fire Safety Report

Residence Hall Fire Safety System & Evacuation Procedures

Each residence hall is equipped with fire exits, fire alarms, and fire extinguishers. Lyon and O'Brien Hall are equipped with sprinkler systems. Residence Hall coordinators are responsible for assisting residents in locating fire exits, fire alarms, and fire extinguisher in their residence hall. In case of a fire emergency, students should evacuate the residence hall through a fire exit that appears to be the safest available option. In case of a fire evacuation all residence hall student should report to the Lifelong Learning and Recreation Center and to be reunified with family.

For the protection of resident, the units are equipped with smoke and fire detection and prevention devices. Tampering with the smoke detectors, alarm system, or fire extinguishers is a college and residence hall offense, as well as a violation of the fire code. Stairwell and hallway doors may not be propped open or the door hardware tampered with. Hallways must be kept clear at all times. Furniture and personal belongings such as bicycles, trucks boxes, and drying racks may not be placed in hallways. Any items left in residence halls common rooms, halls, stairwells, or where they obstruct exits will be discarded and fines may be assessed. Ceiling hangings or any description are not permissible as they interfere with the proper function of the fire/smoke detection and prevention devices. Do not hang anything on the sprinkler heads.

Residence Hall Fire Drills

During each academic year, Northwest Iowa Community College completes two mandatory fire drills – one during the fall semester and one during the spring semester. These drills were completed by the director of housing, residence hall coordinators, and the director of facilities.

Residence Hall Policies Related to Smoking

Northwest Iowa Community College is a smoke/tobacco-free campus. In accordance with House File 2212, which enacted by the General Assembly of the State of Iowa and signed by Iowa Governor Chet Culver, NCC became a smoke-free/tobacco free campus on July 1, 2008. Smoking/chewing tobacco is prohibited on all college owned property and 50 feet beyond the perimeter of campus.

Fire Safety & Education Training

Students will be made aware during housing orientation college expectation for fire safety in college residence halls. Campus residents will be instructed of fire drill procedures during housing orientation at the start of the academic year.

Residence Hall Fire Reporting & Statistics

Students should report occurrences of fire in the residence halls immediately to the Coordinator of Residential Life and Student Activities.

The following data represents residence hall fire statistics for Northwest Iowa Community College's on-campus housing.

	Year	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Requires Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damaged Caused by Fire
Cherokee	2014	0	0	N/A	0	0	0
	2015	0	0	N/A	0	0	0
	2016	0	0	N/A	0	0	0
Lyon	2014	0	0	N/A	0	0	0
	2015	0	0	N/A	0	0	0
	2016	0	0	N/A	0	0	0
O'Brien	2014	0	0	N/A	0	0	0
	2015	0	0	N/A	0	0	0
	2016	0	0	N/A	0	0	0