

Campus Crime and Security Report

***Northeast Iowa
Community College
Calendar Year 2022***

September 22, 2023

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Northeast Iowa Community College Annual Crime and Security Report for Calendar Year 2022

September 30, 2023

The Northeast Iowa Community College (NICC) Annual Crime and Security Report is posted on the [college's website](#) for review by employees, prospective employees, students, prospective students, parents, and the community. A hard copy of this report may be requested from the [Executive Director for Risk Management](#).

This notification is prepared in accordance with the Crime Awareness and Campus Security Act established by Congress in 1990. This Act was amended several times and has been renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 28 U.S.C., §1092(f). This notification includes provisions of the Higher Education Opportunity Act pertaining to Campus Statistics, 28 U.S.C. §1092(i) of the Crime Awareness. Requirements of this act require all institutions of higher education to give timely warnings of crimes that present a threat to the safety of students or employees, and to make public campus security policies. The act also requires that crime data is collected, and reported, and shared to the campus community and be submitted to the U.S. Department of Education. This report encompasses required Annual Security Report requirements as outlined in 34 CFR 668.46(b) and 34 CFR 668.46(c).

Northeast Iowa Community College is a public two-year community college serving the educational needs of the region's residents, businesses and industries. The primary campuses are located in Calmar and Peosta. There are six conveniently located centers in the communities of Cresco, Dubuque (2), Manchester, Oelwein, and Waukon. The college is non-residential and does not have any student organizations that own or control non-campus facilities.

NICC is committed to the safety and security of each campus community member and encourages you to read the following campus crime and security report. Questions on this report are directed to the [Executive Director for Risk Management](#).

Crime Statistics

NICC recognizes the need to make reasonable efforts to track crimes which may occur on campus or at a center location, and therefore, impact NICC faculty, staff, students, and patrons. The procedure for preparing the annual disclosure of crime statistics includes reporting statistics to the college community. Statistics are collected from the college's Risk Management office and local law enforcement offices for the cities of Calmar, Peosta, Cresco, Waukon, Oelwein, Manchester, and Dubuque. Center locations that are involved or advised of a criminal incident shall make timely notification of that criminal incident by completing an [Incident of Concern](#) report or by contacting the [Risk Management](#) office. The notification will consist of written confirmation from the center of the occurrence, date and time of occurrence, type of incident, and the name of the local law enforcement agency which handled the incident.

The report is published by October 1 of the current year and includes statistics for the previous calendar year. Note that the crime statistics categories are provided and defined by the Crime Awareness and Campus Security Act of 1990. It is incumbent upon the reader to become as well educated as possible when attempting to categorize and quantify the nature and extent of crime at Northeast Iowa Community College in comparison to other colleges and universities.

Below are crime statistics for NICC’s campus locations and centers for the past three calendar years. This includes NICC premises and public adjacent areas. Public adjacent areas are defined as areas within the campus or immediately adjacent to the campus such as sidewalk areas in and around the campus. Private properties adjacent to campus, including apartment complexes not owned or controlled by the college, are not required to be reported in crime statistics. The College does not own any off-campus buildings or property.

Crime Statistics: Calmar and Peosta Main Campuses.

Criminal Offenses Reporting Table

Offense	Year	Calmar Campus		Peosta Campus	
		On Campus	Public Property	On Campus	Public Property
Murder/Non-Negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Fondling	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

Burglary	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Arson	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

Hate Crimes Main Campuses Calmar and Peosta

Hate Crime Reporting: Calmar 2022: No Hate Crimes Reported 2021: No Hate Crimes Reported 2020: No Hate Crimes Reported
Hate Crime Reporting: Peosta 2022: No Hate Crimes Reported 2021: No Hate Crimes Reported 2020: No Hate Crimes Reported

Unfounded Crimes Main Campuses Calmar and Peosta

Unfounded Crimes: There were no unfounded crimes at the Calmar or Peosta Campuses in 2022, 2021, 2020 reporting years.
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VAWA Offenses Reporting Table

Offense	Year	Calmar Campus		Peosta Campus	
		On Campus	Public Property	On Campus	Public Property
Domestic Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Dating Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Stalking	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

Arrests & Disciplinary Referrals Reporting Table

Offense	Year	Calmar Campus		Peosta Campus	
		On Campus	Public Property	On Campus	Public Property
Arrests: Weapons - carrying, possessing, etc.	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Disciplinary Referrals: Weapons - carrying, possessing, etc.	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Arrests: Drug Abuse Violations	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Arrests: Liquor Law Violations	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

Non-campus Buildings and Property Calmar and Peosta

Description	2022	2021	2020
Criminal Offenses	0	0	0
Hate Crimes	0	0	0
VAWA Offenses	0	0	0
Arrests and Disciplinary Referrals	0	0	0

Crime Statistics: Service Locations of Cresco, Dubuque, Manchester Centers. Oelwein, Town Clock Center, and Waukon

Criminal Offenses Reporting Table-Campus Centers

Offense	Year	* Cresco		* Dubuque		* Manchester	
		On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder/Non-Negligent Manslaughter	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

Manslaughter by Negligence	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Rape	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Fondling	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Incest	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	1	0	0	0
Aggravated Assault	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Burglary	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	1
	2020	0	0	0	0	0	0
Arson	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

Criminal Offenses Reporting Table Centers

*** Oelwein**

*** Town Clock**

*** Waukon**

Offense	Year	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder/Non-Negligent Manslaughter	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

Rape	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Fondling	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Incest	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Burglary	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Arson	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

VAWA Offenses Reporting Table Centers

*** Cresco**

*** Dubuque**

*** Manchester**

Offense	Year	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Domestic Violence	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Stalking	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

VAWA Offenses Reporting Table Centers

*** Oelwein**

*** Town Clock**

*** Waukon**

Offense	Year	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Domestic Violence	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Stalking	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

Hate Crimes and Unfounded Crimes Centers

Hate Crimes Reported: Cresco, Dubuque, Manchester, Oelwein, Town Clock Center, Waukon Locations 2022: No Hate Crimes Reported 2021: No Hate Crimes Reported 2020: No Hate Crimes Reported
Unfounded Crimes: Cresco, Dubuque, Manchester, Oelwein, Town Clock Center, Waukon Service Locations 2022: No unfounded crimes reported 2021: No unfounded crimes reported 2020: No unfounded crimes reported

Arrests & Disciplinary Referrals Reporting Table Centers

*** Cresco**

*** Dubuque**

*** Manchester**

Offense	Year	On Campus	Public	On Campus	Public	On Campus	Public
Arrests: Weapons - carrying, possessing, etc.	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Disciplinary Referrals: Weapons - carrying, possessing, etc.	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Arrests: Drug Abuse Violations	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

Arrests: Liquor Law Violations	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

Arrests & Disciplinary Referrals Reporting Table Centers

* Oelwein

* Town Clock

* Waukon

Offense	Year	On Campus	Public	On Campus	Public	On Campus	Public
Arrests: Weapons - carrying, possessing, etc.	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Disciplinary Referrals: Weapons - carrying, possessing, etc.	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Arrests: Drug Abuse Violations	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Arrests: Liquor Law Violations	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

Non-campus Buildings and Property: Cresco, Dubuque, Manchester, Oelwein, Town Clock Center, Waukon

Description	2022	2021	2020
Criminal Offenses	0	1	1
Hate Crimes	0	0	0
VAWA Offenses	0	0	0
Arrests and Disciplinary Referrals	0	0	0

Crime Reporting

NICC is dedicated to the premise of fair and impartial enforcement of law, apprehension of violators, maintenance of order, protection of property, and provision of services to the college community. The College continues to provide for your safety and security needs through the local law enforcement offices.

In the event of imminent danger, threats, or an immediate crisis, all persons are instructed to call 911 and then follow up with the NICC Risk Management office. If you witness a crime, become the victim of a crime, or have any law, safety, or security concerns, all persons should report an Incident of Concern. Incidents are electronically submitted to the Office of Risk Management and copied to appropriate departments to address the event. Concerns are handled in a professional manner and assistance is provided in contacting local authorities when requested. All efforts will be made to: (a) resolve the conflict and (b) identify the offender or hazard. All incidents of crime are reported on an incident of concern and addressed by designated college authorities.

Timely warnings are issued when it is determined that a serious or ongoing threat to the campus community exists of a Clery Act crime occurring on Clery Act geography. When the College is notified of such a crime, the Risk Management office will determine whether the incident meets all of the following factors:

1. It is a Clery reportable crime
2. It occurred on Clery geography
3. The situation poses a serious or ongoing threat to the college community

Each reported incident is analyzed on a case-by-case basis. If a timely warning is necessary, it will be issued in a manner likely to reach the campus community.

Timely warnings of imminent threats are issued through the college emergency alert system. The College has the capability to notify students and staff of an imminent threat(s) by issuing a timely warning via email and text messaging using the college emergency alert system. Emails will automatically be generated when an alert is sent. Members of the campus community are encouraged to sign up to receive text messages through this system. Information on signing up for the emergency notification system is communicated at the beginning of each semester via student orientation. The alert system sign up information is published in *Index*, a reference guide available to all students, and also on MyCampus, the college intranet portal.

Any occurrences of Clery Act crimes on campus are documented by local police and/or the Risk Management office, and reported in the annual campus crime and security report. The preparation of the annual disclosure of crime statistics is handled by the Risk Management office. Letters requesting crime statistics are sent to local police authorities for all municipalities in which NICC centers are located. These letters request statistics for crimes reportable under the Clery Act. All responses must be made in written format and must indicate when there are no incidents to report. Gathered statistics are used to prepare the Campus Crime and Security Survey and to update NICC's annual campus crime and security report. Once completed, the annual security report is posted to the website and all students and staff are notified of its location and availability.

Security of Facilities

NICC is open from 6:30 a.m. on both the Peosta and the Calmar campuses to the end of the last scheduled class during the work week. The Peosta campus houses a public library which is open from 9:00 am until 1:00 p.m. on Saturdays. All other use of NICC facilities on weekends is dependent upon class and meeting schedules. NICC does not have any campus residence halls or facilities. The college does not have any student organizations that own or control non-campus facilities.

During closed periods, all exterior doors are locked and secured prohibiting any but authorized entry. Local police and sheriff's departments are utilized to maintain safety and security during closed periods.

All exterior locations are well-lit during hours of operation and into late evening and morning hours. A program is in effect which assures prompt maintenance of the lighting system when required.

[Security cameras](#) have been installed in buildings throughout the NICC district-area. These cameras provide real-time and retrospective views related to reported concerns and in response to crime incidents. Cameras will be strategically placed in interior public space and exterior entrances.

In the event of a lockdown, NICC has installed interior door locks on classrooms on the main campuses. The Calmar and Peosta campuses and the Dubuque locations have the ability to lock exterior doors simultaneously on an electronic scan card system.

Campus Law Enforcement

NICC works harmoniously with all local law enforcement agencies concerning matters relevant to the college community. The overriding security authority for the two main campuses is the Executive Director for Risk Management. The overriding security authority at center locations, is the Center Director. These administrators are the primary contact for/with local law enforcement authorities. Everyone has the ability and the authority to call 911 in case of an emergency.

Security personnel are hired by the college to provide security for the Peosta and Calmar campuses and at the Town Clock and Dubuque Centers during evening class hours. Security hours vary slightly by campus and center but are roughly from 4:30 pm through 10:30 pm Monday through Thursday and Fridays as activities and events are scheduled. Responsibilities of security include: walking all buildings and grounds, interruption of suspicious activity, immediate response to requests for help, calling 911 for any serious safety or crime issues, and handling and defusing situations until authorities arrive. Students and staff are encouraged to utilize security personnel to walk them to their vehicles as desired. Security personnel at NICC Calmar, Peosta, Dubuque centers are trained to de-escalate hostile and threatening situations. They do not carry weapons or have the authority to arrest but are to call 911 for law enforcement support if needed. No other NICC Center locations have on-site security personnel but rather contact their local law enforcement authorities for assistance as needed.

Crimes are reported by completing an [Incident of Concern](#) report and/or by contacting the [Executive Director for Risk Management](#). The Incident of Concern document is received by the Office of Risk

Management and communicated to the appropriate party(ies). The Incident of Concern form is available via the college website at <https://www.nicc.edu/incidentofconcern/> and in MyCampus and BrightSpace. All students, staff, and visitors are able to access this link to report incidents. Any criminal activity reported or observed is promptly reported to local law enforcement authorities. Licensed mental health counselors on campus are trained to help individuals in the most appropriate way which includes informing them of their right to voluntarily report crimes on a confidential basis for inclusion in the annual disclosure of crime statistics if applicable.

Security and Crime Prevention Awareness Programs

NICC recognizes the reality that crime on campus requires special attention and special efforts by the college officials. The College feels it is our responsibility to attempt to reduce the likelihood and opportunities for criminal activity on campus. A proactive crime prevention approach has been adopted which involves all constituencies within the campus community. The program is an on-going program which is readily adaptable to the various constituencies. College venues where safety and prevention are addressed include:

1. New employee orientation
2. New student orientation
3. College Experience course
4. Faculty and staff convocations
5. Clubs and organizations
6. Classroom guest speakers
7. Common hour/co-curricular activities
8. Emails to the campus community
9. Vector Solutions online training modules (employees)
10. Table top and practice drills

The Emergency Preparedness Plan for NICC is updated annually for all staff. All employees have access to this document and receive notification regarding updates to this document. In addition, educational emergency videos for active threats are posted to the NICC website. Safety drills are carried out each semester to ensure familiarity among all campus community members of safety procedures. Annually, staff are oriented to the emergency plan and procedures. Faculty review emergency procedures with students each semester.

NICC focuses on the idea that prevention of crime is the responsibility of everyone. Electronic correspondence regarding safety issues and prevention strategies is delivered to students and employees as appropriate.

Off-Campus Criminal Activity

NICC currently has no off-campus student organizations which are recognized by the institution. Occasionally, student groups do meet off-campus and conceivably someone could become a crime victim. Instruction also is scheduled at off-campus locations. In those instances, club and organization advisors, and faculty members have been instructed to report the crime to the agency in whose jurisdiction the crime occurred, and as soon as is practical, to also report the incident by completing an [Incident of Concern](#) report or by contacting the [Executive Director for Risk Management](#).

Alcohol and Controlled Substance Use Policy

The Board of Trustees Policy #204, titled USE OF TOBACCO, ALCOHOL, AND OTHER CONTROLLED SUBSTANCES, Item 3. Illegal Drugs and Misuse of Alcohol states, "The unlawful use, abuse, possession, selling, distributing or purchase of illegal prescription or non-prescription drugs and alcohol by students or employees on the property of Northeast Iowa Community College or as part of any of its activities will subject the student or employee to immediate disciplinary action, up to and including expulsion or termination of employment and referral for prosecution. Disciplinary sanction may include the completion of an appropriate rehabilitation program."

The College Catalog identifies the Student Conduct Code and Procedure which describes expectations of conduct, lists violations, and describes consequences for violations. "The unlawful use, abuse, possession, selling, distributing or purchasing of alcohol or alcoholic beverages, prescription or non-prescription drugs, other controlled substances or drug paraphernalia" is defined as a violation of the code of conduct. The college complies with all of the requirements of the Drug Free Workplace Act of 1989, P. L. 101-226." The catalog can be accessed at: <https://www.nicc.edu/catalog/>

Drug and Alcohol Abuse Prevention Programs

Information regarding drug and alcohol abuse prevention services is available to members of the campus community upon request. Campus counselors maintain an updated referral list of service providers and treatment centers, and are available to assist with making such a referral. The college initiated an Employee Assistance Program in March 2018 which is open to all employees and employee families. Information on services to assist with Drug and Alcohol issues is available at [Drug and Alcohol Policy](#).

Discrimination, Harassment, and Retaliation Policy

It is the policy of Northeast Iowa Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status. Detailed information including, but not limited to, the full policy, definitions, and support resources may be found at: <https://www.nicc.edu/about/nondiscrimination-statement/>

Title IX

The Executive Director for Risk Management serves as the Title IX Coordinator and provides oversight of the College's policy on equal opportunity, harassment, and nondiscrimination.

Complaints can be made to any responsible employee. All employees with the exception of the campus counselors are considered responsible employees. A responsible employee has an obligation to report the incident to the Title IX Coordinator.

All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Anonymous reports may also be filed online, using the reporting form posted online at <https://www.nicc.edu/incidentofconcern/> the reporting form is also available in My Campus.

Detailed information including, but not limited to, the full policy, definitions, and support resources may be found at

<https://www.nicc.edu/aboutnicc/studentandconsumerinformation/nondiscriminationpolicy/>

Title IX Program Statement

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

— Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Northeast Iowa Community College is dedicated to providing a learning and working environment that is free from sexual assault and sex discrimination. We are committed to ensuring a safe campus climate for all of our students and the entire college community. Through a comprehensive compliance program, we promote fundamental rights, advance individual and institutional integrity, and uphold the vital aims of Title IX.

This Program Statement, which is updated regularly, outlines the college's efforts to comply with Title IX through coordination that leverages the benefits of a diverse institution committed to educational excellence. Current information is also available through our website, <https://www.nicc.edu/titleix/> which serves as a streamlined point of contact for students, faculty and staff who need any type of Title IX assistance.

The College is committed to providing ongoing education and prevention opportunities related to all forms of harassment, discrimination and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses.

Ongoing training and information provided to students regarding Title IX.

- <https://nicc.edu/titleix>
- Title IX brochures
- The College Experience course

- Student handbook (InDex)
- College catalog
- Ongoing prevention and awareness training examples:
 - Viewing of educational documentaries
 - Bystander intervention training
 - Dating violence information session
 - Sexual assault awareness campaigns
 - Common hour/co-curricular activities

Ongoing training and information provided to NICC employees regarding Title IX.

- <https://nicc.edu/titleix>
- Title IX brochures
- Convocation
- Vector Solutions online training modules
 - Title IX
 - VAWA
- College catalog
- Ongoing prevention and awareness training examples:
 - Viewing of educational documentaries
 - Bystander intervention training
 - Dating violence information session
 - Sexual assault awareness campaigns

Reporting Options and Response to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

There are several options in seeking care for an individual impacted by sexual violence, which includes sexual assault, sexual exploitation, dating violence, domestic violence and stalking. NICC provides access to both confidential and non-confidential resources. Victims/survivors are encouraged to access whichever resource they feel most comfortable with.

A current [listing of resources](#) for victims/survivors is maintained by NICC’s Counseling Department. Victims/survivors can choose to seek medical care, even if they are unsure whether they want to make a police report or if they choose not to move forward with a criminal investigation. Victims/survivors can also seek support and referral information directly from NICC’s [Title IX Coordinator](#) or a local law enforcement agency.

A healthcare provider can help assess well-being and personal safety, provide any necessary medical treatment and refer students to counseling and other resources. Local healthcare providers offer Sexual Assault Forensic Exams to collect physical evidence for use in a law enforcement investigation and possible prosecution. Victims/survivors do not have to speak to the police in order to receive a forensic exam. Healthcare providers will explain the exam process before beginning and can answer any questions about what will happen during the exam. It is important to preserve any evidence that may be necessary to prove a criminal offense. Preservation includes refraining from showering or bathing and saving articles of clothing worn during the assault. Victims/survivors have the option to be

accompanied by a support person, such as a friend or an advocate, during medical appointments and/or exams.

Within the community, the Riverview Center also provides support to victims/survivors, as well as support for friends and family of victims/survivors. Their services are free and confidential. The Riverview Center can be reached on their 24-hour crisis line at 888-557-0310.

Student Conduct Code and Procedures

Civility Statement

As an academic institution, Northeast Iowa Community College exists for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Membership in this academic community places a special obligation on all members to preserve an atmosphere conducive to the freedom to teach and to learn. Freedom to teach and to learn depends on opportunities and conditions in and outside the classroom that fosters respect, integrity, honor, and civil conduct. Northeast Iowa Community College defines civility as the art of treating others, as well as ourselves, with respect, dignity, and care. Civility is demonstrated when we are sensitive to the impact that our communications, practices and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole. All members of the College community, students, faculty, staff and visitors have the right to work and learn in a safe environment which is civil in all aspects of human relations.

Student Conduct

All students are expected to obey College policies, rules and regulations and not violate municipal, county, state or Federal law. Through voluntary entrance to the College, students indicate a willingness to adhere to the policies, rules and regulations of the College and acknowledge the right of the College to initiate appropriate disciplinary actions. Instructors are responsible for maintaining a classroom environment conducive to teaching and learning, and therefore, may remove any student from class for disruptive behavior or other disciplinary reasons.

NICC students are responsible for knowing the information, policies and procedures outlined in this document. The College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online at www.nicc.edu/catalog for the current versions of all policies and procedures. Hard copies of the Student Conduct Code are available to students upon request from the Executive Director for Risk Management.

Although emphasis is placed on education and guidance in cases of misconduct, the College may take disciplinary action and/or civil and criminal actions against a person disrupting College business or processes in order to ensure the collective good of the community and to protect the rights of its

members. The scope of authority of the College includes dismissing a student or visitor whose conduct is unsuited to the purpose of the College.

NICC retains the authority to immediately remove a student from an on-the-job training site, a clinical area, an observation, a class offered through any format, a student organization or the College property when a student's grades, performance, conduct, or health may have a detrimental effect on the student, the College, other students, faculty or staff, customers, clients, or patients of the cooperating agency.

Content of the student conduct code includes the following information:

- Definition of Terms
- Listing of Student Conduct Code violations
- Conduct expectations for visitors/guests
- Violations of the Law

In violations of the law, alleged violations of federal, state and local laws may be investigated and addressed under the student conduct code. When an offense occurs under the Student Conduct Code jurisdiction, the College conduct process may go forward notwithstanding any criminal complaints that may arise from the same incident. The College reserves the right to exercise its authority of an immediate, interim suspension upon notification that a student is facing criminal investigation and/or complaint.

The conduct process is conducted with fairness to all, but does not include the same protection as due process afforded by the courts. The student conduct due process assures the student of a written notice of a Conduct Code violation(s) and a conference or hearing before an objective decision-maker(s). No student will be found in violation of College policy without information showing that it is more likely than not that policy violation occurred and any sanction(s) will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

In due process, the final outcome of a Student Educational Conference or Student Conduct Hearing is part of the educational record of the responding student and is protected from release under FERPA except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, the College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that the violation was committed. Such release of information may only include the alleged student's/responding student's name, the violation committed, and the sanction(s) assigned, if applicable. In cases of sexual misconduct and other offenses covered by Title IX, the rationale for the outcome will also be shared with all parties in addition to the findings and sanction(s). In cases where the College determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, the College may also release the above information publicly and/or to any third party.

Emergency Response and Evacuation

The U.S. Department of Education requires that institutions include information regarding emergency response and evacuation in the campus crime and security report. This section of the report covers both emergency response and evacuation procedures as well as the timely warning policy for all NICC sites and centers. These procedures would be used for all emergencies to include but not limited to; personal injuries, mental health, hostile or threatening situations, blood borne pathogens, bomb threats, anthrax or other hazardous powders, and pandemic emergency response.

Emergency Response and Evacuation Procedures

The NICC's Emergency Preparedness Plans includes information about the college incident command team(s) and the operational organizational chart; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. NICC Departments are responsible for developing contingency plans and continuity of emergency response and evacuation plans for their staff and areas of responsibility.

NICC conducts emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

The incident teams, which include the Safety and Security Committee members and key supervisory and front-line staff, receive on-going training in incident command through routine response exercises. The team is also activated for large, non-threatening events on campus.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually from the Operations office, Risk Management office, Security or the Center Director. Local police, fire and emergency medical services are called immediately. The NICC first responder(s) activates the incident command team and manages the threat until local authorities arrive, at which point the incident team takes direction from the local authorities to manage the incident.

General information about the emergency response and evacuation procedures for NICC are updated and published annually for faculty and staff review and as part of the institution's Clery Act compliance efforts.

All members of the NICC Community are informed annually through electronic postings, email and various meetings and orientations that they are required to notify the Risk Management office or Center Director of any situation or incident on campus that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Executive Director for Risk Management and Center Directors have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant danger or constitute an emergency.

When a situation is determined to pose a threat to the community, the Executive Director for Risk Management, or designee, are obligated, per Federal Law, to immediately notify the campus community or the appropriate segments of the community via a timely warning.

The Executive Director of Risk Management, Operations Directors, Center Directors, and Plant Services Director's routinely hear of safety concerns expressed by the internal college community and by the external public community. If it is confirmed that there is an immediate threat to the health or safety of the NICC community, the incident team is activated and the Incident Command Officer will use appropriate systems (emergency alarms, network emails, emergency alert system, campus or district-wide phone alerts, text messaging) to provide timely warning of threats to the campus community. Consideration is made so that communication methods activated will NOT compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The incident team's Public Information Officer will collaborate with the Incident Commander and college officials to manage the content of the message going to the external community. NICC will post updates during a critical incident using college communication systems. The college has the ability to post continuing announcements in the college's intranet and internet platforms.

Testing the Emergency Response and Evacuation Procedures

Both internal (i.e. evacuation measures) and external (i.e. shelter in place or storm shelter area measures) emergency drills are coordinated by the Incident Command Team and Center Directors for all facilities biannually. Maps showing exit routes and shelter area routes are posted in each room. Faculty, staff and students are routinely encouraged to review these maps. NICC staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of internal (i.e. evacuation measures) and external (i.e. shelter in place or shelter in storm shelter area measures) emergency drills are to prepare building occupants for an organized evacuation or shelter process in case of an emergency. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and shelters and the sound of the building alarm. Drills also allow for planning for shelter areas in adjacent buildings should a current building be unavailable. In addition to educating the occupants of each building about the evacuation and shelter procedures during the drills, the process also provides NICC an opportunity to test the operation of the alarm systems. In the event of an actual emergency, police or fire department personnel on the scene will provide direction in the emergency event.

Drills are monitored by the Incident Commander and notations are made immediately post drill to evaluate the egress, behavioral patterns, strengths, and weaknesses of the drill procedures. Any process weaknesses or equipment challenges are addressed and adjustments and repairs are made immediately. Recommendations for improvements are also submitted to the Safety and Security Committee for consideration.

Students receive information about NICC safety practices, including reference to the evacuation routes and shelter-in-place maps in each room. Additionally, faculty for face-to-face and hybrid classes are responsible for reviewing emergency procedures as part of their course orientation.

Shelter-in-place and lockdown procedures are communicated at least annually to the campus community. Information on shelter-in-place and lockdown procedures is posted in each room. An example of a shelter-in-place scenario is the occurrence of toxic or irritating outdoor air due to a substance leak. In such a predicament, it is usually safer to stay indoors, because leaving the area may cause dangerous levels of inhalation exposure. Thus, to "shelter-in-place" means to make a shelter within the current space (i.e.: classroom, building) occupied by college community members, until it is safe to exit.

Lockdown events could include as a result of an active threat to the campus. All employees and students are provided information on what to do in an active threat. The video "Run, Hide, Fight," is used to demonstrate guidelines in an active threat incident. The guidelines for active threat events are posted in each room. This information includes Run, Hide, Fight strategies:

- RUN if there is an accessible escape path, attempt to evacuate the premises
- HIDE if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- FIGHT as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

Timely Warning

Per regulation, NICC's Emergency Preparedness Plan addresses "timely warning" in two locations: 1) NICC's Emergency Preparedness Plan, *Purpose*: "...the Plan was prepared in order to assure efficient and safe management of campus emergencies, including timely notification and clear roles for personnel." 2) NICC's Emergency Preparedness Plan, *Emergency Notification*: "The timely and appropriate notification of the campus community, in the event of an emergency, may include the use of two-way radios with designated emergency channels, emergency alarms, bull-horns, network emails, emergency text messages, My Campus announcement, campus or district-wide phone alerts, face-to-face alerts, and text messaging. Consideration will be made to assure that communication methods activated will NOT compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The incident team's Public Information Officer will collaborate with the Incident Commander and college officials to manage the content of the message going to the external community, including through the use of all forms of public media. NICC will post updates during a critical incident on NICC My Campus and urgent notifications on the emergency alert system. The alert system alert will send a text message to all subscribed faculty, staff, and students.

Information on the College emergency plan and response is available to all staff in My Campus/Emergency. Each classroom and office in the district have information posted on emergency response procedures for illness/injury, emergency evacuation routes, shelter areas, and active threat responses that include shelter in place and lockdown procedures.