



# 2014 ANNUAL SECURITY AND FIRE SAFETY REPORT

**Southeastern Community College**

**West Burlington Campus**

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West Burlington, IA 52655

**Keokuk Campus**

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## INTRODUCTION

Greetings from Southeastern Community College!

Whether you are a student, employee or visitor, Southeastern Community College takes your security and safety seriously. SCC has contracted security officers on the West Burlington campus during peak operating hours and maintains close working relationships with local law enforcement agencies across our service district. The College's Emergency Operations Team, Safety Committee, Compliance Committee, and Title IX Team each meet regularly to review and improve SCC's emergency procedures, safety measures, and awareness and prevention programming. Indeed not every emergency situation is foreseeable; however SCC will always strive to respond quickly and professionally to any emergency situation.

In the following pages you will read about SCC's security, safety, Title IX, Clery/VAWA policies, procedures and crime statistics. Certainly if you ever feel unsafe, threatened in any way or observe suspicious behavior, please bring your concerns forward to any college employee who can guide you to support resources and appropriate reporting procedures.

## ANNUAL SECURITY & FIRE SAFETY REPORT PREPARATION AND DISCLOSURE

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law which requires colleges and universities to publish an annual security report (ASR) detailing the College's campus crime statistics as well as policies and procedures related to campus safety and security. The ASR includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Southeastern Community College and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other safety matters. In addition, the 2008 Higher Education Opportunity Act (HEOA) requires the publication of an annual fire safety report providing information about campus fire statistics and safety practices if the institution has student housing. Required elements of both reports are contained in this single document titled the Annual Security and Fire Safety Report (ASFSR).

Southeastern has long recognized the need to be prepared for critical incidents. Under the guidance of the President and the Campus Safety Committee, various departments and offices work together to ensure the College is doing all it can to prepare for, prevent, respond to, and recover from emergency situations.

The Student Services Division is primarily responsible for the preparation of the annual security report, including the collection and compilation of all required crime statistics. The report is prepared in cooperation with the Safety Committee, Title IX Team, Compliance Committee, Residence Life Department, Director of Facilities, Administrative Services Division, and local law enforcement agencies.

Crime statistics for public property adjacent to the college are maintained by the local law enforcement authorities throughout the SCC district. Recognition of student organizations does not extend beyond the college; therefore incidents related to off-campus activities of student organizations are not reported. Statistics regarding campus-housing disciplinary actions are submitted by the Residence Life Department.

By October 1st of each year, the content and availability of the annual security report will be placed on the SCC Hawknets which is the campus electronic portal for each current student and employee. In addition, each current student and employee will be emailed a notification of the availability with a direct link of accessibility to the report on the college website as well as directions on how to request a printed copy. As well, prospective students and prospective employees can access the report via the SCC website.

Please contact the Vice President for Student Services at (319) 208-5049 or the SCC Compliance Officer at (319) 208-5015 for more information and/or to request a print copy of this report.

## CLERY REPORTING GEOGRAPHY

Southeastern Community College has three campuses and two education centers.

SCC's West Burlington Campus located at 1500 West Agency Road, West Burlington, Iowa, is bordered

by Gear Ave, Agency Road, Hwy 406, and generally by state Hwy 34 as shown below.



SCC's Keokuk campus property, located at 335 Messenger Road, Keokuk, Iowa is bordered by Messenger Road and the map below represents a geographical depiction of the SCC Keokuk campus reporting boundaries.



The SCC CBIZ Campus is the continuing and business education portion of SCC. It is located at 610 North 4th Street, Suite 220 Burlington, Iowa 52601



SCC’s centers in Ft. Madison and Mt. Pleasant, as well as each community’s respective law enforcement agencies provide appropriate security data for compilation in the ASFSR.

**REPORTING CRIMINAL OFFENSES AND EMERGENCIES**

**West Burlington:**

Per Mar Security officers can be contacted by calling 319-759-1727 on the West Burlington Campus. On-campus or student housing reports of criminal or suspicious activity and violations of SCC regulations can be made by calling 319-759-1727 (security), 319-759-2668 (housing), 319-850-7111 (facility director), or 911.

**Keokuk:**

On-campus or student housing reports of criminal or suspicious activity and violations of SCC regulations can be made by calling 319-759-1727 (security), 319-759-2668 (housing), 319-850-7111 (facility director), or 911.

**CBIZ:**

Reports of criminal or suspicious activity and violations of SCC regulations can be made by calling 319-850-7111 (facility director), or 911.

All SCC centers should report criminal offenses to the Vice President of Student Services, Facility Director 319-850-7111, or 911.

While there are no formal, written agreements with local law enforcement agencies in West Burlington, Burlington, Keokuk, Ft. Madison, and Mt. Pleasant, SCC will support and cooperate with these agencies regarding the investigation of criminal offenses committed on campus property. Students, staff and faculty are encouraged to report emergencies, suspicious behavior or criminal activity immediately. In addition, you may report a crime or incident which may require the issuance of a timely warning to any of the following:

Contacts.

West Burlington Campus			Ft. Madison Center	
VP for Student Services	319-208-5049		Location Operator	319-376-2286
VP for Administrative Services	319-208-5069			
VP for Academic Affairs	319-208-5099		Mt. Pleasant Center	
Location Operator	319-208-5000		Location Operator	319-385-8012
Keokuk Campus			Center for Business (CBIZ)	
Executive Dean of Campus	319-313-1920		Location Operator	319-208-5375
Location Operator	319-524-3221			

### Encouragement of Accurate and Prompt Reporting

Southeastern Community College strongly encourages accurate and prompt reporting of all crimes and public safety related information and takes all such reports seriously. Information to be reported should not be limited to actual crimes; it also includes any suspicious activity or person seen anywhere on or near campus, including in parking lots, inside or outside campus buildings and residence halls.

***NOTE: In cases where an individual's behavior creates an immediate threat or emergency, contact 911 immediately!***

Individuals exhibiting behaviors that pose a threat to safety of self or others or that cause a significant disruption to the SCC community should be referred/reported to a campus security authority per the Student In Distress Response Protocol which is posted in every SCC classroom and on the web at:

[http://www.scciowa.edu/\\_resources/docs/sid\\_responseprotocol\\_81214.pdf](http://www.scciowa.edu/_resources/docs/sid_responseprotocol_81214.pdf)

Examples of behavior or activity to look for include:

- Self-injurious behavior
- Suicide ideation or attempt
- Danger or threat to others (violence, threats, or implied threats of violence and intimidation)
- Possession of a weapon
- Inability of an individual to take care of themselves (serious mental health concerns or substance abuse)
- Erratic behavior that is disruptive to the normal proceedings of the college community.

All incident reports involving students should be documented and forwarded to the Vice President of Student Services for review of student code of conduct violations for potential action, as appropriate.

### Voluntary Confidential Reporting

SCC does not have procedures allowing for voluntary, confidential reporting of crimes for inclusion in the annual crime statistics reports. All reports will be investigated. Violations of the law will be referred to local law enforcement agencies and, when appropriate, to the College judicial process.

When a potentially dangerous threat arises, timely reports or warnings will be issued in accordance with timely warning procedures established by the College.

### **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

SCC students, staff, and visitors have access to most buildings beginning at 7:00 a.m. until 10:00 p.m. Monday through Friday. On Saturdays, Sundays and holidays, the College is open for scheduled events only. Security and designated SCC staff are responsible for locking and



unlocking buildings and for patrolling campus grounds, buildings, and housing complexes. All individuals are responsible for securing their personal vehicles. All housing facility exterior entrances are locked 24 hours a day, 7 days a week and access is limited to residents, escorted guests, and college staff. Resident students are individually responsible for securing their assigned apartment/room within SCC student housing facilities via individual keys assigned at check-in.

#### CAMPUS SECURITY AUTHORITY, JURISDICTION AND INTERAGENCY RELATIONSHIPS

SCC does not have a law enforcement department and does not have a formal Memorandum of Understanding (MOU) with any law enforcement authorities. The College does have a contractual agreement with Per Mar Security Services to provide on-site security for the West Burlington campus. Per Mar and the College have well-developed working relationships with local law enforcement authorities in reporting any events requiring assistance. Security staff have the authority to issue parking citations and to initiate vehicle and pedestrian stops on college property for observed violations and investigatory purposes. They are responsible for the preliminary investigation of criminal actions which occur on campus and may contact local law enforcement at their discretion. Evidence of underage drinking will be reported directly to local law enforcement. Security staff also have the authority to conduct visual searches of student housing rooms/apartments, vehicles, book bags, or containers of any type and computers on campus property when there is a reasonable suspicion of criminal activity or violation of SCC rules and regulations. Security staff do not have authority to make arrests. It is reasonable and lawful to ask residents in student housing to open their doors in any situation. Per Mar staff will report student code of conduct and behavioral violations that occur anywhere on college property, including refusal to cooperate with lawful requests, to the Residence Life Coordinator and/or the Facility Director and/or the VP for Student Services as appropriate.

There are no contracted security services for any other SCC Campus or Centers.

#### STUDENT CRIMINAL ACTIVITY OFF-CAMPUS

SCC students are held responsible to conduct themselves as good citizens and in a manner which maintains an educational environment that is conducive to effective learning. Any off-campus conduct which adversely affects the SCC community and/or the pursuit of its mission, and/or is likely to bring discredit upon the College may be considered as an offense against the College and the authority of the institution's Judicial Code of Conduct will be asserted. While the authority of the SCC's judicial system will never be used merely to duplicate the functions of the law, the College does reserve the right to determine the circumstances in which jurisdiction over particular off-campus offenses will apply.

Although SCC does not have any officially recognized student organizations with off-campus locations, incidents of student misconduct occurring on or off-campus, while participating in

College- sponsored events (including events hosted by other colleges such as athletic or student club competitions or gatherings, etc.), at clinical sites, attendance centers, etc. are subject to disciplinary action which is determined on a case by case basis.

#### TIMELY WARNING POLICY AND PROCEDURES

SCC is concerned about the safety of students and employees. SCC has implemented a mass electronic notification system which will send text messages to cell phones, voice messages to cell phones and/or home phones, and e-mails to accounts designated as primary preference of the individual. Pertinent information will also be placed on the SCC website. In addition, campus buildings in West Burlington and Keokuk are equipped with internal public address systems which will be used as necessary. Should an incident occur, on or off campus, that in the judgment of the President/designee presents an immediate or continuing threat to safety on campus or at any college facility, a timely warning notification will be issued per the Director of Marketing and Communication via SCC's electronic mass notification system. Depending on the situation, designated individuals (i.e. Marketing Director, VP of Student Services, IT Director, Enrollment Services) may be directed to coordinate and facilitate extended and or subsequent notifications to external audiences. Anyone with information that would warrant a timely warning notification should report the circumstances as outlined in the Policies and Procedures for Reporting Crimes. SCC's mass notification system will be tested annually.

#### EMERGENCY RESPONSE, NOTIFICATIONS AND EVACUATION

Should an incident be reported on campus which involves an immediate threat to the health or safety of students, staff and faculty, Per Mar Security and/or SCC staff will attempt to immediately confirm the incident and its location. Incidents may involve, but are not limited to, a physical threat or a weather related emergency. Upon confirmation, a determination will be made as to the extent of the notification and evacuation. Notification of evacuation, staying in place, or any other action that should be taken will be made over SCC's public address system. Activation of the fire alarm will also result in building evacuation. Announcements will be customized messages developed and delivered by the primary incident coordinators or a designee for SCC as follows: President, VP for Student Services, VP for Administrative Services, VP for Academic Affairs, Director of Facilities, Marketing Director, Executive Dean of Keokuk Campus or Enrollment Coordinator for Keokuk Campus. The public address system will be utilized during the emergency as needed until the "All Clear" can be given. In addition, the process described in Timely Warning Procedures will be used to advise others of the emergency. Emergency response and evacuation procedures are scheduled to be tested on at least an annual basis at all SCC locations.

## CRIMES OF VIOLENCE and SEXUAL MISCONDUCT (Clery/VAWA/Title IX)

Southeastern Community College will not tolerate or condone crimes of violence nor any form of sexual misconduct (including but not limited to sexual assault, harassment, domestic violence, dating violence, and stalking). As such, all members of the SCC community, including but not limited to, the administration, faculty, staff, and students have the responsibility to conduct themselves at all times so as to provide an atmosphere free from such offenses. Any individual who engages in a crime of violence or sexual offense while considered a member of the SCC community (employee, volunteer, or student) will be in violation of this policy and subject to disciplinary procedures under the Student Code of Conduct (for students), the College Administrative Guidelines (for employees and volunteers), and/or local, state, or federal law enforcement regulations. SCC disciplinary action may include but is not limited to verbal/written reprimand, probation, required professional counseling, suspension, expulsion, and/or termination.

SCC is committed to providing fair and prompt procedures to investigate and adjudicate alleged crimes of violence or sexual misconduct which occurs on campus or which involves current students and or employees. The College is also dedicated to the education of the college community about the importance of reporting and responding to crimes of violence and all forms of sexual misconduct. Special emphasis is placed on the rights, needs, and privacy of the student with a complaint, as well as the rights of the accused. At the same time, the college adheres to all federal, state, and local requirements for intervention and reporting related to crimes of violence and sexual misconduct. Additionally, the College is committed to providing resources that can assist in the prevention of crimes of violence or sexual offenses such as: nightly security patrols of campus, inspecting the campus for potentially dangerous areas, installation of additional lighting and/or security cameras, etc.

### *What to do if you are a victim of a crime of violence or sexual misconduct:*

It is extremely important for you to seek help immediately by doing the following:

- Get to a safe place and call police or 911. If desired, your advocate may take you to the hospital for a voluntary medical exam and make a report and advise you of resources and options.
- To help preserve evidence, do not douche, bathe, change clothing or remove anything from the location of the assault. If you have been raped, you should seek medical attention immediately regardless of whether or not you report the assault to the police.

Victim/Reporting Party Crisis Support:

A guiding principle in the reporting of crimes of violence and sexual assault is to avoid re-victimizing the survivor by forcing the person into any plan of action. Violent crime/sexual misconduct survivors may contact any one of several SCC officials or community services for support, advocacy, and resources:

**College Contacts:**

Vice President of Student Services .....319-208-5049  
Director of Human Resources .....319-208-5063  
WB Student Success Advocate .....319-208-5155  
Keokuk Student Success Advocate .....319-313-1972  
Residence Life Coordinator .....319-208-5026  
Keokuk Campus Dean.....319-313-1920  
Vice President of Academic Affairs.....319-208-5099  
Dean of Career & Technical Education....319-208-5193

**Community Resources:**

Great River Medical Center (West Burlington)  
General Switchboard: 319-768-1000  
Emergency Department: 319-768-4700  
  
Tri-State Coalition Against Domestic and Sexual Abuse  
Local Line: 319-524-8520  
Crisis Line: 800-498-5095  
  
YWCA Domestic Violence Shelter & Sexual Assault Prog.  
Local Crisis Line: 319-752-4475  
Crisis Line: 800-693-1399  
  
Keokuk Area Hospital  
General Switchboard:  
319-524-7150  
Emergency Department: 319-526-8703

Victim/Reporting Party Rights and Options:

Under federal law, sexual assault victims are afforded certain basic rights. The College will notify victims of sexual assault, both verbally and in writing, of their option to report and or be assisted in reporting their assault to the proper law enforcement authority and of the following rights:

- Both parties are entitled to the same opportunities to have an advisor/advocate of choice during campus disciplinary proceedings, with the understanding that the advisor/advocate is only present for personal support/guidance/security but they are not allowed to speak on behalf of the party for whom they are a guest.
- Both parties shall be informed of the outcome of any disciplinary proceeding and any sanction that is imposed against the accused, as well as any options for appeal of the outcome(s), changes to the outcomes, and notice as to when the results become final.
- Victims shall be informed of their options to notify law present enforcement as well as the right to decline such action.
- Victims shall be notified in writing of counseling, victim advocacy, legal assistance and other such support services available both within and outside of the College. Survivors shall be notified of options for changing academic and living situations if the changes are reasonably available.
- Victims shall be notified in writing about available options and or assistance with potentially necessary accommodation or protective measures related but not limited to: academic enrollment, living/transportation/employment, or other protective actions, to the extent that they are reasonably available and regardless of whether or not the crime is reported to law enforcement.
- Upon request, the College will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or non- forcible sex offense (statutory rape, incest) to the alleged victim or to the next of kin if the victim is deceased.

Victim/Reporting Party Name(s) Held in Confidence:

SCC will protect the identify of persons who report having been victims of crimes of violence or sexual misconduct by completing publicly available record keeping, including Clery Act reporting and disclosures and protective or accommodative measures, without the inclusion of personally identifying information about the victim within the fullest extent of the law. Regarding Timely Warnings and Emergency Notifications, SCC will not disclose the names of crime complainant-victims, and the college will withhold the names of complainant-victims as confidential to the fullest extent of the law.

Disciplinary Procedures and Sanctions:

If the survivor requests, a same gender investigator will be provided, whenever possible. There are different standards of proof in the College Judicial Code investigation/proceedings than in the possible criminal action. The SCC Judicial process determines whether the accused individual's status as a student will be altered, whereas the criminal process determines if there will be limitations on accused liberty. As there are different standards and the purpose of each proceeding is different, SCC encourages students who are victims of sexual assault to go forward with the College process.

The College's disciplinary process is governed by the SCC Judicial Code of Conduct and Student Rights for students and through the Employee/Faculty Handbook for employees. Rape and sexual assault are criminal violations of Iowa sexual assault laws and violations of the College's Judicial Code. Anyone charged with a sexual assault violation which is college property related, sponsored activity, student, or employee related, may be subject to a) criminal charge filed against the individual, and/or

b) an administrative proceeding initiated by the College. Criminal and administrative proceedings may occur concurrently. The Title IX Team oversees the resolution of reported misconduct through the College's complaint processes. The process will be determined by the role of the Respondent:

Complaints against students or will be resolved by the Student Complaint Process.

Complaints against employees will be resolved by the Employee Complaint Process.

Complaints against faculty will be resolved by the Faculty Complaint Process.

Each process is guided by the same principles of fairness and respect for all parties. Resources are available for both students and employees, whether as Complainants or Respondents, to provide guidance throughout the investigation and resolution of the complaint.

#### *Initial Assessment*

The College will address all reports of sexual misconduct. The Title IX Team, under the leadership of the Title IX Coordinator, will oversee the College's Title IX review process. In every report of sexual misconduct, the College, through a Title IX Team member will make an initial assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community. The College's responsibility to review and respond to all allegations of misconduct exists regardless of whether that review culminates in additional investigation or goes before a Judicial Board, and exists independently of the criminal justice process.

#### *Investigation*

The Title IX Team member may determine if an investigation of the report of sexual misconduct should be conducted. This determination is based on a variety of factors, such as the Complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation. The Title IX Team member may designate an investigator of its choosing. Any investigator used by the College, whether internal or external, must have specific training and experience investigating allegations of sexual misconduct.

SCC uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt, "innocence" and "burdens of proof" are not applicable, but SCC never assumes a responding party is in violation of college policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

The following sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. Factors considered in sanctioning are defined in the Judicial Code of Conduct and Student Rights and/or Employee/Faculty Handbook.

The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

A. Student Sanctions (listed below and defined in the Judicial Code of Conduct and Student Rights)

- Warning – Written or Verbal
- Referral
- Probation
- Disqualification
- Restitution
- Suspension
- Expulsion
- Other Actions

B. Employee Sanctions (listed below and defined in the Employee/Faculty Handbook)

- Warning – Written or Verbal
- Performance Improvement Plan
- Required Counseling
- Required Training or Education
- Demotion
- Loss of Annual Pay Increase
- Suspension without Pay
- Suspension with Pay
- Termination

The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

## SEXUAL MISCONDUCT, SAFETY/SECURITY/CRIME, & DRUGS/ALCOHOL POLICY STATEMENTS

*Sex/Gender Discrimination, Harassment and Misconduct, ADG: 906*

Members of the college community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. SCC believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated College policy. The ADG:906 policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and Southeastern Community College's procedures to establish a mechanism for determining when those expectations have been violated. The full policy can be found at: <https://hawknet.scciowa.edu/cabinet/Pages/900---Personnel-Functions.aspx>

The President of the College has appointed the Director of Human Resources, Michelle Foster, to serve as the Title IX Coordinator. In her role as Title IX Coordinator, Ms. Foster oversees the College's centralized review, investigation and resolution process for reports of sexual misconduct, and she also coordinates the College's compliance with Title IX. Ms. Foster is supported by several College administrators who serve as Deputy Title IX Coordinators. Each is knowledgeable and trained in state and federal laws that apply to matters of sexual harassment, as well as College policy and procedure.

The Title IX and Deputy Title IX Coordinators can be contacted during regular office hours:

***Title IX Coordinator:***

Michelle Foster                      West Burlington Campus, Room #144C

***Deputy Coordinators:***

Joan Williams                      West Burlington Campus, Room #AD7

Dr. Teresa Garcia                      Keokuk Campus, Room #115

Melissa Flores                      West Burlington Campus, Room #441A

***May also be contacted anytime by calling 319-208-5360 or emailing [titleix@scciowa.edu](mailto:titleix@scciowa.edu).***

The duties and responsibilities of the Title IX and Deputy Title IX Coordinators include training, education and climate checks as well as the oversight of procedures that promptly and equitably eliminate sexual harassment, prevent its recurrence and address its effects on individuals and our community.

***Safety, Security and Crime:***

Southeastern Community College is committed to creating a safe and secure environment for staff, students and guests. Planning is essential to the realization of that goal; and, the Emergency Action Plan (EAP) is the planning tool to accomplish that end. Emergencies may arise as the result of accidents, hazards, disasters and actions of individuals at risk to themselves and/or others. It is incumbent upon each member of SCC staff to become familiar with the information provided in the EAP. The EAP is intended to provide an overview of SCC procedures and general actions to take in response to an emergency. A full copy of the EAP is available at:



#### Drugs and Alcohol:

SCC endeavors to maintain compliance with both the Drug Free Schools and Communities Act Amendments of 1989, and the Drug Free Workplace Act of 1988. As such, college students, faculty, staff and administrators are subject to local, State and Federal laws regarding the unlawful possession, distribution, or use of alcohol or illegal drugs. Students are also held accountable under the SCC Judicial Code of Conduct.

The possession, use and sale of illegal drugs and drug paraphernalia are strictly prohibited on College property and at all College sponsored events. SCC enforces both the State of Iowa and the Federal drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia.

The possession, use and sale of alcoholic beverages by SCC students is strictly prohibited on College property and at all College sponsored events. SCC enforces the State of Iowa drinking laws, including the prohibition of use by persons under 21 years of age.

#### AWARENESS AND PREVENTION PROGRAMMING

Sex/Gender Discrimination, Harassment and Misconduct; Awareness and Prevention Programming  
SCC provides a number of programs and resources aimed at preventing sexual offenses and making the college community aware of the variety and potential of such crimes, including but not limited to: sexual assault, sexual harassment, dating violence, domestic violence, and stalking.

SCC's policies regarding sexual offenses are detailed in the Judicial Code of Conduct, the Student Handbook, and in various guidelines and brochures specific to the issue. All of these publications are available to students, staff, and the public via the college website, and in hard-copy from Enrollment Services, HR, and/or Student Services.

Presentations on sexual offense awareness and prevention are conducted at the beginning of each semester for all resident students and student-athletes: attendance is mandatory. Throughout the year, regular educational programs and resources are sponsored and provided by the Student Board, the Human Relations Club, HR, and/or other academic and student groups. The Student Board annually designates one month of the year with the theme of Sexual Assault-Domestic Abuse Awareness month.

SCC's Title IX Team members attend all required trainings on an annual basis to maintain current and accurate knowledge of their responsibilities as advocates, investigators, or coordinators.

*Safety, Security and Crime; Awareness and Prevention Programming:*

SCC encourages students and employees to be responsible for their own safety and the safety of others through the use of basic crime prevention strategies. While the College does not have formal programs addressing safety, security, and crime, new employees are informed about security policies and procedures during employee orientation. Active shooter training is offered for all employees each fall and spring semester. All students are given information regarding safety and security processes through Orientation; resident students are provided this information upon check-in. In addition, various printed materials related to safety and security precautions are maintained and disseminated by Student Services, Enrollment Services, the Student Board, Library, Human Resources, and several academic departments as requested.

*Drug and Alcohol Abuse; Awareness and Prevention Programming:*

The College encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information on chemical dependence or treatment for chemical dependency. New employees are informed at staff orientation regarding SCC's compliance with both the Drug Free Schools and Communities Act Amendments of 1989, and the Drug Free Workplace Act of 1988. Students are provided similar information with regard to SCC's compliance with these regulations.

New staff are also provided information regarding community agencies/resources for individual and family assistance related to substance abuse issues. The College's EAP (Employee Assistance Program), which is available at no-cost for a wide variety of needs and concerns including alcohol and drug addictions, is described in a brochure available to all employees.

During new student orientation, information is provided to students detailing the College's policies on drugs, alcohol, and tobacco, and a contact list for community agencies specializing in substance abuse treatment is distributed.

Throughout the academic year, various drug and alcohol awareness/prevention programs and resources are sponsored by the Student Board, the Human Services Club, Student Activities, Residence Life, and/or the Chemical Dependency Counselor academic program students.

Students and staff may be referred to the following resources for additional information:

- National Institute on Drug Abuse: <http://www.drugabuse.gov/Infofacts/infofactsindex.html>
- Commonly Abused Drugs: <http://www.drugabuse.gov/DrugPages/DrugsofAbuse.html>
- College Drinking: Changing the Culture: <http://www.collegedrinkingprevention.gov/CollegeStudents/>

Additional information regarding education, prevention, policy and violation sanctions can be found at [http://www.scciowa.edu/resources/docs/aboutscc/consumerinfo\\_health.6.1.2015.pdf](http://www.scciowa.edu/resources/docs/aboutscc/consumerinfo_health.6.1.2015.pdf)

## CONVICTED SEX OFFENDER REGISTRATION LAWS

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide Southeastern Community College with a list of registered sex offenders who have indicated that they are either enrolled, employed, or carrying on a vocation at Southeastern Community College.

Any student/staff member who wishes to know the names of enrolled students who may be on the Iowa Sex Offender's Registry should contact the county sheriff, or refer to the web site at <http://www.iowasexoffender.com>. The web site is set up for an interested person to submit information about a specific individual to see if the individual is listed. The site does not provide a list of people on the Registry but can be searched by name or zip code location.

Pursuant to Iowa Code 692A, sex offenders are prohibited from living within two thousand feet of a child care facility. SCC's West Burlington campus leases space for a licensed child care provider/center on campus. Therefore, sex offenders are prohibited from living in any of SCC's West Burlington campus housing facilities.

## CRIME STATISTICS

Crime statistics for three of the four Clery required geographic reporting areas is provided in the tables below, including on-campus sites, student housing, and non-campus sites. The public properties adjacent to the college facilities are maintained by the local law enforcement authorities throughout the SCC district. Recognition of student organizations does not extend beyond the college; therefore incidents related to off-campus activities of student organizations (public property) are not reported. All incidents indicated in the tables below were deemed as founded reports.

### Occurrences on Campus January - December, 2012-2014

Reports to Campus Authorities or Local Police																					
	West Burlington Campus			Keokuk Campus			Ft. Madison Center			Mt. Pleasant Center			Student Housing			ISP/MPCF			CBIZ		
<b>Primary Clery Crimes</b>	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Primary Clery Crimes continued	West Burlington Campus			Keokuk Campus			Ft. Madison Center			Mt. Pleasant Center			Student Housing			ISP/MPCF			CBIZ		
Sexual Offenses: Statutory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Number of arrests on campus for:</i>																					
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Disciplinary Actions/Judicial Referrals-on campus</i>																					
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	20	10	4	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	West Burlington Campus			Keokuk Campus			Ft. Madison Center			Mt. Pleasant Center			Student Housing			ISP/MPCF			CBIZ		
<b><u>VAWA Crimes</u></b>	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	West Burlington Campus			Keokuk Campus			Ft. Madison Center			Mt. Pleasant Center			Student Housing			ISP/MPCF			CBIZ		
	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14	'12	'13	'14
<b>HATE Crimes</b>																					
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## ANNUAL FIRE SAFETY REPORT AND FIRE STATISTICS FOR STUDENT HOUSING

As part of the Higher Education Act of 2008, Southeastern Community College is required to advise the college community of annual fire safety reports for student housing. SCC has four housing facilities as listed below:

### *West Burlington:*

Winegard Hall and Witte Hall

Dormitory style facilities each with internal fire alarm systems and smoke detectors in common areas. Fire extinguishers are placed throughout the common areas of the building.

Millennium Hall

Three-story apartment style building equipped with an internal sprinkler system, internal fire alarm system and smoke detectors in the common areas. In addition, there are individual smoke detectors in each suite. The alarm system is connected to the main college alarm system which alerts Per Mar Security Services, our campus security agency.

Fire drills are conducted two times a year at these facilities.

### *Keokuk:*

Blackhawk Hall

One-story building with 10 separate two-person apartments each with dual exterior entrance/exit accesses. Each apartment has standalone smoke detectors and fire extinguishers located near kitchen facilities. The physical structure of this building with individual apartments does not allow for/require a central fire alarm system and fire drills are not conducted.

The following appliances are not permitted in any SCC student housing unit: hot plates, space heaters.

Several appliances are permitted including: toasters, microwave ovens, and coffee machines. Other appliances not listed must be approved by the Residence Life Office prior to use in student housing.

Candles and incense are not permitted in any SCC student housing unit.

Southeastern Community College is a smoke free/tobacco free campus. The use of tobacco is not permitted on any college property or in any vehicles on the campus.

At the beginning of each semester, Residence Life staff at each housing facility review the safety policies and procedures for emergencies/evacuation with their residents. In addition, posters with directions for fire/emergency evacuation are posted on the inside of each suite, apartment, and/or room door, and on bulletin boards in hallways/common areas. Fire and emergency evacuation procedures for student housing are as follows:

## Fire Procedures:

In the event of a fire, the following procedures should be used:

### **Winegard, Witte Halls:**

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.
4. Have Residence Life staff call 911.

### **Millennium Hall:**

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.

### **Blackhawk Hall:**

1. Evacuate the respective apartment.
2. Notify Residence Life staff.
3. Have Residence Life call 911.

### **If the fire alarm sounds in any of the housing units, do the following:**

1. Close room windows, but leave blinds open and leave lights on.
2. Close room door and leave it **unlocked** so fire personnel will have easy access.
3. Notify Residence Life staff.
4. Proceed quickly and cautiously to the nearest exit. Go to designated area and wait.
5. **Do not** re-enter the building until authorized officials give you permission to do so.

### **Designated Fire Evacuation Areas:**

Millennium Hall – grassy area NE of Millennium Hall parking lot.

Winegard Hall – basketball hoop area in Millennium Hall parking lot.

Witte Hall– East of Witte Hall in the grassy area across the street.

Blackhawk Hall – North or West of the building across the street.

If the fire alarm goes off, all residents and/or their guests **must** evacuate the building. **Any resident that does not leave the building during a fire alarm will be assessed a \$100 fine.** The exits are clearly marked in each building and fire escape routes are posted in each hall. Fire extinguishers and fire alarms are also easily located. In accordance with State law, unannounced fire drills will be conducted at least twice during each semester. **It is against the law to tamper with fire extinguishers and alarms when the threat of fire is not present; therefore, prosecution of individuals tampering with such items will result.**

Southeastern Community College has fire/emergency evacuation instructions posted in each classroom and common area on campus, and evacuation drills are conducted on an annual basis. Fire extinguisher training is provided to various employees on a rolling basis. Any questions/concerns/suggestions regarding campus safety are directed to the Campus Safety Committee.

A log of reported fire incidents is maintained by SCC's Director of Facilities, and can be accessed via the college website. Statistical information listing the number of fires, causes, number of injuries and deaths and property damage amounts may be found in the following chart:

### Fire Statistics

	Winegard Hall			Witte Hall			Millennium Hall			Blackhawk Hall			Non-resident Bldg.		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Number of Fires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Injuries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Property Damage Amt. (\$200/+)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cause of Fire:															
Fire Drills Performed	1	1	1	1	1	1	1	2	1	1	2	1	1	0	11
Equipment Tested/Maintenance	2	3	1	2	3	2	2	4	1	2	8	1	1	2	13

### Emergency Closings/Disasters

- Cancellation of classes and school closings will be announced by local radio stations and will be posted on the SCC website. The decision will be made by 6:00 a.m. so that proper notification of students and faculty may be given.
- If an emergency situation arises after 4 p.m., local media will be contacted and students will be notified that classes are dismissing early via an announcement made over the internal messaging system.

### Weather:

- In the event of severe weather, such as a tornado, residents should follow posted instructions and instructions from the Residence Life staff. Severe weather instructions are posted on bulletin boards in the residence halls. The ground floor in any of the student housing units is the safest place for shelter. Tune to local television/radio stations for information on weather developments.

#### **Designated Areas in the Event of a Tornado:**

- Millennium Hall – 1<sup>st</sup> floor laundry room/hallway
- Winegard Hall – kitchen/laundry area
- Witte Hall – kitchen/laundry area
- Blackhawk Hall – laundry room at center of building



## MISSING STUDENT POLICY AND PROCEDURE FOR RESIDENTIAL STUDENTS

Southeastern Community College takes student safety very seriously. The following policy and procedure has been developed in order to assist in locating an SCC student living in on-campus housing, who, based on the facts and circumstances known to the College, is determined to be missing. This policy is in compliance with Section 485(j) of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing his/her routine without informing roommates, family, and/or friends of the change. However, **anyone who believes a student to be missing** (has not been seen on campus, cannot be reached by acquaintances, and for whom concern has been expressed regarding the individual's safety and well-being by an acquaintance, for a period of more than 24 hours) **should report their concern to one of the following staff: Residence Life Coordinator, the Resident Assistant (RAs), or the Keokuk Apartment Manager.** The staff member receiving the report will immediately notify the Vice President of Student Services or designee who will conduct an informal investigation on every missing student report. **If the student is determined missing, the Vice President of Student Services or designee will make appropriate notifications no later than 24 hours after the time that such determination of missing status was made.** Depending on the circumstances presented to college officials, appropriate notifications when a student is determined missing will include some/all of the following entities: West Burlington Police, individual(s) identified as the student's emergency contact, and/or custodial parent or guardian.

At housing check-in, **students 18 years of age and older will have the option of identifying a contact person(s)** whom the institution or law enforcement shall notify within 24 hours of the determination that the student is missing. **This confidential contact information** is maintained in the student's housing file in Residence Life and **is only accessible by authorized college personnel and/or law enforcement officers in furthering a missing person investigation.**

**Students under 18 years of age and who are not emancipated** are required to provide contact information for their parent or legal guardian, and **will be advised that SCC is required to notify** a custodial parent or guardian, any additional contact person(s) designated by the student, and the local law enforcement agency within 24 hours of the determination that the student is missing.

**All students will be advised** that regardless of whether or not they choose to identify a contact person(s), are above the age of 18, or are an emancipated minor, **SCC will notify the West Burlington Police within 24 hours that the student is determined missing.**

### *GENERAL PROCEDURE:*

1. The SCC staff member receiving the report will collect and document the following information at the time of the report:
  - The name and relationship of the person making the report.
  - The date, time, and location the missing student was last seen.
  - The general routine or habits of the suspected missing student (e.g. –visiting friends who live off campus, working a job away from campus) including any recent changes in behavior or demeanor.
  - The missing student's cell phone number (if known by the reporting individual).

2. The SCC staff member receiving the report will immediately contact the Vice President of Student Services to alert them of the situation and to receive additional consultation. The Vice President of Student Services will ascertain if/when other college officials need to be contacted and will conduct such notifications as appropriate.
  
3. Upon notification that a student may be missing, SCC officials may use any or all of the following resources to assist in locating the student:
  - Call the student's room.
  - Go to the student's residence hall room.
  - Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - Check with the student's respective faculty.
  - Secure a current student ID photo.
  - Call and/or text the student's cell phone and call any other numbers on record.
  - Send the student an email.
  - Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, etc.
  - Contact or call any other on-campus or off-campus friends or contacts that are made known.
  - Ascertain the student's car make, model and license plate number. Check SCC's parking lots for the presence of the student's vehicle.
  - Contact the student's parent and / or emergency contact.
  
4. The SCC Information Technology Staff may be asked to obtain email logs in order to determine the last login and/or access of the SCC network.
  
5. Once all information is collected and documented the Vice President of Student Services or designee will make appropriate notifications if the student is determined missing. **(Note: If at any time during the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.)**

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*This concludes the 2014 Annual Security and Fire Safety Report. For additional information on SCC student regulations, guidelines or consumer information please visit either of the following sites:*

<http://www.scciowa.edu/life/safety.aspx>

[http://www.scciowa.edu/aboutscc/inst\\_effectiveness/info/index.aspx](http://www.scciowa.edu/aboutscc/inst_effectiveness/info/index.aspx)