

## Upper Iowa University

# **Campus Security and Safety Report for the University Center in Waterloo, Iowa**

This information is being provided to all students and employees as part of Upper Iowa University's commitment to safety and security at the Waterloo Center and in compliance with the Federal Student Right-to-Know and Campus Security Act (1990), Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 120-26, and the Sexual Abuse Bill, House File 2026, which was passed into law by the Iowa General Assembly effective July 1, 1992.

Upper Iowa University is located in Fayette, Iowa a small rural community of 1,317 people. The community is situated in the Volga River Basin of Northeast Iowa. In addition to the main campus, the University has centers in Des Moines, Waterloo, and Manchester, Iowa; Fort Riley and Fort Leavenworth, Kansas; Fort Polk, Louisiana; and Janesville, Madison, Wausau, Milwaukee and Prairie du Chien, Wisconsin.

Upper Iowa University-Waterloo Center is located in Waterloo, Iowa; a medium sized metropolitan area of 66,387 people. The city of Waterloo is located in Black Hawk County that has a total population of 127,446 people (Waterloo/Cedar Falls Metropolitan Statistical Area). In the 2007 – 2008 academic year the Waterloo Center had an average per term enrollment of 291 students.

### **Waterloo Center “Campus”**

Upper Iowa University leases property in Waterloo. Classes during the 2007-08 calendar year were held at 3563 University Ave., Waterloo, to which the Waterloo Center located administrative offices and began holding classes starting in July 2003.

### **General Philosophy**

Upper Iowa University is committed to creating an environment that promotes the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members. The commitment includes encouraging and reinforcing healthy, responsible living and respect for center standards and regulations, and community laws.

The administrative staff at the Waterloo Center will inform University community when mandatory reporting officials become aware of criminal activity that is considered to be a threat to the safety of the University community. This will be done through various means such as memos, postings, student newsletters, emails or voice mail messages.

### **Reporting of Criminal Actions or Emergencies**

The Upper Iowa University Waterloo Center contracts security personnel from Per Mar Services, whose responsibility it is to provide after-hours security for the campus, including students and administrative staff of Upper Iowa University. The security service guard is responsible for locking the entire facility at the end of each business day. Reports of crime are to be reported to campus security and to the Waterloo Police Department.

Also, the University has policies and procedures followed by the Waterloo Center administrative staff to handle violations of conduct standards and the law by students or employees. This information is contained in the Upper Iowa University Center Catalog and syllabi that are distributed to all students and staff members.

To report a crime, a student should notify the security officer during the officer's scheduled hours, call the Center Coordinator, and call the Waterloo Police Department. The Center Coordinator will then report the incident to the North Central Regional Director and the Dean of the Extended University.

The person making the call shall complete the Incident Report Form available at the Waterloo Center Office located at 3563 University Ave., Waterloo. In the event of a fire, the student or employee should call the Waterloo Fire Department

The Upper Iowa University Building on University Avenue in Waterloo has fire alarm systems and accessible fire extinguishers. The space occupied by the University at 3563 University Avenue is fully sprinklered and the sprinkler systems are set up to notify the Waterloo Fire Department when the system is activated.

Allen Memorial Hospital and Covenant Medical Center provide professional medical emergency care to the Waterloo Center. Emergency care is available 24 hours a day at both of these facilities. Waterloo Center students and employees are responsible for their own medical care, but can be referred to these facilities in case of emergency.

### **EMERGENCY TELEPHONE NUMBERS**

Fire Department –Waterloo	911
Non-emergency	319-291-4570
Ambulance –	911
Covenant Paramedic Service	319-236-1717
Waterloo Police	911
Non-emergency	319-291-2515
Sheriff –Black Hawk County	319-291-2587
Allen Hospital Emergency	319-235-3697
Covenant Medical Center Emergency	319-272-7050
Allen Memorial Hospital Mental Health	319-235-3683
Covenant Medical Center Mental Health	319-272-8000
Poison Control Center (Iowa)	1-800-222-1222

### **WATERLOO CENTER TELEPHONE NUMBERS**

Administrative Office	1-319-232-6980
Center Coordinator – (mobile)	1-319-830-6234
Upper Iowa University - Fayette Campus	1-800-553-4150
Dean of the Extended University	1-414-475-4155
Director of Operations, Extended University	1-563-425-5394
President's Office	1-563-425-5201

### **Waterloo Center Facilities**

Students at the Waterloo Center have access to classrooms and computer lab at the center. Parking is available directly in front of the center. Waterloo Center students attend classes on Monday through Thursday evenings, on Saturday in the morning and early afternoon, and have access to the center during these times.

### **Residence Halls**

The Waterloo Center is for commuters. Therefore, residence halls, or other university sponsored living facilities are not available.

### **The Law and University Policies - Alcohol, Drug, and Sex Offenses**

To provide for the safety of members of the University community at the Waterloo Center, Upper Iowa University has set standards of conduct for members of the community (see page 98 of the Extended University

Catalog) and for those seeking admission to the University at the Waterloo Center. These University standards are included in the Extended University Faculty Handbook, Handbook for Administration and Staff, and the Extended University Catalog available to all faculty, employees, and students.

The standards of conduct do not replace or relieve persons from complying with the requirements of civil or criminal laws. Unlawful behavior may result in criminal prosecution as well as disciplinary action.

Policies relating to alcoholic beverages, drugs, and sexual assaults are found in the Extended University Catalog, Handbook for Administration and Staff, and the Extended University Faculty Handbook. As part of the education process, members of the University community are informed about University expectations and consequences when an individual violates alcohol, drug, and sexual assault policies and related laws.

### **Alcohol & Drugs**

In consideration of federal, state and local laws, the possession, Waterloo Center students or employees on the grounds of the Upper Iowa University Waterloo Center prohibit use or sale of illicit drugs or alcohol. The University neither condones nor sanctions the use of alcohol. All individuals are expected to observe the alcoholic beverage and illicit drug related laws of the State of Iowa. Members of the Waterloo Center University Community who are of legal age (21) are expected to make responsible decisions about the use of alcohol or drugs and to assume full responsibility for their personal conduct and actions. This includes respecting the right of those individuals who choose not to use alcohol or drugs.

### **Sexual Abuse**

Sexual harassment or assaults are not tolerated at the Waterloo Center. Specific procedures and policies are in place to handle reports of sexual harassment or assault.

#### **Sexual abuse is prohibited and is defined as**

- Unwanted or unwilling sexual contact—any sexual touching or attempting to disrobe a person without his/her willing consent.
- Unwanted or unwilling sexual intercourse—any unlawful sexual intercourse however slight—that occurs without the consent of either party. Consent is defined as a positive verbal acknowledgment such as “yes.” Any person under the influence of alcohol or other drugs is considered incapacitated and unable to give consent.
- Sexual exploitation—the observation or reproduction of any sexual act without the written consent of all parties involved.

Examples: (not an exclusive list) Force or threats of force, including stranger and/or gang rape; preventing a person from resisting by administering any intoxicant; sexual intercourse with a person who is known to be unconscious of the nature of the act (e.g. sexual intercourse with a person who is sleeping, passed out, or blacked out from alcohol or drugs); sexual intercourse with a person who is incapable of giving legal consent or under the legal age; sexual intercourse with a student who is unable to give consent because of a language barrier.

The standards of conduct do not replace or relieve persons from complying with the requirements of civil or criminal laws. Unlawful behavior may result in criminal prosecution as well as disciplinary action by the appropriate disciplinary board or administrator.

## **Guide to Sexual Assault Referral Services for University Students and Employees**

It is an unfortunate fact that many individuals in our society are victims of personal violence. There is assistance available for a victim of such personal violence. A person who has been sexually abused will need support and information that will help clarify the issues and facilitate recovery. In the Black Hawk county area, free counseling services are available through Family Service League, 915 W 4th St, Waterloo, IA 50702-2801, 319-235-6271.

### **Victims of sexual abuse may wish to consider the following actions**

If you are raped or sexually assaulted:

1. Get to a safe place as soon as you can.
2. Try to preserve all of the physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
3. Get medical attention as soon as possible to assess and treat any injuries you may have sustained and to collect important evidence to assist police in legal action.
4. Contact the City of Waterloo Police Department (319-291-2515) or the Black Hawk County Sheriff (319-291-2587).
5. Contact the Center Coordinator of the Waterloo Center who will maintain confidentiality, help explain your options, give you information and provide emotional support.
6. Contact someone you trust, a close friend or relative to be with you and support you.

### **Male Victims**

While most victims of sexual assault are women, men can also be victims. Male victims at the Waterloo Center should take the same steps as outlined in this document.

### **Medical Treatment**

It is important to seek immediate and follow-up medical attention for several reasons: (1) to assess and treat any physical injuries you may have sustained; (2) to determine the risk of sexually transmitted diseases or pregnancy and take preventative measures; and (3) to gather evidence that could aid in criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished. A Waterloo Center student can receive the examination at the emergency room of Covenant Medical Center or any other area hospital emergency room.

### **Transportation**

The administrative staff at the Waterloo Center will help arrange transportation to the clinic or hospital during normal working hours. The Waterloo Police Department will transport anyone assaulted to the hospital at any time of day.

### **Counseling and Emotional Support**

There are several local counseling services available to provide counseling and emotional support. The staff at these agencies is able to intervene in a crisis situation and to provide you with information about your options.

### **Reporting to the Waterloo Center Staff**

The Waterloo Center staff members are also available to help provide you with information about your options, including medical assistance, counseling, University disciplinary action, and legal prosecution information. Talking about your concerns with the Center Coordinator may help you sort through your feelings and decide what to do. You can also report a recently occurring incident at a later date, if you do not choose to report it immediately. However, the sooner you report the incident, the sooner action steps can be outlined for your welfare.

The reasons for reporting to the Waterloo Center staff are: (1) to protect yourself and others from future victimization; (2) to apprehend the assailant; and (3) to, in some way, seek justice for the wrong that has been done to you. If you choose to report the incident to the Waterloo Police Department, an officer will take a statement from you regarding what happened. He/she will ask you to describe the assailant(s) (if you do not know them), or identify them if you do. He/she may ask questions about the scene of the crime, any witnesses and what happened before and after the incident. You may have a support person with you during the interview.

### **University Disciplinary Action**

If you have been sexually assaulted by another student or group of students and are considering University action, you are encouraged to discuss the matter with the Center Coordinator or the Dean of the Extended University. Please note that the University is required by the Cleary Act (formerly the Campus Security Act) to report sexual assault statistics to the University community.

If you do not wish to have the assault reported statistically, you will need to discuss your options with the Center Director or Dean of the Extended University. This will allow you a chance to review the procedures should you decide to file a formal complaint to be handled by the University. This discussion does not obligate you to pursue official action.

Charges may either be filed directly by you or by the University on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the Code of Student Conduct in the Extended University Catalog.

Those students who are involved in sexual abuse cases are entitled to certain rights under Upper Iowa University's Disciplinary Hearing Procedures as well as the following:

1. Both the accuser and the accused have the right to present relative information and witnesses in a hearing.
2. Both the accuser and the accused have the right to be notified of the sanctions imposed.
3. The accuser may request reasonable accommodations as to academic arrangements after an alleged sexual assault.
4. The accuser has the right to file a complaint at any time during their enrollment at the University.
5. Students who violate University policies while involved in a sexual assault will be adjudicated for the policy violation. Sanctions will be of an educational nature instead of punitive.

**Nonstudent employee.** If you have been sexually assaulted or harassed by a nonstudent employee of the University, this is a violation of the law and University policy. Complaints should be filed with the Center Coordinator, or the Dean of the Extended University.

An employee (nonstudent) who has been sexually assaulted by another employee or student should report the matter to the Center Coordinator or Dean of the Extended University. If you want to press criminal charges, call the Waterloo Police Department.

### **Anonymous Reporting**

If you are assaulted, and at this time do not want to pursue action within the University system or the local police department, you may still want to consider making an anonymous report. With your permission, the Center Coordinator or Dean of the Extended University can file a report of the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter confidential, while taking steps to ensure future safety for yourself and others. With such information, the University can keep accurate records about the number of incidents involving students or employees, determine whether there is a pattern of assaults with regard to a particular location, method or assailant, and alert the Waterloo Center student community to potential danger.

## **Crime Awareness and Campus Security Act of 1990**

In November of 1990, President George Bush signed into law the **Student Right-To-Know and Campus Security Act**. This piece of legislation will affect, to some extent, the campus security programs of every postsecondary institution in the nation.

The “campus” includes any building or property owned or controlled by the institution of higher education within the same reasonable contiguous area and used by the institution in direct support of, or related to, its educational purposes; or any building or property owned or controlled by student organizations recognized by the institution.

The Crime Awareness and Campus Security Act establishes a minimum standard for the disclosure of campus crime statistics in each institution’s annual report. Numbers of the following offenses which are **reported** (to center administration or local police agencies) to have occurred “on campus” must be reported:

### **Criminal Homicide - Murder and Non-negligent Manslaughter:**

The willful (non-negligent) killing of one human being by another.

### **Criminal Homicide-Manslaughter by Negligence:**

The killing of one human being through gross negligence.

### **Sex Offenses:**

A forcible sex offense is “any sexual act directed against another person, forcibly and/or against another person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent” which include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of “unlawful, non-forcible sexual intercourse” and include incest and statutory rape.

### **Robbery:**

The taking, or attempting to take, of anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or putting the victim in fear of immediate harm.

### **Aggravated Assault:**

An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness - not that an (unsuccessful) attempt to commit murder would be classified as an aggravated assault.

### **Burglary:**

The unlawful entry into a building or other structure with the intent to commit a felony or theft - note that forced entry is not a required element of the offense, so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are (unsuccessful) attempts to commit a burglary where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

### **Motor Vehicle Theft:**

The theft or attempted theft of a motor vehicle.

### **Arson:**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, building, motor vehicle or aircraft, personal property or another, etc.

Also required to be reported are the numbers of arrests for the following crimes which have occurred “on campus.”

**Liquor Law Violations:**

Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of “driving under the influence” or “drunkenness”).

**Drug Abuse Violations:**

Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

**Weapons Possessions:**

Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

## Crime Information and Statistics

Upper Iowa University-Waterloo Center annually distributes a security report containing center security policies and procedures as well as crime statistics. The statistics are compiled in cooperation with the Waterloo Police Department.

Category	1/1-12/31/2005				1/1-12/31/2006				1/1-12/31/2007			
	O	R	N	P	O	R	N	P	O	R	N	P
<b>Homicide</b>												
Murder	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
<b>Forcible Sex Offense</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Non-Forcible Sex Offense</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests/Referrals</b>												
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0
Drug Related	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
<b>Hate Crimes</b>												
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0

O = On campus – includes incidents in/on residential facilities, buildings, and property.

R = Residential Facilities – includes incidents in residential facilities only.

N = In or on non-campus building or property

P = On public property

Crime statistics will be maintained on a calendar year basis in compliance with the Campus Security Act. The statistics for the 2007 calendar year are reported in September of 2008.