

# Cornell College Campus Safety / Fire Safety 2020 Annual Report

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In early spring of each school year, Cornell College’s Campus Safety Director begins compiling statistics from the previous year as required by the Clery Act (hereinafter “the act”). A group of professionals from several departments across campus meet, as required by the act, to assure that the report presented meets the requirements of the act. This process is designed to ensure that students, potential students, employees, potential employees, and parents have the most accurate information possible regarding crime and safety, and related policies, at Cornell College.

## The Campus Safety Department

As a department of the Division of Student Affairs, Campus Safety is staffed 24 hours a day, 365 days a year and is located in the lower-level of the Ebersole Center.

### Security Services

Campus Safety Officers are responsible for the enforcement of rules and regulations prescribed by the College and are not empowered with arrest authority. Campus Safety officers work in collaboration with students and other members of the community to foster trusting relationships. Campus Safety Officers are always available to answer questions and deal with the problems students encounter during their careers at Cornell College.

### Relationship with Local Police

In the event of an emergency, 911 calls go directly to a Linn County dispatch operator who can activate responses from local police, fire and ambulance, and, as needed, area or county emergency responders including sheriff's deputies, and triage units.

Cornell College has a cooperative relationship with the Mount Vernon-Lisbon Police Department. MVLPD provides patrol and response to incidents in Mount Vernon, including the Cornell College Campus and surrounding areas. When a Cornell College student is involved in an off-campus offense, MVLPD may contact Campus Safety to assist and to document such occurrences. Mount Vernon-Lisbon Police routinely work and communicate with Campus Safety on any serious incidents occurring on campus or in surrounding areas near campus.

### Crime Prevention & Safety

The cooperation and involvement of all community members is essential for making the campus safe. All students, faculty, and staff should be alert at all times; immediately report malfunctions and suspicious persons or activity; be sure that doors are locked when leaving rooms or buildings; and take common sense precautions. Since over 90% of Cornell students live on campus, student cooperation and support are especially important. The College cannot be responsible for accidents, personal injury, and damage to property or loss of personal property.

Everyone is encouraged to exercise the following safety precautions:

1. Report all suspicious activity to Campus Safety immediately.
2. Exterior doors of buildings should never be propped open.
3. **Locks don't work unless you use them.** Most thefts on campus occur in unlocked rooms. Room doors should be locked at night and when the student leaves, even for a short period of time. Keep windows locked when you are not home. If you have a problem with your lock, report it immediately to Campus Safety or Residence Life.
4. Residents should ask visitors to identify themselves before allowing access to the building or to their rooms.

5. Keys should be carried at all times and never copied or loaned to others.
6. Cars should be parked in lighted areas and kept locked at all times. Valuables should be concealed or locked in the trunk.
7. Avoid walking alone at night. Contact Campus Safety for an escort at extension 4299, 319-895-4299 or from an Emergency phone on campus.
8. Window shades or shutters should be drawn or closed at night, especially when room lights are on.
9. Never leave valuables (wallets, purses, books, computers, etc.) unattended or easily visible in your vehicle. Inventory your personal property and make records of the serial numbers of all valuables.
10. Students should avoid areas that are isolated or not well lit.

**Emergency Phones:** Emergency phones are located at the following locations:

- Bowman-Carter (patio)
- Russell Hall (parking lot)
- Thomas Commons (south entrance)
- Geology Parking Lot (west end)
- Maintenance Parking Lot (north lot)
- Merner (east entrance)
- Pfeiffer (north entrance)
- Campus Safety Office
- O Parking Lot

Cornell students, faculty, staff members, and visitors are encouraged to contact the Campus Safety office. The Director of Campus Safety will keep the campus community informed about safety and security issues and alerts through the Campus Newsletter, *The Cornellian*, mass e-mail messages, timely warnings or faculty and student meetings. Residence hall students are also informed by their resident assistants about safety precautions.

**Education:** When new students arrive on campus they are informed about campus safety and security precautions, policies and procedures, including alcohol and drugs and sexual assault. This information appears in the Residence Life Handbook, *The Compass* (student handbook), meetings in the residence halls and new student orientation. Online education happens prior to students arriving on-campus. Athletes participate in sexual assault and harassment education annually in compliance with NCAA. Several campus groups sponsor programs about various safety issues throughout the year.

**Alcohol and Drugs:** the College annually distributes the Drug Free Schools and Community Act to faculty, staff and students in accordance with federal legislation. Programs, resources, and information regarding the consequences of illegal drug use are included in the [publication](#).

**Sex Offenses:** the College annually publishes and distributes a brochure about sexual assault. The publication includes a summary of the College policy; education programs; procedures; options for reporting; services available on and off campus; disciplinary procedures and sanctions; and possible change in academic or living situations. Information about registered sex

offenders may be obtained by going to the Linn County Sheriff's Office. This information is available to you in accordance with Iowa Law.

**Safety Alerts:** the College will make timely reports to the community about any crimes including murder, rape, robbery, aggravated assault, burglary, or motor vehicle theft that are considered to be an imminent threat to the safety of the campus community. This information will be electronically disseminated to faculty, staff, and students.

## Reporting Crimes and Emergencies

Individuals who become victims of or witness a crime should immediately notify Campus Safety at 319-895-4299. Campus Safety is staffed 24 hours a day, seven days per week. Any Campus Safety Officer will take a report of a crime. The Campus Safety department will investigate any criminal activity reported. Reports may also be made to the Mt. Vernon-Lisbon Police Department by calling 911 for an emergency or 319-895-6141.

### Reporting Crimes

The Cornell Campus Safety Department and Cornell College strongly encourages victims of **ALL** crimes to report both to the Campus Safety office and to the Mt. Vernon-Lisbon Police Department. It's important to report a crime, no matter how insignificant it seems.

To report a crime, members of the campus community should call the Campus Safety Office, go to the Campus Safety Office in the lower level of the Ebersole building or submit an online public [incident report form](#).

If you are a student (living on or off campus), you may report a crime to the police, seek internal college support, and pursue conduct actions if the incident involved another. Cornell College Campus Safety is available to all community members, and will arrange a neutral meeting place for your initial meeting with the police and, if you wish, a representative of the College will accompany you. Once you report a criminal instance to the police, the College has no control over the investigation and the legal process that may result.

- **Cornell College Campus Safety** – extension 4299, or 319-895-4299 from an off campus phone.
- **Police/Fire/Ambulance Emergency** – 911
- **Mount Vernon-Lisbon Police /Non-Emergency** – 319-895-6141

If you intend to report a theft to your insurance company, you must file a police report.

### Campus Emergencies

An emergency is any situation – actual or imminent – that endangers the safety and lives of Cornell College students/employees/visitors, or the security of the Cornell campus and property.



This guide is designed as a quick reference to help you respond immediately and effectively to a wide range of emergency situations. More detailed information is available in the college's [Emergency Operations Plan](#).

- During emergency conditions avoid making telephone calls (including cell phone calls) except for calls of an emergency nature.
- If you evacuate your building, notify Cornell Campus Safety (4299), including notification of your location.
- If you have a disability that would require special accommodation in an emergency, please notify your manager, instructor, RA, Human Resources or Campus Safety ahead of time. All information will be kept confidential.
- Program Cornell College Campus Safety's telephone number into your cell phone: **319-895-4299**.
- Time is critical in responding to any emergency – and safety of people always comes first, before protection of property.

The Cornell College campus community is instructed to call the Campus Safety Office at extension 4299 in the event of any campus emergency. This phone call will activate an emergency response protocol. This protocol includes for notification of Campus Safety personnel, police, fire or EMS to respond to your location immediately. Other appropriate campus authorities and support services that are available through the College will also be notified. In case of fire or medical emergency, the campus community is instructed to dial 911 first, and then to contact the Campus Safety office at extension 4299. **Always give your location, nature of the emergency, and be prepared to respond to questions or instructions. Do not hang up until told to do so.**

The college's Crisis Planning and Preparedness Committee will coordinate the response of emergency responders and the evacuation of the campus community in the event of an emergency. This team will also test the emergency response and evacuation procedures annually and publicize the emergency response and evacuation procedures throughout the community via the Cornell College Emergency Information Guide flipchart. These tests may be either announced or unannounced. The campus utilizes table top exercises, live action drills, and tests of the R.A.M. Emergency system as ways to test the system. These tests are designed to assess and evaluate the emergency plans and capabilities of Cornell College. In preparation for a tabletop or live action exercise, emergency response and evacuation procedures are publicized. The Campus Safety office logs each test, including date, time, announcement of exercise, and a description of the test.

### **The R.A.M. (Rapid Alert Messaging) Emergency System**

Cornell College has established the R.A.M. (Rapid Alert Messaging) Emergency System to assist in campus wide notification in events of safety concern. This system will disperse instant and simultaneous text messages to all faculty, staff, and students who have registered their cellular phone numbers for this program. Messages will be sent only in the event of emergencies by select staff members.

All students, faculty members and staff members are strongly encouraged to register. It takes only a minute to register and there is no cost for registration. Participants will be charged standard text messaging fees for receiving messages; however, the R.A.M. Emergency System will only be used for urgent notifications requiring your immediate attention. No junk mail will be issued and the company handling this service will not distribute your phone numbers to other companies. Numbers provided for the R.A.M. emergency System are for mass text message notification only and will not be used for individual contact purposes. Additionally, R.A.M. Emergency System users can also elect to be provided with campus notifications regarding email and internet outages.

Please note: Some students may have already provided a cell phone number to the College for personal contact purposes, but the College cannot register you for this service. So even if you have provided Cornell with your cell phone number, you still need to register for the R.A.M. Emergency System.

*What if I can't use my cell phone in class?* Enrollment in the R.A.M. Emergency System does not circumvent classroom policies established by faculty in regards to cell phone use. As stated earlier, the mass notification is just one of several methods of communicating to the campus during times of emergency and safety concern.

Additional information about the mass notification system can be found on the [Rave website](#).

Questions or concerns about the R.A.M. Emergency System can be addressed to Director of Campus Safety.

## **Building evacuation procedure**

If you hear an evacuation alarm or are verbally told to evacuate the building:

- Remain calm
- Leave quickly
- Listen to and follow all instructions provided by campus authority or emergency responders.
- As you exit, quickly check nearby restrooms, copier rooms, storage rooms, and other areas for occupants who may not have heard the evacuation signal.
- Notify Campus Safety or emergency officials of anyone needing assistance.
- Take with you **ONLY** essential personal items. Do not attempt to take large or heavy objects.
- Shut all doors behind you as you go.
- **Do not use elevators.**
- Once outside do not block exits or emergency vehicle access. Move at least 500 feet away from the building or to a specific location as directed by Campus Safety or other emergency personnel.
- Stay together as a group.
- Do not attempt to re-enter the building or area until advised by officials that it is safe to do so

## Fire

To report a fire, or if you see or smell significant smoke:

- Remove yourself from the area (and anyone else in close proximity).
- Pull the fire alarm pull station closest to the problem.
- Call **911**
- Call Campus Safety: 319-895-**4299**
- Contain the fire/smoke by closing doors as you evacuate the area.
- Extinguish the fire only if you are trained in how to use a fire extinguisher and it is safe to do so.

**After reporting a fire, or if the alarm sounds:**

- Immediately leave the building by the closest exit or as directed.
- **Do not use elevators.**
- Notify Campus Safety or emergency officials of anyone needing assistance.
- Once outside do not block exits or emergency vehicle access. Move at least 500 feet away from the building or to a specific location as directed by Campus Safety or other emergency personnel.
- Stay together as a group.
- Do not attempt to re-enter the building or area for any reason until advised by officials that it is safe to do so.

**To use a fire extinguisher, use the PASS system:**

1. **P**ull the pin.
2. **A**im the extinguisher at the base of the fire or side closest to you.
3. **S**queeze the handle.
4. **S**weeping motion across the fire

## Tornado / Weather Emergency

In the event of a tornado warning a RAM Alert message will be released and the Mt. Vernon and Lisbon outdoor warning sirens will be sounded. A warning indicates that a tornado has been sighted by ground observers or has appeared on radar within the Linn County.

If a tornado warning has been issued for the campus area:

- Stay inside and be alert for falling objects.
- If you are in a building with a designated tornado shelter, proceed immediately to that area.
- In other buildings seek the lowest level or central hallway of the building, away from windows.
- **Do not use elevators.**

- Stay away from windows, mirrors, glass and unsecured objects such as filing cabinets or bookcases.
- Notify Campus Safety or emergency officials of anyone needing assistance.
- Remain in the safe area until the tornado warning has expired. A RAM Alert will be sent designating that it is safe to leave shelter.

*Note: Local warning sirens with a series of short blasts signal calls for volunteer fire/ambulance crews. Tests of the outdoor warning system are identified prior to and immediately following an indicated test.*

### Medical emergency

- Call **911**
- Call Campus Safety: 319-895-4299
- Provide as much information as possible about the ill or injured patient and the location of the emergency to the above responders.
- Have someone remain with the ill or injured person while calls for assistance are being made and until emergency personnel arrive
- Unless trained, do not attempt to render any first aid before trained assistance arrives.
- Do not move the person who is ill or has been injured unless they are in imminent danger
- Limit your communication with the ill or injured person to quiet reassurances
- Keep the area clear and have someone watch for emergency responders to help direct them to the patient

### Chemical Spill / Hazardous Material Incident

Refer to the Materials Safety Data Sheet (MSDS), kept in a notebook in each lab

- Any spill resulting in personal exposure should be treated immediately according to the medication information in the SDS:
  - Eye: Assist the person to the sink/eyewash station and flush eyes thoroughly with water for a minimum of 15 minutes.
  - Inhalation: Assist moving the person to fresh air.
  - Skin: Removed soaked clothing and flush thoroughly with water.
- Call Campus Safety: 319-895-4299
- In case of minor or moderate exposure refer or transport the victim to the Health Center.
- In case of severe exposure call **911**
- If a hazardous level of a volatile substance has been released pull fire alarm to evacuate building

### Violent Intruder incident

If you become aware of a shooter or hostage situation, or are notified via RAM Alert, do the following immediately:

## Real Time Information

Based on the real time information that is provided to you regarding the violent intruder situation and the proximity of the situation to your current location, you may choose to evacuate the area to a safer location. Those who are able should leave the area based on this real time information they are provided, their training and the ability to do so as safely as possible. Real time information and updates allows for good decision making when choosing to evacuate or lockdown.

### Secure immediate area (lockdown)

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm quiet
- Keep all occupants out of sight and under adequate cover/protection (e.g., under/behind desks, file cabinets)
- **Silence cell phones**

### Contacting authorities

- Call **911**
- Call Campus Safety: 319-895-**4299**
- ***Be aware that the 911 system will likely be overwhelmed***
- Stay in area until notified by officials that it is safe to leave

## Security Notifications and Timely Warnings

In compliance with the U.S. Department of Higher Education and the Jeanne Clery Act, security notices are issued to provide timely warning information regarding serious and ongoing threats that may impact the campus community and or their property in order to provide our students and employees with the information necessary to make decisions or take appropriate actions to ensure their safety. Cornell College will issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. All incidents are reported through a [public incident](#) reporting system which is immediately disseminated to members of the Division of Student Affairs and are assessed for timely warning and emergency notification criteria. The Dean of Students, Director of Residential Life, Director of Campus Safety, Director of Information Technology and Director of Communications have the ability to generate and send RAM messages to the campus community in situations that warrant the issuance of warnings or notifications. In order to assess incidents in a timely manner, all members of the campus community are highly urged to report all incidents to Campus Safety, Mount Vernon-Lisbon Police or through the public incident report system as soon as possible. Doing so will expedite

the process in not only determining the need to issue a timely warning or emergency notification but prompt reporting will decrease the time in which critical information can be sent to the campus community. Incidents reported to campus counselors and the chaplain remain confidential and may not result in a timely warning notice being issued.

**Anyone with information warranting a timely warning should report the circumstances to the Campus Safety office, by phone (319) 895-4299.**

## **Cornell College Alcohol Policy**

Cornell College respects the rights of individuals to consume alcohol in a legal and responsible manner. The College expects students to participate in educational programming and discussion about the effects of alcohol use and abuse. The College's policies concerning alcohol use are intended to promote personal responsibility in regard to an individual's decisions concerning alcohol use or abstinence. It is expected that these decisions will be based on personal values and social responsibility, conform to the laws of the State of Iowa and to the health and welfare of oneself and others. Anyone who chooses to use alcohol will be held fully responsible for his/her behavior while under the influence of alcohol. Violations of the College alcohol policy are grounds for conduct action.

The responsible use of alcohol includes:

- Compliance with State and Federal statutes regarding alcohol use, possession, and distribution;
- Making informed decisions about whether and/or when to use alcohol;
- Knowing your alcohol tolerance limits and not exceeding them;
- Behaving in a way that is not disruptive or otherwise harmful to you or others when you are consuming alcohol;
- Assuming accountability for your actions while under the influence of alcohol;
- Avoiding binge drinking. The Harvard School of Public Health has established a nationally accepted definition of binge drinking as:
  - For women, drinking four or more alcoholic beverages per drinking occasion.
  - For men, drinking five or more alcoholic beverages per drinking occasion.
  - One alcoholic beverage is defined as one 12 oz. can/bottle of beer, one 5 oz. glass of wine, or one shot (1.5 oz.) of hard liquor.
- Not coercing or forcing anyone of any age to consume alcohol;
- Not coercing or forcing anyone to engage in sexual activity when either or both of you have been consuming alcohol;

- Refraining from engaging or participating in drinking games.

### **Cornell Alcohol policies**

1. Irresponsible use of alcohol is prohibited.
2. Students age 21 or over may possess and consume alcohol in a responsible manner in the privacy of their own residence hall room or the room of someone who is age 21 or over. Students, regardless of their age, may not possess or consume alcohol on a substance-free residence hall floor.
3. Open containers containing alcohol are not permitted in public areas of the residence halls or campus.
4. Alcoholic beverages may be served or consumed in any public area of the campus only with prior approval by the Dean of Students or Chaplain.
5. Any sale or serving of alcoholic beverages in public places on campus must be coordinated by the College's dining services vendor.
6. Advertising of alcohol for any event is prohibited, except where prior permission is granted by the Dean of Students.
7. Funds from the Student Activity Fee may not be used for the purchase of alcoholic beverages.
8. Possession of a keg or common container (e.g., beer bong, party ball, etc.) of /for alcohol on campus is prohibited unless that container of alcohol is preapproved by the Dean of Students and is provided by the College's dining services vendor.

### **Iowa Statutes on Alcohol Use**

Cornell students are expected to know and observe state statutes regarding the sale, possession, provision, consumption, and use of alcohol. In Iowa it is unlawful:

1. to provide alcoholic beverages to any person under the age of 21
2. for a person under 21 years of age to possess or consume alcohol
3. for a person under 21 years of age to misrepresent his/her age for the purpose of obtaining alcohol
4. to consume alcohol on public streets, highways, or in public places
5. to be intoxicated in a public place or to simulate intoxication
6. to serve alcohol to an intoxicated person
7. to sell alcohol without a vendor's license
8. to operate a motor vehicle if you are 21 years of age or older and your blood alcohol content is at or exceeds 0.08
9. to operate a motor vehicle if you are under 21 years of age and your blood alcohol content is at or exceeds 0.02
10. to provide alcohol with the intent of engaging in sexual activity with the person to whom alcohol is being provided



Penalties for violation of state alcohol statutes include fines, loss of privileges, and/or imprisonment. Statutes and penalties related to alcohol differ from state to state, and change from time to time. You are responsible for making your own determination as to whether a certain activity is legal.

## **Sanctions**

Sanctions related to violations of the Cornell College Alcohol Policy by either individuals or groups are progressive and reflect the severity of the incident. First violations typically result in students being sanctioned to engage in educational/reflection activity and being placed on disciplinary warning; subsequent violations are likely to result in individual evaluation, disciplinary probation and suspension. Severity of the incident is determined by factors including risk of harm to self or others, violence or destructive behavior; first violations of a more severe nature are likely to lead to immediate disciplinary probation. For more information regarding conduct sanctions see the section on Conduct Procedures and Sanctions.

## **Parent notification**

Because of the potential educational, personal and legal consequences for the violation of the Cornell College Alcohol Policy, parent(s) or legal guardian(s) may be notified when a student is in violation of the policy, and will be notified if the violation results in disciplinary probation, suspension, or dismissal from Cornell.

## **Cornell College Drug Policy**

Cornell College prohibits the possession or use of drugs prohibited by the State of Iowa and/or classified by the Federal Government as narcotics or as dangerous drugs, with the exception of prescription medications taken as directed by licensed medical professionals. Use, possession, sale or distribution of narcotics or other controlled substances or paraphernalia, except as permitted by law, are prohibited.

Violations of College drug policies are grounds for College conduct action. Cornell will observe, and expects students to adhere to, Federal and State statutes regarding drug use, possession, and distribution. The College also stresses the importance of education and counseling to prevent drug abuse by instituting education programs which will provide students with information on the legal, psychological, social, and medical aspects of drug use and abuse. Students should be aware of confidential medical, psychological, and counseling assistance available through the Health Center, Counseling, and the Chaplain.

The College will cooperate with local law enforcement in investigating allegations of possession and/or use of illicit drugs on campus. The College will refer to law enforcement agencies information and evidence that it acquires regarding individuals or groups engaged, on or off campus, in dispensing narcotics or dangerous drugs to students of the College. The term “dispensing” is defined as the transfer from one person to another of such drugs, with or without



payment. Furthermore, the College may act separately from civil authorities in such cases and through conduct processes may suspend or expel any student who dispenses drugs. Refer to the Compass section on Concurrent Legal Proceedings.

### **Cornell College Policy for a Drug-Free Campus**

Cornell College will promote the development of a drug-free environment consistent with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensations, possession, or use of illicit drugs or alcohol is prohibited on Cornell's premises or in connection with any of its activities.

The College will, in compliance with federal law, distribute a policy, which contains a statement of the following:

- a. The dangers of drug and alcohol abuse in the workplace and on the College's premises and as part of its activities;
- b. Standards of conduct that clearly prohibit, at a minimum, the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol by students and employees on the College's property or as a part of any of its activities;
- c. A description of applicable legal sanctions under Mount Vernon, Iowa, and Federal law;
- d. A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- e. A description of available drug or alcohol counseling, treatment, rehabilitation, or re-entry programs;
- f. A clear statement of the disciplinary sanctions the College will impose on students and employees.

The College will make available counseling and support for students and employees on a confidential basis. For employees, there is an Employee Assistance Program available administered by Mercy Hospital. For students, a variety of medical, psychological, and counseling assistance is available as set out below.

**I. DANGERS OF DRUG AND ALCOHOL ABUSE:** As explained further below, the use of illicit drugs and the abuse of alcohol adversely affect the health of the individual. Such use or abuse also puts the individual at risk for penalties imposed by the College, up to and including suspension or termination. State, federal, and municipal sanctions for use of illicit drugs and abuse of alcohol are contained in Attachment A.

II. PROHIBITED ACTIVITIES AND RELATED PENALTIES: The following are prohibited on the College's premises and in connection with its activities:

Consistent with the Drug-Free Workplace Act of 1988, employees receiving a criminal drug statute conviction for a violation occurring in the workplace must notify the head of their department within five days of the conviction. The head of the department must in turn notify the program administrator within five days of learning of the conviction. If any of the employee's compensation is from a federal contract or grant program, the College must then notify the contracting or granting agency within ten days after receiving notice from the employee or of learning about an employee's criminal drug statute conviction for conduct in the workplace.

An employee receiving a drug-related criminal conviction will be subject to disciplinary action (up to and including suspension, suspension without pay, and termination) and may be required by the College to satisfactorily participate in a drug abuse or rehabilitation program.

Further, an employee who is found to be otherwise in violation of these policies prohibiting the use of illicit drugs or abuse of alcohol on the College's campus or in connection with its activities may be required to participate in the Mercy Employee

Assistance Program or may be subject to disciplinary action up to, and including, suspension or termination.

### III. HEALTH RISKS ASSOCIATED WITH THE ABUSE OF ALCOHOL AND THE USE OF ILLICIT DRUGS

Alcohol: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden stopping of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In

addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**Illicit Drugs:** The harmful effects of illicit drugs vary from substance to substance. The following is a summary of the effects of a number of such substances by category:

1. **Narcotics:** Repeated use of narcotics, such as opium, morphine, and heroin, results in an increasing tolerance; the user must administer progressively larger doses to attain the desired effect, leading to dependence. Possible effects of the use of narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Effects of overdose include: slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal may lead to watery eyes, runny nose, yawning, and loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.
2. **Depressants:** Depressants, including barbiturates (e.g., Phenobarbital and Valium) and chloral hydrate have a potential for abuse associated with both physical and psychological dependence. The effect may vary from person to person and from time to time in the same individual. Low doses produce mild sedation. Higher doses, in so far as they relieve anxiety or stress, may produce a temporary sense of well-being; they may also produce mood depression and apathy. Higher doses also result in impaired judgment, slurred speech, and loss of motor coordination, disorientation, and the potential for dependence. The effects of overdose include shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal may lead to anxiety, insomnia, and possible death.
3. **Stimulants:** Use of stimulants, such as cocaine, methamphetamine and amphetamines, may lead to a temporary sense of exhilaration, an excess of energy, hyperactivity, excessive wakefulness, and a loss of appetite. They may also lead to irritability, anxiety, and apprehension. These effects are greatly intensified with administration by intravenous injection, which may produce a sudden sensation known as a "flash" or "rush". The protracted use of stimulants is followed by a period of depression known as "crashing." Long term use can lead to brain damage. The effects of overdose include agitation, increase in body temperature, hallucinations, convulsions, and possible death. The effects of withdrawal include apathy, long periods of sleep, irritability, depression, and disorientation.
4. **Hallucinogens:** Hallucinogens, including LSD, peyote, and mescaline, distort the perception of objective reality. They induce a state of excitation of the central nervous system, shown by alterations of mood, usually euphoric, but sometimes seriously depressive. Other effects include hallucinations and poor perception of time and distance. Effects of overdose include longer, more intense "trip" episodes, psychosis, and possible death.
5. **Cannabis:** There are three drugs that come from cannabis, or hemp, that are distributed in the United States: Marijuana, hashish, and hashish oil. The effects vary from individual to

individual. Marijuana is considered a "gateway" drug that may lead to the use of other illicit drugs. Low doses of these drugs tend to induce restlessness and an increasing sense of well-being, followed by a dreamy state of relaxation, and often hunger. Changes in perception may lead to disorientation. Overdose may lead to fatigue, paranoia, and possible psychosis. Withdrawal may lead to insomnia, hyperactivity, and decreased apathy.

Source: U.S. Department of Justice

IV. EDUCATION: The College will establish ongoing education programs for employees and students. Written materials and videos will be available at the College Library, as will information concerning available resources for assistance.

V. AVAILABLE DRUG AND ALCOHOL RELATED SERVICES AT THE COLLEGE: For employees, there is a confidential Employee Assistance Program administered by Mercy Hospital. For students there is assistance available through the Health Center, the Counseling office, Residence Life staff, the Chaplains office and the Dean of Students office.

VI. CONDITION OF EMPLOYMENT AND ENROLLMENT: As a condition of employment or enrollment, employees and students must agree to abide by the terms outlined in this policy.

VII. BIENNIAL REVIEW: Pursuant to the Drug Free School and Communities Amendments of 1989, these policies will be reviewed every two years for compliance. The materials developed pursuant to these policies and the results of the biennial review will be made available to the Secretary of Education if the College is chosen in a random selection by the Secretary for determination of compliance.

VIII. POSTING OF POLICIES: In addition to circulating these policies annually to all students and employees, these policies will be posted in areas of the College in compliance with the Drug-Free Workplace Act of 1988.

IX. CERTIFICATION: The College has taken the appropriate steps to certify its compliance with the Secretary of Education of the United States pursuant to the Drug Free Schools and Communities Amendments of 1989 and to the appropriate granting agencies pursuant to the Drug-Free Workplace Act of 1988.

## **Drug and Alcohol Abuse Educational Programming**

All entering students complete AlcoholEdu for College prior to arrival on campus. AlcoholEdu is a web-based alcohol education program that includes modules providing information about BAC, signs of alcohol overdose, legal and other risks associated with underage and binge

drinking, and opportunities for personal reflection and goal-setting. The program includes brief follow-up information and testing during the first semester of enrollment.

All new students participate in a training program during New Student Orientation (NSO) that includes signs and interventions related to high-risk alcohol and other drug use. Student leaders facilitate discussions about campus policies and issues in additional NSO sessions as well as residence hall meetings.

College faculty and staff have access to substance abuse assessment, counseling and treatment referrals through Cornell's Employee Assistance Program (EAP).

## **Safety Resources**

In addition to 24 hour per day presence by Campus Safety staff, there is a Student Affairs staff member on call every evening and throughout the weekends to help mitigate or respond to incidents involving students. Nearly every residence hall floor is staffed with a Resident Assistant and three Residence Life staff members live in apartments inside the residence halls. These staff members are trained to respond to an array of emergencies including interpersonal conflicts, health emergencies, fires, and missing person reports.

Campus community members play an important role in their own safety. Periodic reminders are sent via e-mail and provided through Resident Assistants to encourage personal safety habits like locking room doors, not walking alone in dark areas, and reporting suspicious behavior.

There are exterior phones near the main entrance of every residence hall. There are numerous emergency phones on campus and in parking lots that ring directly to Campus Safety when activated. Cameras are installed in several parking lots to improve our surveillance of activity.

Residence halls are locked 24 hours per day. Residents of each building have an access card to enter the building in which they reside.

When an imminent threat to the college community is realized, an immediate alert is issued via the Ram-Alert text messaging system. Additionally, e-mail to all students, faculty, and staff, campus notices and other forms of communication will be used to provide accurate information and instructions pertaining to the incident.

## **Counseling Resources**

All institutions share the goal of preventing incidents of violence from happening. In this vein, providing support to students, obtaining accurate information about concerns, and acting appropriately on that information is essential.

Cornell's Health and Counseling Centers offer free services to students. The Counseling Center, staffed with two licensed staff members, provides general counseling to students and readily refers students with long-term, inpatient, or other specialized issues to area agencies and clinicians. The staff also conducts outreach and awareness programs.

Cornell College has established an Early Warning Team to ensure we provide the safest possible environment for our students, faculty, staff and other community members. This team is led by the Dean of Students and includes individuals from a variety of disciplines. The team responds to reported concerns about students through conducting threat assessments, engaging available resources and direct intervention with students.

If you experience troubling or threatening behavior/inappropriate communications or if you become aware of the same, contact team members Mark Winder (Director of Campus Safety) at 319-895-4518 or email at [mwinder@cornellcollege.edu](mailto:mwinder@cornellcollege.edu), Gwen Schimek-Tischler (Associate Vice President for Student Affairs/Dean of Students) at 319-895-4234 or email at [gschimek@cornellcollege.edu](mailto:gschimek@cornellcollege.edu). If the threat is immediate, call Campus Safety at 319-895-4299 (24/7, 365 days per year) or 911 (9-911 from on campus).

## **Sexual Misconduct Policy**

### **Policy Statement**

Cornell College affirms the rights of its community members to live, study, and work in an environment free from all forms of sexual misconduct, including sexual harassment, sexual violence, rape, sexual assault, domestic violence, dating/relationship violence, sexual exploitation, sexual manipulation, and/or stalking. As a community we are committed to maintaining a standard of conduct that creates an environment of trust, care, and respect. Our community prohibits sexual misconduct and treats violations of this policy as serious violations of the standards of conduct, and sexual misconduct will not be tolerated. The College will take direct action to prevent and correct such behavior consistent with Title IX regulations, federal law, and state law. Those actions include providing support and interim resolutions to Complainants, conducting a prompt, fair and impartial investigation of allegations of sexual misconduct with respect for all involved parties, and pursuing appropriate resolution of the matter, including any appropriate remedies to address the effects of sexual misconduct on the Complainants and others, any appropriate corrective action against the Respondent/s found responsible, consistent with Title IX, and also prohibiting retaliation against participants in the investigation process. The College is also committed to providing institution-wide education to prevent sexual misconduct and to mitigate the impacts of any sexual misconduct on the community.

This policy is intended to guide students, faculty and staff members who have observed, become aware of, experienced or been affected by sexual misconduct. Because acts of sexual misconduct may occur in a variety of settings, this policy extends to behaviors that occur in the context of any of Cornell's programs and activities and specifically extends to off-campus

behavior that has created or may create a hostile environment on campus or in any of Cornell's programs and activities.

This updated policy applies to any complaint received August 14, 2020 or later.

## **Scope**

This policy applies to all students, employees -- both faculty and staff -- who experience prohibited sexual harassment in Cornell College's education programs or activities. This includes locations, events, or circumstances over which Cornell College exercised substantial control over both the Respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Cornell College. Cornell College has other policies and procedures that may be applicable if the conduct does not meet the definition of prohibited sexual harassment under this policy or otherwise fall within the scope of this policy.

"Students" include admitted students as well as students who may not be on-campus but are nonetheless considered an active or enrolled student at Cornell. "Employees" includes full-time and part-time faculty and staff employed on campus, as well as adjunct professors, distinguished lecturers, or visiting scholars, faculty, and instructors teaching or interacting with Cornell students and personnel.

## **Non-Discrimination Statement**

Cornell College does not discriminate on the basis of sex in its educational programs and activities, including employment and admission. Complaints of discrimination on the basis of sex will be handled under the Dean of Students or Human Resources Director.

## **Cornell College Sexual Misconduct Campus Contacts**

The Dean of Students oversees Cornell College's student conduct process and coordinates the investigation and resolution of student sexual misconduct complaints. You can also contact the Dean of Students directly for information about resources and to file a report or complaint:

Gwen Schimek-Tischler  
Associate Vice President for Student Affairs & Dean of Students  
Old Sem (1st floor)  
gschimek@cornellcollege.edu  
319-895-4234

The Dean of the College oversees coordination of Cornell College's investigation and resolution of sexual misconduct complaints involving faculty members. You can contact the Dean of the College directly for information about resources and to file a report or complaint involving a faculty member:



Ilene Crawford  
Provost  
Old Sem (2<sup>nd</sup> floor)[icrawford@cornellcollege.edu](mailto:icrawford@cornellcollege.edu)  
319-895-4210

The Director of Human Resources coordinates Cornell College's investigation and resolution of sexual misconduct complaints involving employees and non-Cornell individuals (e.g., contractors, volunteers, visitors). You can contact the Director of Human Resources directly for information about resources and to file a report or complaint involving an employee or non-Cornell individual:

Stefanie Bray  
Director of Human Resources  
Old Sem (1<sup>st</sup> floor)  
[sbray@cornellcollege.edu](mailto:sbray@cornellcollege.edu)  
319-895-4244

The Title IX Coordinator is responsible for overseeing Cornell's handling of all Title IX complaints, evaluating requests for anonymity, determining extent of investigation of anonymous reports, identifying and addressing any patterns or institutional issues that become evident through the review of those complaints, and responding to any questions or concerns regarding Cornell College's policies and procedures. Reports regarding violations of the College's non-discrimination policy statement or this Sexual Misconduct Policy can be made directly to the Title IX Coordinator:

Gwen Schimek-Tischler  
Associate Vice President for Student Affairs and Title IX Coordinator  
Old Sem (1<sup>st</sup> floor)  
[gschimek@cornellcollege.edu](mailto:gschimek@cornellcollege.edu)  
319-894-4234

Inquiries or complaints concerning the application of Title IX may be also referred to the United States Department of Education's Office for Civil Rights:

Regional #5 Office  
500 West Madison St., Suite 1475  
Chicago, IL 60661  
312-730-1560

### **Non-retaliation Statement**

Retaliation against a person who reports, is accused of, or participates in an investigation of sexual misconduct is prohibited. These actions are violations of College policy and may result in conduct charges and possible resulting sanctions. Acts of retaliation may also violate state and



federal laws. Any behavior that intimidates, threatens, causes harm, or discourages a reasonable person from engaging in activity protected under this policy may be considered to be retaliation. Acts of retaliation may include, but are not limited to: adverse changes in employment status or opportunities; adverse academic action; adverse changes to academic, educational, and extra-curricular opportunities; harassment or intimidation; and seeking out or attempting to discover the individuals and witnesses involved in a report or complaint process for the purpose of influencing their participation or testimony or taking adverse action against them. Retaliation can be committed by any individual or group of individuals, not just by a Respondent or Complainant. This behavior is prohibited regardless of whether it occurs on or off campus, in person, or through social media, email, or other forms of communication. Acts of retaliation should be reported to the Title IX Coordinator, Dean of Students, Provost, and/or Director of Human Resources.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under of this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **Prohibited Sexual Harassment**

In accordance with its obligations under the Title IX Regulations of 2020, Cornell College prohibits sexual harassment, which is conduct on the basis of sex that satisfies one or more of the following definitions:

1. **Quid Pro Quo Conduct.** An employee conditions the provision of an aid, benefit, or service of Cornell College on an individual's participation in unwelcome sexual conduct;
2. **Unwelcome Conduct.** Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Cornell College's education program or activity; or
3. **Sexual assault.** An offense classified as a forcible or nonforcible sex offense. This category of prohibited conduct includes the following:

Sex Offenses—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

Rape—(Except Statutory Rape) The actual or attempted carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity.

Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

4. Dating violence. Violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence. A felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Iowa or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Iowa.
6. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

## Policy Definitions

Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A complainant is usually an individual filing a complaint of a violation of Cornell policies. The term “complainant” is also used throughout this policy to refer generally to an individual who has allegedly been subjected to sexual harassment as defined in this policy. In some cases, (such as cases when an individual does not want to participate in the process but the College decides the alleged misconduct must be investigated), the College may pursue an investigation and adjudication under this policy without a designated complainant.

Formal Complaint: means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Cornell College investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of Cornell College.

Grievance Process: means the fact-finding process from the time the filing of the Formal Complaint through the final determination of an appeal (if any).

Respondent: A respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under this policy. The term “respondent” is also used throughout this policy to refer generally to an individual who is alleged to have engaged in sexual misconduct under this policy.

Supportive measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Cornell College’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Cornell College’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Supportive measures may also include written notification about available services both within the institution and the community and options for available assistance as required by the Clery Act. Supportive measures are not disciplinary measures.

Support Person: Please see information in the section labeled “Support Person” near the end of this policy.

Third Party: Any other participant in the process, including a witness to the conduct, an individual who makes a report on behalf of another person, or an affected community member.

## Sexual Misconduct Reporting and Interim Supportive Measures

### Reporting an Incident of Sexual Misconduct

Individuals who have experienced an incident they think involves sexual misconduct as defined in this policy are encouraged to report the incident using any one or combination of the options below. Reports may be made anonymously. While anonymous reports enable the College to gather data regarding incidents of sexual misconduct, they may significantly limit the extent to which the College can investigate and respond to reported sexual misconduct. All employees are required to report sexual harassment, as defined and prohibited by this policy, to the Title IX Coordinator, consistent with the requests of the Complainant.

The standard of proof for Cornell College sexual misconduct matters is a preponderance of evidence (“more likely than not”) standard to determine if this policy was violated.

The College will investigate all reports of sexual misconduct reported within 7 years of the alleged incident that are within the scope of the policy. Reports of an incident having occurred more than 7 years ago will be documented in annual statistics, and Complainants will be provided resource information.

To report sexual misconduct:

### Submit a Sexual Misconduct Report

You may file a report about sexual misconduct by personally submitting a [Sexual Misconduct Report form](#), which may be completed anonymously or include identifying information.

If you provide your name you can expect that within 3 business days a College official charged with responding to reports of sexual misconduct (e.g., Dean of Students, Director of Human Resources, Provost, or a designee) will contact you to make sure that we understand your concern and to discuss any possible next steps and support options for you and any other individuals involved. You may also be contacted by the Title IX Coordinator for review. Even if you do not wish to file a formal complaint (initiate conduct/disciplinary proceedings), the Dean of Students, Director of Human Resources, Provost, and/or the Title IX Coordinator can work with you to provide supportive measures (such as change of housing, dropping a class, change of work assignment, no contact orders, contacting police department, etc.). You will be provided information in writing about:

- The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
  - How and to whom the alleged offense should be reported;
  - Options regarding law enforcement and campus authorities, including notification of the option to:

- notify proper law enforcement authorities, including on-campus and local police;
- be assisted by campus authorities in voluntarily notifying law enforcement authorities; and
- decline to notify such authorities;
- Where applicable, their rights and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court;
- Information about appropriate and available services both at the institution and in the community; and
- Options for, available reasonably available assistance and accommodations and how to request them.

Cornell College’s information packet for victims of sexual assault, dating violence, domestic violence and stalking is available from the Title IX Coordinator.

Anonymous reports provide the College with information regarding incidents of alleged sexual misconduct but significantly limit the institution’s ability to investigate or respond to those reports.

The Sexual Misconduct Report form can be found on Cornell’s [Public Incident Report page](#).

### Report Incident to College Employee

In addition to being able to report an incident to the contacts listed at the outset of this policy (also detailed below), you may also file a report by informing a College employee, including faculty member, a member of the Student Affairs professional staff, coach, or Resident Assistant about the sexual misconduct. College staff (including Resident Assistants and Flock Leaders) and faculty are expected to report all information (including the names of parties involved) they receive about suspected incidents of sexual harassment, sexual assault, and/or sexual misconduct involving Cornell students or employees. The table below indicates to whom direct reports about suspected incidents of sexual misconduct should be made.

If the <u>Respondent</u> is a:	Address concern to:
Student	Dean of Students – <i>Gwen Schimek-Tischler</i> ; <i>Old Sem</i> <i>(1<sup>st</sup> Floor)</i> ; <a href="mailto:gschimek@cornellcollege.edu">gschimek@cornellcollege.edu</a> ; 319-895-4234

Faculty member	Provost - <i>Ilene Crawford; Old Sem (2nd floor); icrawford@cornellcollege.edu; 319-894-4210</i>  OR  Director of Human Resources * - <i>Stefanie Bray; Old Sem (1st floor); sbray@cornellcollege.edu; 319-894-4244.</i>
Staff member (including administration)	Director of Human Resources * (If this involves a maintenance worker the union will be involved.) - <i>Stefanie Bray; Old Sem (1st floor); sbray@cornellcollege.edu; 319-894-4244.</i>
Other	Director of Human Resources * - <i>Stefanie Bray; Old Sem (1st floor); sbray@cornellcollege.edu; 319-894-4244.</i>

\*Concerns regarding the Director of Human Resources should be directed to the Vice President for Business Affairs – *Dan Layzell; 3rd floor, Old Sem; dlayzell@cornellcollege.edu; 319-895-4242.*

Concerns regarding any Respondent can also be directed to the Title IX Coordinator - *Gwen Schimek-Tischler, Associate Vice President for Student Affairs & Dean of Students; Old Sem (1st floor); gschimek@cornellcollege.edu; 319-894-4234*

**College-Initiated Sexual Misconduct Report**

Individuals filing a report should recognize that, even without the cooperation of the Complainant, College officials may have a duty to investigate an allegation of sexual harassment in order to maintain the safety of the Cornell campus community. Situations in which such an investigation and/or conduct charges might proceed could include cases where multiple individuals have reported assaults involving the same Respondent or other conditions indicating a high risk of further assaults occurring.

Decisions about whether to initiate a College investigation or complaint against a Complainant’s wishes will be made through consultation between the Dean of Students, Director of Human

Resources and/or Provost and the Title IX Coordinator. Complainants will be notified prior to action being taken.

### **Anonymous Reporting**

Individuals may also submit a sexual misconduct report anonymously through the online [Sexual Misconduct Report form](#). Please be aware that there will not be a way for College officials to identify and follow up on an anonymous report. If the individual who submitted an anonymous report later decides to identify themselves, they may do so by contacting the Dean of Students/Title IX Coordinator, Director of Human Resources, or Provost.

### **Supportive Measures**

Reports of alleged sexual misconduct in violation of this policy may be supported by appropriate immediate interim supportive measures coordinated by the Director of Human Resources, Provost and/or Title IX Coordinator and/or a designee. When appropriate, the College may provide interim supportive measures prior to completion of its investigation. Interim supportive measures may be requested by the Complainant and the Respondent and may include, but are not limited to, the following:

- change in on-campus housing location to alternate housing
- assistance in exploring alternative housing off-campus
- assistance in arranging academic accommodations
- assistance in arranging for incompletes, leaves or withdrawal from a class or the College
- assistance in arranging for alternate College employment arrangements
- “no contact” directive pending the result of the investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written or third party communication with one another
- interim suspension (in the case of a Respondent who is a current student) or employment leave
- restriction from campus (in the case of a Respondent who is not currently affiliated with the College)

In addition to interim supportive measures, the College will provide students or employees who report sexual misconduct violations with a written explanation of their rights and options, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services. Records of requests for supportive measures will be maintained.

### **Emergency Removal**

Nothing in this part precludes Cornell College from removing a Respondent from Cornell College’s education program or activity on an emergency basis, provided that Cornell College undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual

harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

### **Administrative Leave**

Cornell College reserves the right to place a non-student employee Respondent on administrative leave during the pendency of a grievance process.

### **Investigation and Adjudication of Sexual Misconduct Reports and Complaints**

The College will strive to be prompt, fair, and impartial in its investigation and resolution of sexual misconduct reports. Upon notice of an allegation of sexual misconduct through any of the means outlined above, the Director of Human Resources Provost and/or Title IX Coordinator or designee will contact the Complainant, if one exists, to ensure that the concerns are addressed and to explore interim supportive measures, if necessary. They will review the options for a formal complaint to be filed and most often the Complainant will choose whether to file the Complaint. If filing a formal complaint, the Complainant may wish to proceed with an informal or formal resolution. If the complaint proceeds informally, either the Complainant or the Respondent has the option to move the complaint to the formal process at any time. Specific requirements must be in place for an informal resolution. Please see below in the policy to understand these requirements. If the Complainant, Respondent, and the institution agree an informal resolution should be pursued, the Title IX Coordinator or their designee shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. All parties are expected to act in good faith and be truthful throughout the grievance process.

If the Complainant, Dean of Students, Director of Human Resources, Provost and/or Title IX Coordinator, or designee decides to pursue a complaint, the allegation of sexual misconduct will be fully investigated and resolved via the process appropriate to the Respondent's affiliation with the College. A complaint will be dismissed when the behavior does not constitute sexual harassment, did not occur in an educational program or activity or did not occur in the United States. The College may also dismiss a formal complaint at any point prior to the hearing if the complainant withdraws the complaint in writing, the Respondent ceases to be enrolled or employed, or there are circumstances preventing the collection of evidence. If an allegation is dismissed, the College will notify the parties. If appropriate, other Compass or Employment Handbook policies may be used to adjudicate the incident.

Cornell College may consolidate Formal Complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.



## Informal Resolution

Consistent with the requirements of this section, at any time prior to reaching a determination regarding responsibility Cornell College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that Cornell College:

- Provides to the parties a written notice disclosing:
  - The allegations,
  - The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint, and
  - Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- Obtains the parties' voluntary, written consent to the informal resolution process; and
- Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- Completes the informal resolution process within 60 days of receiving the Formal Complaint, unless unusual or complex circumstances exist.

Cornell College does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of sexual harassment under this policy. Cornell College shall not require the parties to participate in an informal resolution process and will not offer an informal resolution process unless a Formal Complaint is filed.

## Formal Complaint & Resolution

In instances where formal resolution is sought, this process begins through an investigation process. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator above. A "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Cornell College) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party. A Formal Complaint shall trigger an investigation except as specified below. The Formal Complaint should include the date(s) of the alleged incident(s), the name of the Respondent, and should describe the circumstances of the incident(s), where known.

## Dismissal of Complaint

Cornell College shall investigate the allegations in a Formal Complaint, except as follows:

- **Mandatory Dismissal.** Cornell College shall dismiss the Formal Complaint if the conduct alleged in the Formal Complaint
  - would not constitute sexual harassment as defined by this policy, even if proved,
  - did not occur in Cornell College’s education program or activity,
  - or did not occur against a person in the United States.
  - This dismissal does not preclude action under another policy or procedure of Cornell College.
- **Discretionary Dismissal.** Cornell College may dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing:
  - A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
  - The Respondent is no longer enrolled in or employed by Cornell College; or
  - Specific circumstances prevent Cornell College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.
  - Occurred prior to August 14, 2020, in which case, Cornell College’s 2019-20 Sexual Misconduct Policy shall be used.

Upon a dismissal required or permitted under this section, Cornell College will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

## Consolidation of Formal Complaints

Cornell College may consolidate Formal Complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

## Investigations

Sexual misconduct investigations are conducted by the Director of Campus Safety or other individuals designated by the College who receive annual training on issues related to sexual misconduct and how to conduct an investigation and decision-making process that protects the safety and promotes accountability of Complainants, Respondents, and the institution.

All sexual misconduct investigations are conducted by officials who do not have a conflict of interest or actual bias for or against the Complainant or the Respondent. The Complainant or Respondent can request an alternate investigator via a written statement identifying the conflict

of interest or actual bias within 3 business days of being notified of the investigation from the Title IX Coordinator, Dean of Students, Provost, or Director of Human Resources.

Once an investigator has been assigned, they will schedule separate meetings with each of the parties to obtain their account of the incident/allegations, including identifying evidence and potential witnesses or those who may have relevant information about the investigation. The Complainant and Respondent are both also given the opportunity to submit a written statement regarding the incident/allegations. Determination of additional interviews and gathering of additional evidence from sources the investigator deems necessary to establish facts or credibility is at the discretion of the investigator. All investigative interviews are recorded.

Under this grievance process, Cornell College shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Cornell College and not on the parties provided that Cornell College cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Cornell College obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then Cornell College must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3).
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Provide the parties with the same opportunities to have their advisor present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the Complainant or Respondent in any meeting or grievance proceeding; however, Cornell College may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
- Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

- Require that any individual designated as a Title IX Coordinator, investigator, decisionmaker, or any person to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. Cornell College may use internal personnel or external parties in the informal resolution process or the grievance process, provided that they meet this requirement. Knowledge of, prior teaching of, or employment of either party or witnesses does not necessarily signify grounds for bias.
- Require a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- Use the following standard of evidence to determine responsibility for allegations in a Formal Complaint of sexual harassment: the preponderance of the evidence standard. The standard of evidence shall be the same for Formal Complaints against students as for Formal Complaints against faculty and staff.
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The following includes information, as well as an anticipated timeline. If timelines need to be extended, written notice will be provided to both the Complainant and Respondent, also outlining the reason for the delay.

### **Student or Employee Respondent**

1. The student(s) or employee(s) who is alleged to have violated the Sexual Misconduct Policy (Respondent) will be directed to schedule an appointment within 3 business days to meet with the Dean of Students or Title IX Coordinator, who has been trained in the adjudication of sexual misconduct cases. During this meeting the Respondent will be notified of this allegation, including in writing, will receive a copy of this policy, and have the opportunity to review the conduct allegation, provide information about the incident and accept or deny responsibility for the violation. The Respondent will be notified they are presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. If a Respondent fails to respond to a request to schedule a meeting, or fails to comply with the request, they will receive written notification, and the investigation will proceed. The Respondent will also be notified of interim measures, the non-retaliation statement, support resources and accommodations options, and steps in the investigative and conduct processes.

2. If the Respondent denies responsibility for violating the Sexual Misconduct Policy, the Dean of Students will assign an investigator and notify both Complainant and Respondent.
3. The investigator will separately interview the Complainant, Respondent, and any third parties the investigator deems necessary to establish facts or credibility. Both the Complainant and Respondent will be informed of any meetings scheduled with the other party. The College will make every effort to conduct these interviews within as short a time as is possible (2-8 weeks).

The parties will be notified of a close of evidence date. The Complainant and Respondent shall submit any and all information and evidence believed to be relevant to the complaint by the close of evidence date. After the close of evidence date, the parties shall not be permitted to submit new or additional evidence that existed prior to the close of evidence date, unless the investigator determines otherwise.

  - a. Amended Notice of Charges. If, in the course of an investigation, Cornell College decides to investigate allegations about the Complainant or Respondent that are not included in the initial notice of charge, Cornell College will provide notice of the additional allegations to the parties whose identities are known.
4. The investigator will complete a report summarizing interviews with the Complainant, Respondent, any third parties, as well as any other evidence received (e.g., emails or text messages). The report will be provided to the Dean of Students. Both the Complainant and the Respondent will have an opportunity to review all information collected during the investigation, including the summary report. Information will be provided electronically or hard copy for at least 10 business days prior to the hearing.
5. A minimum of 3 business days prior to the hearing, the Complainant and Respondent may provide a response to the review of evidence for the investigator to consider prior to the conclusion of the investigation. The written statement may not be used to submit new evidence not previously provided to the investigator, but may be used as an opportunity to clarify points in the report or identify information previously given to the investigator that is not included in the investigation report. Evidence will continue to be accessible to the parties and their advisors for hearing preparation.
6. After completion of the investigation, a 3-person sexual misconduct hearing board, selected from a pool of faculty and staff members who have been trained in the adjudication of sexual misconduct cases, will be appointed by the Title IX coordinator on a case-by-case basis. The board shall be appointed simultaneous to the deadline for the response to the investigation report and materials by the Dean of Students. The board will review the investigative report and evidence prior to the hearing. The Title IX Coordinator and/or Dean of Students may also be present at the hearing to answer procedural questions; they will not have a vote.
7. Live hearing

- a. Cornell College will provide a live hearing. Hearings may occur in separate rooms with the use of technology in order for all parties to participate simultaneously. Cornell will create a transcript of the hearing. This transcript is available to the Complainant and Respondent for inspection and review. The board does not include the Title IX Coordinator or Investigator.
  - b. If a party does not have an advisor present at the live hearing, Cornell College shall provide without fee or charge to that party, an advisor of Cornell College's choice, who may be, but is not required to be, an attorney, to conduct cross examination on behalf of that party. Cornell College is obligated to ensure that each Party has an advisor, either of the Party's or Cornell's choice, regardless of whether or not the Party is present at the hearing.
  - c. During the hearing, the board may request more information from any relevant parties, including the Complainant, the Respondent, or identified witnesses, involved in the case during the hearing.
  - d. Cross Examination: During the hearing, the advisor for each party is permitted to question the other party and any witnesses. Questions must be direct, oral, and in real time. Questions must be relevant. Before answering a question, the chair of the hearing board must determine if each question is relevant and explain, if deemed not relevant, why a question is excluded. If a party or witness does not participate in questioning, the hearing board must not rely on any statement of that party in reaching a determination of responsibility. The hearing board cannot use the lack of participation as a factor in making determination of responsibility. Neither the complainant nor the respondent are permitted to directly question one another nor witnesses. All questions must be asked by the advisor for each party or members of the hearing board.
  - e. Questions regarding prior sexual behavior are irrelevant. Exceptions include questions or evidence that prove someone other than the respondent committed the conduct, or provide evidence between the complainant and respondent that shows how consent was communicated previously.
8. The board will determine whether the Respondent is responsible for the alleged policy violation. The standard of evidence for a sexual misconduct violation is a preponderance of evidence. This means that the board will decide whether it is "more likely than not," based on the information provided through the investigation and written statements, that the Respondent is responsible for the alleged violations.
  9. If the Respondent is found responsible for violating the Sexual Misconduct Policy the board will determine the sanctions to be assigned. If the board determines there is not sufficient basis to establish that it is more likely than not that the respondent violated the policy, the board will make a determination of not responsible.

## Notice of Result of an Investigation

The Complainant and Respondent will receive notice via email. The College will strive to provide near simultaneous notification to both parties.

Written notification will include the allegation that is defined as sexual harassment, per the College's policy, a summary of the procedures including notification to parties; interviews with parties and witnesses, evidence collected, and hearing held; findings of facts that support the outcome; a conclusion applying the policy definition; statement and rationale for each allegation including determination of responsibility, sanctions, and remedies; procedures to appeal.

## Sanctions

If the board determines a Respondent has violated the Sexual Misconduct Policy, the board will determine appropriate sanction(s). The sanctions will be based on the nature of the incident, any prior conduct violations, sanctions resulting from prior, similar cases, and any other relevant facts. Possible sanctions of student or employee Respondents include:

- no contact orders,
- disciplinary probation,
- suspension (removal from Cornell College for a minimum, designated length of time, generally 4 months to 4 years for a finding of responsibility; terms of readmission may include service, counseling, or other educational experiences),
- expulsion (permanent removal from Cornell College),
- restriction from campus,
- restriction from college housing,
- educational activity and reflection,
- service,
- fines,
- restitution,
- education of an individual or work group,
- written warning,
- administrative leave,
- corrective action plan,
- demotion,
- transfer,
- reduction in salary,
- termination and/or
- counseling.

## Right to Appeal

Within 10 days of receiving the written determination, either party may appeal from a determination regarding responsibility, and from Cornell College's dismissal of a Formal Complaint or any allegations therein, on the following grounds:

- Ground 1: Procedural irregularity that affected the outcome of the matter;
- Ground 2: New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- Ground 3: The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. Knowledge of, prior teaching of, or employment of either party or witnesses does not necessarily signify grounds for bias.

As to all appeals, the Title IX Coordinator (or designee) shall:

- i. Notify the other party in writing immediately when an appeal is filed and implement appeal procedures equally for both parties;
- ii. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- iii. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in this policy;

Give the non-appealing party an opportunity to submit a written statement in response to the appeal within 10 days of receiving the appeal, which shall be transmitted within 2 business days to the Appeal Board;

Within 20 days of receiving the appeal and the response, the Appeal Officer shall issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

### **Non-Cornell Individual Respondent**

When the Respondent is a Non-Cornell Individual (e.g., contractors, volunteers, visitors), the allegation will be reviewed by the Director of Human Resources, Title IX Coordinator, and designated Vice President(s). This committee will decide if a violation of the policy occurred and what remedial action must take place. In cases involving contractors and visitors, this may include a ban from Campus or removal from contracted work. In cases involving volunteers this may involve dismissal from assignment.

Sexual Misconduct Resources

### **Emergency Assistance**

Individuals who have suffered sexual assault may seek emergency assistance. The following information provides direction to individuals in need of emergency assistance:

- Campus Safety: 319-895-4299



- Mt. Vernon-Lisbon Police Department: 319-895-6141 or 911
- Riverview Center (sexual assault services and advocacy): 888-557-0310
- Waypoint (relationship violence services and advocacy): 800-208-0388

## Maintaining Evidence

If someone has experienced sexual assault, it can be beneficial to get an evidentiary exam immediately following the assault. Even though the individual may want to change clothes or shower, they should consider reporting the assault before doing so. It is more difficult for a hospital or clinic to gather evidence if the person has showered, bathed, changed their clothes, urinated, defecated, or brushed their teeth.

Medical help is important to identify and treat any physical injuries, gather evidence should the person want to report the crime, and to protect from sexually transmitted infections and/or pregnancy. Someone has up to 72 hours after the assault to take prophylactic medication to prevent some sexually transmitted infections and up to 120 hours to prevent pregnancy (if a concern). The physical evidence of an assault is most effectively collected within the first 24-48 hours of the assault, but some evidence may be collected for up to 72 hours. The exam and subsequent medical treatment are free to individuals who have been victimized. Evidence collection does not require or necessitate filing police charges.

## Confidential Resources

Individuals who have experienced sexual misconduct are encouraged to reach out to the confidential resources available both on-campus and off-campus.

### Fully confidential resources

- Cornell College Counseling Center (*students only*): Offers counseling and information about both on campus and off campus resources, as well as information about how to help a friend who has been sexually victimized. *Ebersole; 319-895-4292*
- Student Health Services (*students only*): Services provided by licensed nurses, includes referrals to area healthcare providers. *Ebersole; 319-895-4292*
- Cornell College Chaplain: The College Chaplain provides support to Cornell College students, faculty, and staff. *Old Sem (3<sup>rd</sup> floor); 319-895- 4402*
- Riverview Center (sexual assault services and advocacy): 888-557-0310
- Waypoint (relationship violence services and advocacy): 800-208-0388

### Additional resource for students

Visa and immigration: Cornell College students with visa concerns can contact Hemie Collier, senior diversity officer and director of intercultural life; Stoner House; 319-895-4484

Financial Aid: Cornell College students with financial aid concerns can contact Pam Perry, director of financial assistance; Old Sem; 319-895.4216

## **Police Reporting**

Complainants are encouraged to contact the police as soon after an incident of sexual assault as possible in order to facilitate gathering full reports and evidence, and to best ensure that witnesses are available for interviews. Any staff member identified in this policy can assist Complainants with this process. A Complainant may choose at any time to pursue an external complaint of sexual misconduct, either through the criminal or civil court system. These external processes (criminal or civil) are separate from the Cornell Complaint Process and are outside the control or authority of the College. However, Cornell will assist a Complainant with outreach to local law enforcement or the criminal court system. Anyone who believes that they are a victim of a crime may take steps to file a criminal complaint with local authorities. This option applies regardless of whether the alleged perpetrator is a member of the Cornell community. Local law enforcement authorities may be contacted at: Mount Vernon-Lisbon Police Department - 895-6141 or 911; 213 First Street West, Mount Vernon. Information about legal processes and resources in Iowa can be found on the [Iowa Coalition Against Sexual Assault website](#). While the College has no control over any police investigation and legal processes that may follow, College staff will continue to work with students to provide support throughout the process.

## **Other Important Policy Provisions**

### **Mandatory Reporting**

College faculty and staff including student staff such as Resident Assistants and Flock Leaders but excluding “Confidential Employees” defined below are expected to report all information they receive about suspected incidents of sexual misconduct involving Cornell students and employees by contacting the Title IX Coordinator, the Dean of Students, Director of Human Resources, Provost or by submitting a [Sexual Misconduct Incident Report](#).

### **Confidential Employees**

Trained sexual assault advocates, Cornell’s Chaplain, Counseling Services and Health Services staff are designated as “fully confidential employees” on campus and provide fully confidential services to persons reporting sexual misconduct. Fully confidential employees are exempt from the reporting requirements set forth above.

### **Confidentiality**

The information pertaining to the sexual misconduct will be shared with only those individuals who need to know. College officials will attempt to keep these matters as confidential as possible, but due to the nature of a sexual misconduct investigation, maintaining a Complainant’s total anonymity may not be possible. In investigating an allegation of sexual misconduct, the College will share information only with those individuals responsible who need to know and

will take all possible steps to protect confidential information. Decisions about whether to initiate a College investigation or complaint against a Complainant's wishes will be made through consultation between the Dean of Students, Director of Human Resources and/or Provost and the Title IX Coordinator ; determinations are made based on multiple factors including the severity of the incident, prior incidents involving the Respondent, the ability of the College to provide support and remediation without disclosing the Complainant's identity, and the overall safety of the campus community. A Complainant or other necessary party who has requested anonymity will be informed before any college official discloses their identity to the Respondent. This extends to accommodations, interim or protective measures provided to the Complainant, to the extent that maintaining this confidentiality would not impair the institution's ability to provide accommodations or protective measures.

### **Advisors**

All parties have the opportunity to be accompanied to a meeting or proceeding by an advisor of their choosing, which may be a lawyer, parent, coach, friend, or other person. An advisor is not required to be a lawyer. Advisors may accompany the Complainant or Respondent throughout each step of the conduct process. This includes assistance in the preparation of any written materials or submissions, attending any in person meeting with Investigators or other College personnel, and attending any formal or informal proceeding that may take place. An Advisor may speak with the party they are supporting throughout the process but may not otherwise participate directly in any investigation. Within the hearing, the role of an Advisor is to execute the questioning and cross examination of the other party and witnesses. Advisors play an in-person role and the process will not be delayed for the arrival of an advisor. The advisor should not also be a witness, as it may jeopardize the ability for the College to conduct any investigation to reach a resolution. The Complainant or Respondent may change their support person at any point during the process. If a Complainant or Respondent is not able to provide their own Advisor, the campus will provide an Advisor for the purpose of the hearing at no cost to the Complainant or Respondent.

As needed to protect the integrity of the investigation and resolution process, the College reserves the right to excuse from any meeting or other proceeding an advisor who is a witness with information about facts material to the complaint. The College reserves the right to dismiss an advisor who is disruptive to the proceedings or who does not abide by the restrictions in the policy. It is expected that any advisor will understand and abide by the expectations of privacy involved in this proceeding and will act with appropriate decorum at all stages. A advisor will be asked to sign an affirmation that they understand their role in the process.

### **Group Infractions**

When members of a student group, team or organization, or individuals acting as a group, violate the Sexual Misconduct Policy, they may be charged as a group and an investigation and adjudication may proceed against the group as joint Respondents. Sanctions would be

individually determined based on each person's involvement and level of responsibility for the incident, and may also be applied to the student group, team, or organization.

## **Policy Violations Amnesty**

Students may be hesitant to report sexual misconduct to College officials because they fear that they themselves may be charged with policy violations. The College considers reporting incidents of sexual misconduct to be of the utmost importance. To encourage reporting, the College will generally not pursue conduct action with respect to other policy violations that may be revealed as a result of a report, such as underage drinking at the time of the incident, as long as the report is made in good faith. The Dean of Students in consultation with the Title IX Coordinator will have the discretion in determining the appropriate course of action. Individuals should be aware that the use of alcohol or drugs never makes them at fault for sexual misconduct committed against them, nor does it mitigate accountability for committing sexual misconduct against another person.

## **False reporting**

Cornell College takes seriously all reports of sexual misconduct and recognizes the rarity of false reporting. However, Cornell College will not tolerate intentional false reporting of sexual harassment or assault. It is a violation of College policy to make an intentionally false report of sexual harassment or assault, and it may also violate state criminal statutes and civil defamation laws. In limited circumstances, Cornell College may remove reports of crimes that have been unfounded by law enforcement officials. These crimes are incorporated into the institution's Annual Security Report.

## **Compliance**

The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process (whether internal or external) shall receive training on the definition of sexual harassment under this policy, the scope of Cornell College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. These individuals shall receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Training materials can be accessed online, through [TrainEd solutions](#).

Decisionmakers shall receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators shall receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of sexual harassment.

## **Record-Keeping**

Cornell College shall maintain for a period of seven years records of— (A) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under this policy, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to Cornell College's education programs or activities; (B) Any appeal and the result therefrom; (C) Any informal resolution and the result therefrom; and (D) All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process. A recipient must make these training materials publicly available on its website, or if the recipient does not maintain a website the recipient must make these materials available upon request for inspection by members of the public.

Cornell College shall create, and maintain for a period of seven years, records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of sexual harassment. In each instance, Cornell College will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to Cornell College's education program or activity. If Cornell College does not provide a complainant with Supportive Measures, then Cornell College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit Cornell College in the future from providing additional explanations or detailing additional measures taken.

## **Compliance**

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (*20 U.S.C. 1232g*), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

## **Additional Policy Definitions Appendix**

Actual Knowledge: means notice of sexual harassment or allegations of sexual harassment to Cornell College's Title IX Coordinator or any official of the complainant who has the authority to institute corrective measures on behalf of Cornell College. When faculty, staff, or select student leaders learn of an allegation or experience of sexual harassment, they must report to the Title IX Coordinator for the purpose of corrective measures.

Coercion: is direct or implied threat of force, violence, danger, hardship, or retribution sufficient to persuade a reasonable person of ordinary susceptibility to perform an act which otherwise would not have been performed or acquiesce in an act to which one would not have submitted. Coercion can include unreasonable and sustained pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. When someone makes it clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consensual Relationships: Students, faculty, and staff must be aware that consensual romantic or sexual relationships – particularly between individuals of unequal status may be or become a violation of this policy. The College particularly recognizes the potential for abuse in romantic or sexual relationships between faculty members and students and between staff supervisors and their student employees / advisees. (See [Statement on Personal Relationships in the Professional Setting.](#))

Consent: Consent, pertaining to this policy, is a mutual, conscious, voluntary and affirmative agreement to engage in any sexual activity(ies). Affirmative consent is given when a fully informed, mentally capable person freely chooses to participate in a mutually agreed upon sexual activity through mutually understandable words or actions. Consent to sexual activity can be communicated in a variety of ways but consent has not been given until both parties have clearly agreed to the sexual act. Each person involved in the sexual encounter is responsible for ensuring that they have received the affirmative consent of their partner(s) in the activity. This consent can be withdrawn by either partner at any point during the sexual experience. Prior consensual sexual activity or the existence of a dating relationship does not imply current consent. Consent to engage in a specific sexual activity does not imply consent to engage in other sexual activities. Consent to engage with one partner does not imply consent to engage in sexual activities with any other/additional persons. Consent is not given if it results from the use of physical force, intimidation, or coercion. A person cannot give consent if incapacitated, including through the effects of drugs or alcohol. Silence, non-communication, or lack of protest or resistance should never be interpreted as consent.

Cornell College is also committed to providing a safe environment for individuals whose capacity to provide effective consent is limited, such as minors, developmentally disabled persons, and vulnerable adults. When a matter involves an individual with the limited ability to consent, this will be considered throughout the process.

Decision-maker: makes the decision regarding the outcome of a hearing. Makes determinations regarding relevancy of questions in cross-examination. Writes and issues written decision letter. Cornell process includes a hearing panel, in which the chair is identified as the decision-maker.

Fondling: the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

Incapacitation: A person who is incapacitated cannot give valid consent to sexual contact. Incapacitation means the inability to understand the fact, nature, or extent of the sexual situation. Incapacitation may result from mental or physical disability, sleep, unconsciousness, involuntary physical restraint, or from the influence of drugs or alcohol. Where alcohol and/or other drugs (including prescription drugs) are involved, incapacitation is a state beyond drunkenness or intoxication. A person is not incapacitated merely because they have been drinking or using drugs. Where drugs and alcohol are involved, incapacitation is determined based on the facts and circumstances of the particular situation looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation, whether the individual was able to communicate decisions regarding consent, non-consent, or the withdrawal of consent, and whether such condition was known or reasonably known to the Respondent, or a reasonable person in the Respondent's position. Use of drugs or alcohol by the Respondent is not a defense against allegations of sexual misconduct and does not diminish personal responsibility. It is the responsibility of the person initiating the specific sexual activity to obtain consent for that activity.

Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

Informal Resolution: an option to resolve a formal complaint of sexual harassment which allows for the complainant and respondent to agree to next steps. Informal resolutions may include education, structured communication, or other corrective action aimed at preventing a recurrence of the behavior. Formal sanctions are not available through informal resolution processes.

Investigator: collects statements and other evidence regarding a formal complaint of sexual harassment. The investigator interviews complainants, respondents, and witnesses and writes a summary report.

Non-Cornell Individuals: Individuals who have reported, been accused of, or were a witness to possible sexual misconduct who are not directly affiliated with the College. Non-Cornell individuals may include private contractors, volunteers with College programs, or campus visitors.

Program or Activity: includes locations, events, or circumstances over which Cornell College exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Cornell College. Title IX responsibilities only apply to sexual harassment occurring in an education program or activity of Cornell College against a person in the United States.

Remedies: designed to restore or preserve equal access to Cornell's education program or activity. These remedies may include the same individualized services later defined as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

Result: Any initial, interim, and final decision made by any official or entity authorized to resolve disciplinary matters within the institution.

Sexual Exploitation: Sexual exploitation is taking sexual advantage of another person without consent for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited, or engaging in sexual intimidation.

Examples of sexual exploitation may include the following:

- causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person;
- causing the prostitution of another person;
- electronically recording, photographing or transmitting identifiable utterances, sounds or images of private sexual activity and/or the intimate body parts (including genitalia, groin, breasts or buttocks) without the knowledge and consent of all parties involved;
- allowing third parties to observe private sexual acts of a participant without the participant's consent; and/or
- voyeurism (spying on others who are in intimate or sexual situations)
- threatening to sexually assault another person;
- stalking, including cyber-stalking; or
- engaging in indecent exposure.

Sexual harassment may involve the behavior of a person of either sex toward a person of the same or opposite sex when that behavior falls within the operative definition of sexual harassment.



Sexual Misconduct: Sexual misconduct includes sexual violence, rape, sexual assault, domestic violence, dating/relationship violence, sexual exploitation, sexual manipulation, stalking, and sexual harassment.

Sexual Misconduct Complaint: The filing of a complaint is the first step in the filing of conduct charges against a Cornell student or disciplinary proceedings involving an employee. The process is more fully described below.

Sexual Misconduct Report: Any person who has had an experience they believe may constitute an act of sexual harassment or assault or any campus community member who has knowledge of such an act is encouraged to report it via one of the means outlined below. All reports of sexual harassment and assault will be forwarded to Cornell's Dean of Students and, in cases involving Cornell employees and/or non-Cornell individual, the Director of Human Resources and investigated to the fullest extent possible. A report does not by itself trigger College conduct proceedings nor does it lead to legal proceedings. Reports may be made anonymously; while anonymous reports enable the College to gather data regarding incidents of sexual harassment and assault, they significantly limit the extent to which the College can investigate and respond to reported sexual misconduct.

Support Person: Please see information in the section labeled "Support Person" near the end of this policy.

Third Party: Any other participant in the process, including a witness to the conduct, an individual who makes a report on behalf of another person, or an affected community member.

## **Campus Security Authorities**

"Campus Security Authority" (CSA) is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

• An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond.

At Cornell College the following roles are identified as CSAs:

- Members of the Campus Safety staff
- Members of the Dean of Students, Residence Life and Student Life staff (including Resident Assistants and Peer Advocates)
- Student organization advisors

Professional counselors at Cornell's Counseling Center and the college's Chaplain, when acting in the capacity of those jobs, are not CSAs and are not required to report crimes disclosed to them. They are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the college's annual report of crime statistics.

At Cornell College any incident can be reported to the Campus Safety Office, the Dean of Students or through the public incident reporting system linked on several locations on the college webpage.

## Crime Definitions:

Definitions for the crimes listed are taken from the FBI's Uniform Crime Reporting Program.

- **Murder:** the willful (non-negligent) killing of one human being by another.
- **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving consent.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Domestic Violence:** a felony or misdemeanor crime of violence committed by:
  - a current or former spouse or intimate partner of the victim
  - a person with whom the victim shares a child in common
  - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner

- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA) or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence:** violence committed by a person:
  - who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - the length of the relationship:
    - the type of relationship: and
    - the frequency of interaction between the persons involved in the relationship
- **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - fear for his or her safety or the safety of others: or
  - suffer substantial emotional distress
- **Robbery:** the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** the unlawful entry of a structure with the intent to commit a felony or a theft.
- **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.
- **Weapon Law Violations:** the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Drug Abuse Violations:** violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** the violation of laws or ordinances prohibiting; the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- **Hate Crime Reporting:** a crime that manifests evidence that the perpetrator intentionally selected the victim because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Stalking and dating/domestic violence may also constitute hate crimes.

### Geographic Locations for Reporting Crime Statistics:

- **Campus** is defined as any building or property owned or controlled by the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. And any building owned by the institution but controlled by another person that is frequently used by students, and supports institutional purposes.
- **Residential facilities** are defined as dormitories or other residential accommodations for student on campus. Note that incidents that occur in on-campus residential facilities will be entered in both "on campus" and "residential facilities".
- **Non campus building or property** is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution, or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposed, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Public property** is defined as all public property, within the campus or immediately adjacent to and accessible from the campus.
- Additional information on crimes which were processed through the College's conduct procedures are compiled annually by the Dean of Students office.

## Security and Access to Buildings

Campus Safety officers are responsible for the enforcement of rules and regulations prescribed by the College and are not empowered with arrest authority. Campus Safety officers work in collaboration with students and other members of the community to foster trusting relationships. Campus Safety officers are always available to answer questions and deal with the problems students encounter during their careers at Cornell College. The relationship with the Mt. Vernon Police Department is excellent and the departments meet regularly to discuss common problems. Cornell's buildings and grounds are patrolled 24 hours a day, 7 days a week by Campus Safety officers. Escorts are provided to community members by dialing extension 4299, and residence halls are patrolled with extra emphasis on major weekends and officers maintain a high degree of visibility. Residence halls are locked 24 hours a day. Students needing access to an academic building during restricted hours must obtain a Limited Access Pass from their professor. Authorized occupancy within these restricted entry buildings is checked nightly by Campus Safety officers. Also, any new construction, remodeling, or alteration of a building is done with the overall safety and security of the building's occupants as a priority.

## Missing student protocol

In the event that a student is discovered to be missing for a period exceeding 24 hours a report should be made to one of the following College officials:

- Director of Campus Safety
- Associate Vice President for Student Affairs and Dean of Students
- Director of Residence Life

Following receipt of a missing student report, College officials will notify the Mt. Vernon-Lisbon Police Department and Cornell College Campus Safety.

If the student has designated an emergency contact person, the College will notify that individual. Cornell College students can confidentially designate an emergency contact person by completing an **Emergency Contact Registration** form. By law, the parent/guardian of students who are under 18 and not legally emancipated will be notified in the event that the student has been reported as missing for 24 hours.

### **Reporting Crimes and Safety Tips**

- **Campus Safety – extension 4299, or 895-4299 from an off campus phone**
- **Police/Fire/Ambulance Emergency – 911**
- **Mount Vernon-Lisbon Police /Non-Emergency – 895-6141**

## Safety Tips

### Residence Hall Safety

- Always lock your room doors.
- Never prop outside doors.
- If you hear the fire alarm, leave the building.
- Know where the exits are and emergency procedures. Ask the RA!

### Vehicle Safety

- Always lock your door and roll up your windows.
- Do not leave valuables in your car.
- If you must leave valuables in the car, put them out of sight. The best place is the trunk of your car.
- Periodically check on your vehicle.
- Have your keys out and ready before you get to your car.

### Bicycle Safety

- Always lock your bike.
- Use bike racks NOT lamp posts or stair railings.
- Ride on the right side of the street; go with traffic, not against.
- Iowa law requires a white light in front and a red light or reflector in the back for riding at night.
- Obey all traffic signals, signs and roadway devices.
- Use hand signals to indicate turns, lane changes and stopping.
- Wear a helmet.

### Campus Safety

- Walk in groups.
- Use Campus Safety escort.
- Carry your keys in your hand, so you do not have to search for them in the dark.
- Always carry your ID.
- Walk in well-lit areas.
- Know where the Yellow Safety Phones are.

## Crime Statistics

Cornell provides this annual report of crimes reported on or near campus and college property in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), codified at 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965 (HEA). This report is distributed to all students, and faculty and staff members.

During the calendar years indicated, the following crimes were reported to campus officials, Campus Safety, and the police.

Note that incidents that occur in on-campus residential facilities will be entered in both "on campus" and "residential facilities".

### CRIMINAL HOMICIDE

2018 2019 2020

#### *Murder/Non-negligent Manslaughter*

On campus	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

#### *Negligent Manslaughter*

On campus	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

### HATE CRIME OFFENSES

2018 2019 2020

On campus (total)	0	0	0
In residence halls	0	0	0

At non-campus buildings	0	0	0
On public property	0	0	0

**SEX OFFENSES**

***Rape* 2018 2019 2020**

On campus (total)	4	0	0
In residence halls	3	0	0
At non-campus buildings	0	0	0
On public property	1	0	0

***Fondling* 2018 2019 2020**

On campus (total)	1	2	0
In residence halls	1	1	0
At non-campus buildings	0	0	0
On public property	0	0	0

***Incest* 2018 2019 2020**

On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

***Statutory Rape* 2018 2019 2020**

On campus (total)	0	0	0
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On campus (total)	0	1	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

**AGGRAVATED ASSAULT**

**2018 2019 2020**

On campus	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

**ROBBERY**

**2018 2019 2020**

On campus	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

**BURGLARY**

**2018 2019 2020**

On campus	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0

On public property	0	0	0
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<b>MOTOR VEHICLE THEFT</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
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On campus	0	0	0
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In residence halls	0	0	0
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At non-campus buildings	0	0	0
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On public property	0	0	0
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<b>ARSON</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
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On campus	0	0	0
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In residence halls	0	0	0
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At non-campus buildings	0	0	0
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On public property	0	0	0
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<b>ARREST FOR</b>
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<b><i>Liquor law violations</i></b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
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On campus (total)	0	0	0
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In residence halls	0	0	0
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At non-campus buildings	0	0	0
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On public property	0	0	0
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<b><i>Drug law violations</i></b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
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On campus (total)	4	4	3
In residence halls	3	3	3
At non-campus buildings	0	0	0
On public property	0	0	0

***Illegal weapons possessions*** **2018 2019 2020**

On campus	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

**DISCIPLINARY ACTIONS/CONDUCT REFERRALS**

***Liquor law violations*** **2018 2019 2020**

On campus (total)	11	39	22
In residence halls	10	39	22
At non-campus buildings	0	0	0
On public property	0	0	0

***Drug law violations*** **2018 2019 2020**

On campus (total)	7	3	1
In residence halls	6	3	1
At non-campus buildings	0	0	0
On public property	0	0	0

***Illegal weapons possessions*** **2018 2019 2020**

On campus	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

## Cornell College Daily Crime and Fire Log-

1. This daily crime log is provided in accordance with the regulations set out under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Other Cornell College publications regarding campus safety and crime activity may not use the same guidelines and therefore, may not contain comparable information. Each year, the campus reports fires to the campus community through the Annual Fire Safety report.
2. Crime and fire information is available for viewing Monday through Friday during normal business hours (8am to 4:30 pm) at the Campus Safety Office located in Ebersole Hall.
3. When identifying the location might disclose the identity of a sexual assault victim, the generic location listing "Cornell College" will be used for the location.
4. Entries made into the Daily Crime Report will contain the following:
  - a. Date/Time - The date & time the incident was reported.
  - b. Date/Time - The date & time the incident occurred.
  - c. Incident number - The Cornell College incident number.
  - d. Location - The location where the incident occurred.
  - e. Offense - The classification of the offense that was reported. In the event that more than one offense is reported, all the offenses will be listed under this category.
  - f. Disposition - The disposition is the current status of the reported incident.
    - i. Open - The case is not cleared and has a reasonable solvability factor. The matter will be investigated further.
    - ii. Inactive - No current solvability factors present.
    - iii. Closed-Referred - Enforcement action taken.
    - iv. Unfounded: A determination is made through investigation that a reported offense or attempted offense is false or baseless
5. Entries made into the Fire Log are entered within 2 business days of the report and will contain the following:
  - a. Date/Time - The date & time the fire was reported.
  - b. Date/Time - The date & time the fire occurred.
  - c. Incident number - The Cornell College incident number.
  - d. Location - The location where the fire occurred.
  - e. Nature – The nature of the fire

## Annual Fire Report

The Annual Fire Report is prepared by the Office of Campus Safety in collaboration with the Mount Vernon-Lisbon Police, Mount Vernon Fire Department, Office of Residence Life, Dean of Students Office, and Physical Plant. Campus Safety, Physical Plant, Residence Life and the Crisis Prevention and Preparedness Committee (CPPC) work together with local Police and Fire departments to develop and implement the policies, procedures, training programs, inspections and other activities that are part of a comprehensive fire safety program and assures the safety of students, faculty and staff at Cornell College.

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. During these programs, trainers emphasize that participating in fire drills is mandatory. Fire safety education and training programs are taught by local fire authorities as well as the director of Residence Life who is experienced in fire safety matters.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so that the director of Residence Life or someone from the Residence Life office has documented that the student has left the building. RAs are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

### Fire Drills

Twice per semester a fire drill is conducted in each residence hall and once per semester in assigned academic buildings under the supervision and evaluation of residence life staff and campus safety. A minimum of 4 drills will be conducted per semester with a total of 8 per academic year. Drills are conducted to inform residents on how to evacuate their residence hall, to observe trends and evaluate for and correct evacuation issues.

### Tornado Drills

Each semester a tornado drill occurs campus-wide. Drills are conducted to ensure students, staff, faculty, and visitors to campus know where to go during a tornado, to observe trends, and to evaluate for and correct safe locations.

### Residence Hall Policies

For fire safety reasons, the College has restrictions on the use or possession of certain cooking appliances, candles, flammable liquids, and other such potential fire safety concerns. See the [Residence Life](#) handbook for complete details.

In accordance with the State of Iowa Smoke free Air Act, smoking is prohibited at Cornell College. All indoor and outdoor spaces are smoke free. More information is available at [Cornell College's Smoke free Iowa Air Act](#).

Students must exit any building immediately when a fire alarm sounds. The College expects all students to respect the fire safety systems that are in place. Failure to abide by these policies will result in conduct action as outlined in the [Compass](#).

### **Staff protocol:**

- Once the alarm is sounding proceed to the fire panel. Never silence the alarm.
- *First Person To Panel:*
  - This staff member is in charge of the evacuation procedures. Determine the location where the alarm has been activated. Do not leave the panel unless it is unsafe to remain in the building. Direct the RAs in the following order:
- *Second Person To Panel:*
  - Call Campus Safety at 895-4299 and then report back to the panel.
- *Third Person To Panel:*
  - Go to fire floor and attempt to find the reason the alarm went off (check smoke detector activation light and pull stations) If it is a real fire, get off the floor and call 911 as soon as you have access to a telephone. Attempt to clear the floor at the same time if it is safe to do so. Report back to the fire panel and report reason for the alarm.
- *Fourth Person To Panel:*
  - Knock on doors above the fire floor. Then report back to the fire panel.
- *Fifth Person To The Panel:*
  - Knock on doors below the fire floor. Then report back to the fire panel.
- *Sixth Person To The Panel:*
  - Clear all public areas not previously cleared.
- *All Other RAs*
  - After building is cleared report back to fire panel then assist with crowd control.

## 2020 Residence Hall Fire Statistics/Fire Safety Systems

Building	# Fires	# Injured	# Deaths	Sprinkler System	Fire Extinguishers	Fire Notification System
Bowman-Carter Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Russell Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Pfeiffer Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Dows Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Tarr Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt.



Pauley-Rorem Hall	0	0	0	No	Throughout	Vernon Fire Department contacted by Campus Safety. Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Olin Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Merner Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Smith Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
10th Ave apartments	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.

The Cottage	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Frank Armstrong House	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Wilch Apartments	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.

### Property Damage from Fires

In 2020, there was no property damage caused by a fire.

### 2019 Residence Hall Fire Statistics/Fire Safety Systems

Building	# Fires	# Injured	# Deaths	Sprinkler System	Fire Extinguishers	Fire Notification System
Bowman-Carter Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Russell Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Direct network connection from building to Campus Safety. Mt. Vernon Fire Department contacted by Campus Safety.
Pfeiffer Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Direct network connection

Dows Hall	0	0	0	No	Throughout	from building to Campus Safety. Mt. Vernon Fire Department contacted by Campus Safety. Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Tarr Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Pauley-Rorem Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Olin Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Merner Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.

Smith Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
The Cottage	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Frank Armstrong House	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Wilch Apartments	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.

### Property Damage from Fires

In 2019, there was no property damage caused by a fire.

### 2018 Residence Hall Fire Statistics/Fire Safety Systems

Building	# Fires	# Injured	# Deaths	Sprinkler System	Fire Extinguishers	Fire Notification System
Bowman-Carter Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Russell Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Direct network connection from building to Campus

Pfeiffer Hall	0	0	0	Yes	Throughout	Safety. Mt. Vernon Fire Department contacted by Campus Safety. Building equipped with audible and visual alarms. Direct network connection from building to Campus Safety. Mt. Vernon Fire Department contacted by Campus Safety.
Dows Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Tarr Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Pauley-Rorem Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Olin Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Merner Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms.

Smith Hall	0	0	0	Yes	Throughout	Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety. Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
The Cottage	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Frank Armstrong House	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Wilch Apartments	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.

### Property Damage from Fires

In 2018, there was no property damage caused by a fire.

### Fire Safety Improvements

As residence halls are renovated or funds become available steps will be taken to equip buildings with sprinkler systems.