
Issued: September 30, 2014
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- Non-Consensual Sexual Intercourse or Rape
- Non-Consensual Sexual Contact or the campus policy equivalent to the crime of Sexual Assault
- Sexual Exploitation
- Sexual Harassment

Definition of Terms

- Intercourse
- Sexual Touching
- Effective Consent
- Incapacitated Sex

Student Conduct Educational Outcomes

- Restitution Fines
- Deferred Finding of Responsibility
- Conduct Warning
- Conduct Probation
- Behavioral Expectations Letter
- Parental and Guardian Notification
- College-Owned Residence Suspension
- College-Owned Residence Dismissal
- Suspension
- Dismissal
- Withholding of Registration or Degree
- Other
- Assurances

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Introduction

Grinnell College is a private, coed, residential liberal arts and sciences college located in Grinnell, Iowa. It was founded in 1846. The college confers Bachelor of Arts degrees in 26 major fields and offers individualized curriculum planning and advising. Independent majors are possible.

Every year the college publishes an Annual Report Security and an Annual Fire Safety Report (AFSR) for the main campus. The ASR report includes information on institutional policies concerning how to report criminal actions or other emergencies occurring on campus, campus security educational resources, alcohol and drug use, and sexual assault, among other matters. The ASR also provides information on crimes that indicate evidence of prejudice based on religion, sexual orientation, or ethnicity as required by the Hate Crime Statistics Act. The ASR report contains statistics for the most recent three-year period concerning reported crimes that occurred on our campuses, in certain off-campus buildings or property owned or controlled by Grinnell College, and on public property within the areas immediately adjacent to and accessible from the campus areas.

The Annual Fire Safety Report (AFSR) gives a description of each on-campus student housing facility fire safety system fire drills held during the previous calendar year, institutional policies or rules concerning fire safety, reporting locations and statistical data on fires. The Annual Fire Safety Report is only required for the main campus in Grinnell, Iowa under the guidelines described by the Department of Education involving on campus residential housing. The full text of the Annual Security Report (ASR) and the Annual Fire Safety Report (AFSR) can be located at the Office of Campus Safety and Security web site. Click here.

Grinnell College has four locations that are considered separate campuses as defined by U.S Department of Education Office of Postsecondary Education as it pertains to the “Student Right-to-Know and Campus Security Act of 1990”. The main campus is located in Grinnell, Iowa. The branch campuses are located in Jasper County, Iowa, Washington, D.C., and London, England. In general the policies in this document apply to all the campus locations except when noted as being different. You can obtain a printed copy of this report by contacting the Grinnell College Campus Safety and Security Department, 1432 East Street, Grinnell, Iowa, 50112, (641-269-4600).

Student Right-to-Know and Campus Security Act of 1990

The Student Right-to-Know and Campus Security Act of 1990 require colleges to publish data about certain crimes that occur on properties the institution owns or controls provide a policy statement about the monitoring and recording by local police agencies of student criminal activity at off-campus locations, of college-recognized student organizations, including student organizations with off-campus housing facilities. The college has no student organizations that maintain off-campus facilities. According to federal law, colleges must also report statistics concerning defined crimes and arrests that occur within the Clery law geography campus areas and they are reported to either the college Office of Campus Safety.
and Security, local law enforcement agencies and other campus officials known as Campus Security Authorities (CSAs) as defined by the Security Act. Reporting an incident does not always mean that charges were filed and an arrest was made, or that anyone was found guilty. Colleges must report the number of arrests for certain crimes that occur on campus.

**Procedure for Preparing the Annual Crime Statistics**

*Procedure for Preparing the Annual Crime Statistics for the Main Campus in Grinnell, Iowa*

While one the proper channel for reporting crime on campus is to the Office of Campus Safety and Security 641-269-4600 you may also communicate directly with the local police at 641-623-5679 or dial (9-1-1).

It should be noted that we encourage campus community members to always report crimes to the Office of Campus Safety and Security which is located at 1432 East Street on the main campus. However, you can always report crimes to the local law enforcement (911) agencies that have law enforcement jurisdiction over the campus if you wish. These agencies are the Grinnell PD, Poweshiek County Sheriff’s Office and the Iowa State Patrol.

**Other Reporting Locations:**

Certain college officials affiliated with the college can also be contacted for reports. At the College main campus in Grinnell, Iowa you can report crimes to the following offices and officials:

- The Office of Dean of Students 641-269-3700
- The Office of Human Resources 641-269-3400
- Campus Security Authorities (CSAs), as defined by federal law

Every year, an email notification is sent out to all college faculty, staff and enrolled students that provides information on CSAs and their reporting responsibilities on their campuses.

*Procedure for preparing the Annual crime Statistics for the Conard Environmental Research Area (CERA) in Jasper County, IA*

Contact the Jasper County Sheriff’s Office at (641) 792-5912, or dial 9-1-1- (emergencies only). In addition to the “Other Reporting Locations” listed above in the main campus reporting section you can contact Elizabeth Hill, CERA Manager, Center for Prairie Studies Outreach Coordinator, 269-4717, Jackie Brown, Professor of Biology, 269-
3096, Jonathan Andelson, Professor of Anthropology and Director of Prairie Students, 269-3139.

**Procedure for preparing the Annual crime Statistics for Grinnell-in-London (GIL)**

Contact the London Metropolitan Police (020 8733 6471 or dial 9-9-9). In addition to the “Other Reporting Locations” listed above in the main campus reporting section you can contact:

Dr. Dr. Donna Vinter,  
Grinnell-in-London Resident Director  
*Office and teaching site: Home:*  
Grinnell-in-London 75 Stile Hall Gardens  
99-103 Great Russell Street London W4 3BT England  
London WC1B 3LA England  
Phone: +44 20 7813 3265 (office)  
E-mail: D.VINTER@IMPERIAL.AC.UK

Florida State University (FSU) London Study Centre  
99-103 Great Russell Street  
Head Receptionist: Janice Moody  
London WC1B 3LA England Phone: +44 20 7813 3223

**ACORN**

- FSU Front Desk Staff 020 7813 3223  
- Acorn Building Management Head Office 020 7467 6700  
- Adam Celiz 07903 674 449  
- Ian Watkins (Director) 07718 658 133  

Jonathan Larson, Ph.D. 641-269 4640  
Assistant Director of Off-Campus Study  
1205 Park Street, Room  
E-mail: LARSONJ@GRINNELL.EDU

**Procedure for preparing the Annual Crime Statistics for the Grinnell-in-Washington (GIW)**

Contact the Washington, DC Metropolitan Police (202-727-1217 or dial 9-1-1). Any suspicious activity or person should be reported to the Metropolitan Police for the purpose of making timely warning reports and inclusion in the annual crime statistics disclosure report. In addition to the “Other Reporting Locations” listed above in the main campus reporting section you can contact:
Crime Statistics:

Grinnell College Main Campus, Conard Environmental Research Area (CERA), Grinnell-In-Washington (GIL) branch campus, Grinnell-In-London branch campus

Grinnell College Main Campus, Grinnell, Iowa

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<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities</th>
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<td>18 0 0</td>
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<td>Sex Offenses, Non Forcible (Incest and Statutory)</td>
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<td>Stalking</td>
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HATE CRIME REPORTING:

2013: Two public property intimidation incidents characterized by race bias.
2013: One on-campus simple assault incident characterized by sexual orientation bias
2013: Two residential hall intimidation incidents characterized by race bias
2012: Two on-campus intimidation incidents characterized by gender bias.
2012: Two on-campus vandalism incidents characterized by gender bias.
2011: One on-campus vandalism incident characterized by race bias.
2011: One on-campus vandalism incident characterized by religious bias.
2011: One on-campus intimidation incident characterized by gender bias.
2011: One on-campus intimidation incident characterized by sexual orientation bias.

Geography

Conard Environmental Research Areas (CERA) Jasper County, Iowa

<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities</th>
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**HATE CRIME REPORTING:**
2013: No hate crimes to report.
2012: No hate crimes to report.
2011 No hate crimes to report.

**Geography**

*Grinnell-In-London (GIL), 103 Great Russell St, London, England*

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**Statistics**

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**HATE CRIME REPORTING:**
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2012: No hate crimes to report.
2011: No hate crimes to report.
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### Offense (Crimes Not Reported By Hierarchy)

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### Hate Crime Reporting:

2013: No hate crimes to report.
2012: No hate crimes to report.
2011 No hate crimes to report.

**NOTE:** *In the fall of 2014, the GIW program has moved to a new location. The program is now located at the Washington Internship Institute at 1015 18th St., NW, Washington, D.C #202-833-8580*
Uniform Crime Reporting Handbook Definitions

**Homicide Offenses-Murder & Non-Negligent Manslaughter**
The willful (non-negligent) killing of one human being by another.

**Homicide Offenses-Negligent Manslaughter**
The killing of another person through gross negligence.

**Sexual Offenses-Forcible**
Any sexual act directed against another person, without consent of the victim including instances where the victim is incapable of giving consent.

**Sexual Offenses-Non forcible**
Unlawful, non-forcible sexual intercourse.

**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 type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from aggravated assault when a gun, knife, or other weapon is used that could possibly result in serious personal injury if the crime were successfully completed).

**Burglary**
The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft**
The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including guarding).

**Arson**
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another.
Department of Education Definitions

**Liquor Law Violations**
The violation of any laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing 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 the definition).

**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 non-narcotic drugs (barbiturates, Benzedrine).

**Weapons Law Violations**
The violation of laws or ordinances dealing with weapons 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.

**Other Definitions**

**Hate Crime**
In response to a growing concern about hate crimes, Congress, on April 23, 1990, enacted the "Hate Crime Statistics Act of 1990." The act requires the Attorney General to establish guidelines and collect, as part of the Uniform Crime Reporting Program, data "about crimes that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, including where appropriate the crimes of murder, non-negligent manslaughter, forcible rape; aggravated assault, simple assault; intimidation; arson; and destruction, damage or vandalism of property." In 1994 the act was amended to include crimes motivated by bias against person(s) with disabilities.

**Bias-Motivated Incident**
An act which does not violate the law but originates in hatred for someone's actual or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. Usually another law has been broken when counting bias incidents as crimes.
**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 cohabited 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.

**Campus Reporting Locations Terms**

**A: On campus**
Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of 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 property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

**B: Non-campus building or property**
Any building or property owned by or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**C: Public property**
All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by
the institution in direct support of, or in a manner related to the institution's educational purposes.

D: Dormitories or other residential facilities
In dormitories or other residential facilities for students on campus.

It is important to note that A and D above will overlap for reporting purposes. For example, if you had two robberies in dormitories, you would report two incidents under category A and the same two under category D because, by definition, something that happens in a campus residential facility also happens on campus. Since this overlap could easily be misconstrued, colleges will want to make it clear that these categories are duplicative; everything in D will also be counted in A, but not vice versa. Category C requires colleges to report some crimes that occur on public property, not on campus. Colleges will have to report any incident in one of the sixteen crime categories that occurs on public property that is adjacent to and immediately accessible from the campus property.

Law Enforcement/Security Authority

Main Campus, Grinnell, Iowa

The campus is under the jurisdiction of the Campus Safety and Security Department and the local police agency (Grinnell Police Department). The Campus Safety and Security Department patrols the campus year round. The Campus Safety and Security Department has the authority to enforce College rules and regulations, but is a non-sworn agency that does not have the authority to enforce the law or make arrests.

During the school year, Grinnell Police Department officers conduct random foot and bicycle patrols, as well as periodic car patrols of the campus. Grinnell Police officers are commissioned by the state to enforce city, state and federal laws and to make arrests. The Grinnell Police Department’s jurisdiction is within the Grinnell city limits.

The Sheriff’s Department and the Iowa State Patrol may assist the Grinnell Police Department and are deputized by the state to enforce state and federal laws and to make arrests. Their jurisdiction is restricted to Poweshiek County and the state of Iowa respectively. Grinnell College does not have an MOU with these agencies regarding the investigation of alleged criminal incidents.

Students, faculty, staff and visitors are encouraged to accurately and promptly report crimes to the Grinnell College Campus Safety and Security Department. The College maintains an on-going positive working relationship with the other law enforcement agencies. The Director of Campus Safety and Security has periodic meetings with a member of the police department to discuss crime issues that may involve students.
who live off campus, or who could be engaged in student organizations officially recognized by the College.

Students may pursue charges in the criminal justice and/or the College's judicial system, but the College's judicial system cannot establish whether a criminal act has been committed. The College’s judicial system is designed to hear cases only when College regulations have been violated. When an individual believes that a crime has been committed, the College encourages that person to file charges with the appropriate civil authorities. For a complete discussion of the College's student judiciary process and sanctions, please refer to the Student Handbook.

Conard Environmental Research Area (CERA), Jasper County, Iowa

The CERA site is under the law enforcement jurisdiction of the Jasper County Sheriff’s Department. During the school year, the Jasper County Sheriff’s Department deputies conduct periodic car patrols of the campus area. The deputies are commissioned by the county to enforce, state and federal laws and to make arrests. Grinnell College does not have an MOU with these agencies regarding the investigation of alleged criminal incidents.

Students, faculty, staff and visitors are encouraged to accurately and promptly report crimes to the Grinnell College Campus Safety and Security Department. The College maintains an on-going positive working relationship with the Sheriff’s Department. Students may pursue charges in the criminal justice and/or the College's judicial system, but the College's judicial system cannot establish whether a criminal act has been committed. The College’s judicial system is designed to hear cases only when College regulations have been violated. When an individual believes that a crime has been committed, the College encourages that person to file charges with the appropriate civil authorities. For a complete discussion of the College's student judiciary process and sanctions, please refer to the student handbook.

Grinnell-In-Washington (GIW)

The GIW site is under the law enforcement jurisdiction of the Metropolitan Police Department of Washington, DC. The police are commissioned by the county to enforce city, state and federal laws and to make arrests. Grinnell College does not have an MOU with this agency regarding the investigation of alleged criminal incidents. Students, faculty, staff and visitors are encouraged to accurately and promptly report crimes to the police department. The College contacts the police on a yearly basis to collect crime statistics for the GIL site. Students may pursue charges in the criminal justice and/or the College's judicial system, but the College's judicial system cannot establish whether a criminal act has been committed. The College’s judicial system is designed to hear cases only when College regulations have been violated. When an individual believes that a crime has been committed, the College encourages that person to file charges with the appropriate civil authorities. For a
complete discussion of the College's student judiciary process and sanctions, please refer to the student handbook.

**Grinnell-In-London (GIL)**

The GIL site is under the law enforcement jurisdiction of the London Metropolitan Police Department. The police are commissioned by the county to enforce laws and to make arrests. Grinnell College does not have an MOU with this agency regarding the investigation of alleged criminal incidents. Students, faculty, staff and visitors are encouraged to accurately and promptly report crimes to the police department. The College contacts the police on a yearly basis to collect crime statistics for the GIL site. Students may pursue charges in the criminal justice and/or the College's judicial system, but the College's judicial system cannot establish whether a criminal act has been committed. The College’s judicial system is designed to hear cases only when College regulations have been violated. When an individual believes that a crime has been committed, the College encourages that person to file charges with the appropriate civil authorities. For a complete discussion of the College's student judiciary process and sanctions, please refer to the student handbook.

**Daily Crime Log**

The 1998 amendments to the Clery Act introduced the requirement, effective October 1, 1998, that Campus Safety and Security Offices maintain a daily written crime log of any crime (not just those required to be included in the Annual Security Report) that is reported to the Campus Safety and Security Office. The Office of Safety and Security has a daily crime and fire log that lists the date of report, date and time of occurrence, offense description, location, and disposition of the crimes. The log is kept at the Office at 1432 East Street, Grinnell, Iowa. The Conard Environmental Research Area (CERA), Grinnell-In-Washington, and Grinnell-in-London campus sites do not have a daily crime log and meet the Department of Education’s exclusion requirement for this.

**Safety on Campus**

**The Importance of Reporting Crime**

In order to maintain a safe environment for work and learning, the college supports a fully staffed unsworn and unarmed Office of Campus Safety and Security staff who are on campus, provides facilities for storing criminal information, and has student security staff which assist with patrolling the campus, monitoring buildings, parking lot patrols and other critical security functions for the campus. Because the cooperation of ordinary citizens is also essential to the prompt and accurate reporting of crimes, faculty, students, staff and visitors to our campuses are instructed to contact the Office of Campus Safety and Security or the appropriate law enforcement agency in the event they receive criminal or emergency information.
As citizens of the community, all college students, faculty, administrators, and staff are strongly urged to participate actively in the criminal prevention process. It is essential that when faculty, staff, students, or visitors know of a crime on campus to immediately report it so the appropriate officials can determine if an emergency notification or a timely warning to the community should be issued. The Office of Campus Safety and Security and our local city of Grinnell Police Department remain in operation 24 hours a day, 7 days a week. This includes the Poweshiek County Sheriff’s Office, and the Iowa State Patrol who assist with patrolling our perimeter campus area. The Office of Campus Safety and Security patrols as well as the Grinnell Police Department patrols the main Grinnell College campus, as well as other buildings and property such as the Office of Facilities Management located on the west end of town, and our Old Glove Factory (Administrative Building) and the college bookstore located in downtown Grinnell.

For the Conard Environmental Research Area (CERA) reports should be made to the Jasper County, Iowa Sheriff’s Department. For the Grinnell-in-London (GIL) branch campus reports should be made to the London Metropolitan Police. For the Grinnell-in-Washington (GIW) branch site reports should be made to the Washington, DC Metropolitan Police Department.

**Tips/Reporting by Phone**

When you call the Office of Campus Safety and Security to report a crime or the local law enforcement agency for your campus site be prepared to answer all the questions the dispatcher asks you, and be specific. Don't downplay the importance of your call. Here are points to immediately consider when reporting a crime:

- Is anyone's life or safety threatened?
- Does anyone need medical assistance or an ambulance?
- Is the suspect(s) still there? If so, make sure the dispatcher knows this.
- Does the suspect(s) have a weapon?

Crimes in progress, or those involving life-threatening circumstances, receive the highest priority response. If the crime is still in progress, do what you can to ensure your own safety first. If you are outside your living area, get to a public area - an open store, a restaurant or other public area. If at home, residence hall, or apartment, go to a safe area of the house, or go outside.

**Information the Office of Campus Safety and Security or Law Enforcement will want to know when you call:**

**Where**
- Where are you now?
• Where did the crime happen?
• If the suspect(s) are gone, where did they go? In what direction?
• Did they use a car or some other transportation? Did you get the license number?

**What**
• What exactly happened or is happening? Describe the situation in complete
detail. (e.g., "Someone has just broken my window and is inside my
apartment").
• What are the suspect(s) physical characteristics? (gender, height, weight, hair
color, race, etc.)
• What was the suspect wearing? (distinctive colors of clothing)

**When**
• When did the crime happen? Is it still in progress? (This is very important, as it
may determine the level of response.)

**Who**
• Who are you? What phone number are you calling from?

Don't hang up the phone until the dispatcher tells you to do so. You may be put on hold
while the dispatcher contacts emergency responders.

**How to Report a Crime on the Main Campus in Grinnell, Iowa**

Contact the Office of Campus Safety and Security at (641) 269-4600, dial 9-1-1-
(emergencies only), or by using the Blue telephones located at strategic locations
throughout our campus. Any suspicious activity or person seen in the parking lots or
loitering around vehicles, inside buildings or around the Residence Halls should be
reported to the Office of Campus Safety and Security for assessment for a timely
warning notice and inclusion in the annual disclosure of crime statistics disclosure
report.

**How to Report a Crime at the Conard Environmental Research Area (CERA) in
Jasper County, Iowa**

Contact the Jasper County Sheriff's Office at 641-782-5912 or dial 9-1-1- (emergencies
only). Any suspicious activity or person should be reported to the Jasper County
Sheriff's Office and the Office of Campus Safety and Security at Grinnell College (641)
269-4600 for the purpose of making timely warning reports and inclusion in the annual
crime statistics disclosure report.

**How to Report a Crime at the Grinnell-in-London (GIL) location**

Contact the London Metropolitan Police (dial 9-9-9). Any suspicious activity or
person should be reported to the Metropolitan Police, Acorn Building Management
staff, and to the GIL Resident Director for the purpose of making timely warning reports and inclusion in the annual crime statistics disclosure report.

**How to Report a Crime at the Grinnell-in-Washington (GIW) location**

Contact the Washington, DC Metropolitan Police (202)-727-9099 or (dial 9-1-1). Any suspicious activity or person should be reported to the Metropolitan Police for the purpose of making timely warning reports and inclusion in the annual crime statistics disclosure report.

**Accurate Reporting**

All faculty, staff, students and visitors to the Grinnell College campuses are encouraged to accurately and promptly report all crimes and emergencies to the Grinnell College Office of Campus Safety and Security or to the appropriate law enforcement agencies.

**Off Campus Crime Reporting**

When a crime occurs at a location off campus, the law enforcement agency having the jurisdiction over the case should be contacted. Typically this is where the crime has occurred.

**Reporting Crime off Campus in Grinnell, Iowa**

For crimes in Grinnell: Grinnell City Police (641) 623-5679

**Reporting Crime off Campus while in Jasper County, Iowa**

Contact the Jasper County Sheriff’s Office at 641-782-5912

**Reporting Crime off Campus while in London**

Contact the London Metropolitan Police at (emergency 9-9-9) or 101 (non-emergency)

British Transport Police 0800 252525. At the nearest help point dial 999 or push the green emergency button

**Reporting Crime off Campus while in Washington, DC**

Contact the Metropolitan Police of the District of Columbia at (202)-727-9099 or dial 911

**Voluntary Confidential and Anonymous Reporting**

The Office of Campus Safety and Security encourages anyone who is the
victim or witness to any crime to promptly report the incident. However, if a person would like to report crimes on at any of our campuses on a voluntary confidential basis they can fill out an online Clery Report Form (located at the Grinnell College Office of Campus Safety and Security website) and submit it to the Office of Campus Safety and Security, 1432 East Street, by mail without identifying who they are.

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making an anonymous report. The purpose of an anonymous report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

The rulemaking committee defines counselors as:

• **Pastoral Counselor** - An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

• **Professional Counselor** - An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.
The following individuals are not considered Campus Security Authorities on the Grinnell College campuses, as defined by Clery, and victims can talk to these individuals confidentially about any crime or incident.

- Chaplains acting in the scope of a pastoral counselor
- Student Health and Counseling Services (SHACS) Counselors;

As a matter of policy, the Office of Campus Safety and Security does not have a written policy that encourages these college officials to alert victims of crimes of voluntary or confidential Clery reporting procedures. However, officials are encouraged; if and when they deem it appropriate, to inform persons being counseled that they can report crimes on a voluntary or anonymous basis for inclusion into the annual crime statistics.

Individuals who wish to report crimes anonymously or confidentially can also do so by going to the campus Sexual Respect Website and reviewing confidential reporting procedures at this location for a list of resources that they can talk with in an anonymous and confidential manner under Title IX requirements.

Decision to Issue a Timely Warning Notice

Timely Warnings (Main Campus and the Conard Environmental Research Area (CERA))

The Campus Safety and Security Office provides the College community with timely warnings (called Crime Alert Bulletins) of reported crimes that are considered to be a serious or ongoing threat to students and/or employees. Timely Warnings are typically issued for the crime classifications listed in the Clery Act such as: major incidents of arson, aggravated assault, and criminal homicide, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Campus Safety and Security Office. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Grinnell College community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information
known by Campus Safety and Security Office. The Director of Campus Safety and Security or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications and locations, as deemed necessary.

In the event that a situation arises, either on or off campus, that, in the judgment of the Security Director, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the college email system to students, faculty, and staff. The timely warnings will be reviewed on a yearly basis by the Director.

These notices (bulletins) at times are distributed by email and include a description of the crime, the time, date, location of its occurrence, and crime prevention tips. Timely Warning Notices are usually written by the Director of Safety and Security, Associate Vice President of Student Affairs or the Communications Office and distributed by the Safety and Security Office. The campus notice also states which law enforcement agency has been notified when appropriate. When there is an ongoing or serious risk to the campus, Campus Safety and Security Office, the Associate Vice President of Student Affairs and/or Vice President of the Office of Communications has the authority to develop and send timely warning bulletins to the campus community. When the local police have crimes that they feel the campus should be alerted to, communication occurs between the Campus Safety and Security Office and the police.

**Timely Warnings-Grinnell-In-Washington**

Timely Warnings are typically issued for the crime classifications listed in the Clery Act such as: major incidents of arson, aggravated assault, and criminal homicide, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Faculty Program Director at the time. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other GIW community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the Faculty Director. The Faculty Program Director or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications and locations, as deemed necessary. These notices (bulletins) at times will be distributed by email and include a description of the crime, the time, date, location of its occurrence, and crime prevention tips. Timely Warning Notices can be written by the Faculty Program Director or Designee. The campus notice also states which law enforcement agency has been notified when appropriate. When there is an ongoing or serious risk to the campus, the Faculty Program Director has the authority.
to develop and send timely warning bulletins to the campus community. When the local police have crimes that they feel the campus should be alerted to they have been encouraged to report those situations to the college.

**Timely Warnings-Grinnell-In-London**

Timely Warnings are typically issued for the crime classifications listed in the Clery Act such as: major incidents of arson, aggravated assault, and criminal homicide, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Resident Director at the time. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other GIL community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the Resident Director. The Resident Director or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications and locations, as deemed necessary. These notices (bulletins) at times will be distributed by email and include a description of the crime, the time, date, location of its occurrence, and crime prevention tips. Timely Warning Notices can be written by the Resident Director or Designee. The campus notice also states which law enforcement agency has been notified when appropriate. When there is an ongoing or serious risk to the campus, the Resident Director has the authority to develop and send timely warning bulletins to the campus community. When the local police have crimes that they feel the campus should be alerted to they have been encouraged to report those situations to the college.

**Campus Security Authority (CSA) Grinnell College**

The Jeanne Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be "campus security authorities." "Campus security authority” is a Clery-specific term which encompasses. Any individual who fits the below description is considered a CSA at the Grinnell College campus sites for Clery statistical reporting purposes:

- Any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
- An official who has significant responsibility for student and campus activities
- An individual who monitors access of any institution owned or controlled facility (including parking facilities)

The following are CSAs if they have significant responsibilities for student and campus
activities:

A Physician in a Campus Health Center
A Counselor in a Campus Counseling Center
A Victim Advocate
A Sexual Assault Response Team
Administrators who oversee branch or separate campuses
Title IX Coordinator
Study abroad Coordinators and On Site Trip Coordinators
Staff who provide safety escorts around campus
Any individual who monitors access into a campus facility for event security

Who is not a CSA?

- Faculty members who are not advisors or student groups, i.e. no responsibility for student or campus activities beyond the classroom
- Support staff (clerical) such as secretaries, receptionists
  (Staff Affairs Secretaries and Clerical workers or considers CSA’s at Grinnell, however, secretarial or clerical workers in the Chaplains Office or not)
- Facilities staff, plumbers, electricians
- Food service workers, cashiers, cooks
- Ombudsman Office

Who is exempt for CSA status?

- Professional Counselors
  Persons who are unlicensed and uncertified but acting under the supervision of an exempt counselor, ex. Graduate student doing an internship
- Pastoral Counselors

Notification Procedures

*Emergency Response & Notification Procedures- Main Campus in Grinnell, Iowa and the Conard Environmental Research Area (CERA) in Jasper County, Iowa.*

In the event of a campus emergency the campus emergency preparedness committee may be convened to manage the response. If a fire occurs in a campus building, everyone should exit quickly, using available stairways and fire escapes. The emergency signal for fire is continuous alarm. After reaching safety call the Campus Safety and Security Office at 641.269.4600. The overall campus emergency preparedness plan is listed at the Safety website. Please [click here](#) to access the plan.

*Emergency Response and Evacuation*

The College has developed an Emergency Procedures and Safety Information booklet
that is located in different locations around the College. Furthermore, information on evacuations is listed at the Campus Safety and Security website. The Campus Safety and Security Office supervisors have received training in Incident Command and Responding to Critical Incidents. When a serious incident occurs that causes an immediate threat to the campus, the first responders on the scene are usually the Campus Safety and Security Office officers who make a decision to call out the local police agency, fire department or other emergency responders to assist in managing the incident.

**Emergency Response Committee**

The College has an Emergency Response Committee that meets throughout the year to talk about the different emergency situations that occur on campus and discusses the campus responses to the incidents. The committee members are from departments throughout the campus and the county and the police, fire, public health coordinator and County Emergency Coordinator are members on this committee.

**SHELTER IN PLACE: WHAT IT MEANS TO SHELTER IN PLACE**

Sheltering in place provides protection from external hazards minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room if possible, with no or as few windows as possible. When authorities issue directives to shelter-in-place, do not walk outdoors, take refuge indoors immediately.

*A shelter-in-place order may be issued for several reasons:*
- Active Shooter
- Severe weather
- Hazardous materials
- Civil Unrest
- Hostage situation or any situation where it is best for you to stay where you are to avoid any outside threat.

**When this occurs:**
1. Remain CALM.
2. Faculty should recommend to students and others not to leave and to outside.
3. If you are in dorm rooms, remain there.
4. Select a small interior room with no or few windows as possible.
5. Close and lock all windows, exterior doors, and any other openings that lead to the outside.
6. Stay away from all windows, doors.
7. Plant Operations personnel or trained Crisis Coordinators should shut down all building ventilation fans and air conditioners, when and if appropriate.
8. If you are told there is danger of explosion, close the window shades, blinds, or curtains.
9. Select interior room(s) above the ground floor, with the fewest windows or air vents.
10. Room(s) should have adequate space for everyone to be able to sit down comfortably.
11. Avoid overcrowding by selecting several rooms when necessary.

For severe weather and civil unrest:
1. Stay inside and move away from windows.
2. Close and lock all exterior doors and offices.
3. For extreme weather, relocate to lower levels in the building

For external chemical, biological or radiological incidents:
1. Stay inside and move to an inner corridor or office.
2. Plant Operations personnel or trained Crisis Coordinators may shut down all building ventilation fans and air conditioners, when necessary and appropriate.
3. Since many chemical agents are heavier than air, and tend to hold close to the ground move to higher levels of the building if possible to reduce the transfer of contaminated air from outside to inside.
4. Remain alert for instructions and updates as they become available from the emergency personnel and university administrators.

GENERAL EVACUATION PROCEDURES

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Safety and Security Office at 641 269-4600.

1. Remain Calm
2. Do NOT use Elevators, USE THE STAIRS.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Safety and Security Office or the responding Fire Dept. of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.
**Campus Wide Evacuations**

In the event of an All-Campus evacuation during an emergency, members of the campus community are directed to go to the Bear Athletic Center Indoor Track area and await further instructions. If there is a need for campus members to go to a different location, this will be communicated through one or all of the following communications methods: pioneer alert, email, text messaging, telephone, Grinnell.edu website, and/or word of mouth. Further information on evacuations is listed at the Campus Safety website.

**Immediate Threat/Campus Community**

Grinnell College will immediately notify the Grinnell College Community about an immediate threat if the Campus Safety and Security Office confirm an emergency or dangerous situation that poses an immediate threat to the health or safety of members of the Grinnell College community. If there is an imminent threat, the Director of the Campus Safety and the Security Department will send out an immediate message to the GC community concerning the emergency. If time permits, the Director, in coordination with the Vice President of Student Affairs, will work with the Office of Communication on the content of the message prior to the message being sent out.

**Notification Systems**

In the event of a serious incident or emergency that poses an immediate threat to the health and safety of members of the Grinnell College community, the College has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the Grinnell College campus community. These methods of communication include network emails, voice mail and emergency text messaging (Pioneer Alert). (Individuals can sign up for the emergency text messaging on Pioneer web.) In addition the College has an alternative website location that can be brought online in case of an emergency if the current website goes down. Furthermore, there is a phone number that the College can post messages to in case of serious emergencies. This number is kept on file and will be used when needed. Grinnell College will use some or all of the methods listed above to issue a follow up statement to the college community.

**Notification Statement**

Grinnell College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the
campus. The Director of Campus Safety and Security, in coordination with the Vice President of Student Affairs will determine the content of the emergency notification messages and they shall make a decision to send out the emergency notification. At times the Communications Office will be contacted to assist with developing the content of the messages. The Director of Campus Safety and Security has primary responsibility for initiating the communication systems. The Vice President of Student Affairs and the Vice President of the Office of Communications also have access to the campus Pioneer Alert system and can send out emergency messages if necessary. However, in the event that the emergency is impacting a particular portion of campus, an immediate notification message may be sent to a particular portion of the campus that will be the determination of the officials listed above.

**Emergency Notification Messages:**

Grinnell College will, without delay and taking into account the safety of the community, determine the content of the emergency notification message and initiate the notification system. Unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Confirmation of significant campus emergencies is usually the responsibility of the Campus Safety and Security Office which often sends officers to the scene to evaluate the level of the emergency. The confirmation may be done in conjunction with other administrators on campus, local first responders and/or the National Weather Service. Once the responding CSS officer confirms an emergency, he/she typically contacts the Campus Safety and Security Office dispatcher. The dispatcher will contact the appropriate office/department, agency and the Director of the Campus Safety and Security Office concerning the emergency.

**Notifications System Chart (Main Campus/CERA)**

<table>
<thead>
<tr>
<th>System to use</th>
<th>Primary Message Creator</th>
<th>Backup Message Creator</th>
<th>Authority for approving &amp; sending messages</th>
<th>Primary Message Sender</th>
<th>Backup Message Sender</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td>Director of Campus Safety and Security</td>
<td>Associate Vice President of Student Affairs</td>
<td>Associate Vice President of Student Affairs, Vice President of Communications</td>
<td>Director of Campus Safety and Security</td>
<td>Associate Vice President of Student Affairs</td>
</tr>
<tr>
<td>Method</td>
<td>Primary Contact</td>
<td>Alternate Contact</td>
<td>Secondary Contact</td>
<td>Additional Contact</td>
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<td></td>
</tr>
<tr>
<td>Voice Mail</td>
<td>Director of Campus Safety and Security</td>
<td>Associate Vice President of Student Affairs</td>
<td>Associate Vice President of Student Affairs, Vice President of Communications</td>
<td>Director of Campus Safety and Security</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Director of Campus Safety and Security</td>
<td>Associate Vice President of Student Affairs</td>
<td>Associate Vice President of Student Affairs, Vice President of Communications</td>
<td>Director of Campus Safety and Security</td>
<td></td>
</tr>
<tr>
<td>Text Alert/E-Alert (Pioneer Alert)</td>
<td>Director of Campus Safety and Security</td>
<td>Associate Vice President of Student Affairs</td>
<td>Associate Vice President of Student Affairs, Vice President of Communications</td>
<td>Director of Campus Safety and Security</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Associate Vice President of Student Affairs</td>
<td></td>
</tr>
<tr>
<td><strong>SECONDARY</strong></td>
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</tr>
<tr>
<td>Local Media</td>
<td>Vice President of Communications</td>
<td>Associate Vice President of Student Affairs</td>
<td>Associate Vice President of Student Affairs, Vice President of Communications</td>
<td>Vice President of Communications</td>
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<td></td>
<td>Director of Media Relations</td>
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</tr>
<tr>
<td>Face to Face</td>
<td>Vice President of Communications</td>
<td>Associate Vice President of Student Affairs</td>
<td>Associate Vice President of Student Affairs, Vice President of Communications</td>
<td>Vice President of Communications</td>
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<td></td>
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<td></td>
<td>Director of Media Relations</td>
<td></td>
</tr>
<tr>
<td>PA System</td>
<td>Director of Campus Safety and Security</td>
<td>Associate Vice President of Student Affairs</td>
<td>Associate Vice President of Student Affairs, Vice President of Communications</td>
<td>Vice President of Communications</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Director of Media Relations</td>
<td></td>
</tr>
<tr>
<td>Phone Line (269-4615)</td>
<td>Vice President of Communications</td>
<td>Director of Media Relations</td>
<td>Vice President of Communications</td>
<td>Vice President of Communications</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>Director of Media Relations</td>
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</tr>
<tr>
<td>Alternative Website</td>
<td>Vice President of Communications</td>
<td>Vice President of Communications</td>
<td>Vice President of Communications</td>
<td>Vice President of Communications</td>
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<td></td>
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<td></td>
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</tbody>
</table>
Members of the larger community who are interested in receiving information about emergencies on campus may also access campus emergency information by going to the Grinnell College website or local/national media.

**Testing Emergency Procedures**

An evacuation drill (fire) for the Residence halls and other campus buildings is coordinated every year by the Campus Safety and Security Office. The maintenance staff of the Facilities Management Departments sets off the fire alarms and members of the Campus Safety and Security Office and Residential Life monitor the students' response. In addition every year an emergency drill is conducted involving weather emergencies in the month of April that coincides with the state of Iowa's statewide tornado drill. In the past this drill has involved messages being sent to the campus concerning the weather and then when the city of Grinnell Tornado sirens go off the campus response is monitored. The campus response is reported back to the Campus Safety and Security Office by various members of the Campus Alert Network. Additionally, the College conducts an emergency drill exercise each year, and tests the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. These tests may be announced or unannounced.

**Campus Alert Network**

In regards to the academic and administrative buildings (fire drills) the building coordinators who are members of the Campus Alert network monitor faculty and staff responses along with a member of the Campus Safety and Security Office. The Alert Monitors assist in the tracking of campus members to the correct location when they exit the buildings. During these drills members of the campus learn the locations of the emergency exits in the buildings and where to go in case of emergencies. The fire drills and the emergency weather drill are usually publicized before the events occur. However, at times unannounced fire drills are conducted.

**Emergency Response & Notification Procedures- Grinnell-In-Washington (GIW).**

In the event of an emergency the Faculty Director Professor Vicki Bentley-Condit, 202-833-8580, email bentleyc@grinnell.edu, will make contact with faculty, staff and students at the GIW campus. Bentley-Condit will be the main point of contact for emergency situations.

**Emergency Response and Evacuation**

In the event of an All-Campus evacuation during an emergency, members of the campus are requested to leave the building and convene at the meeting point.
Emergency Response Committee

The College has an Emergency Response Committee that meets throughout the year to talk about the different emergency situations that occur on campus and the committee discusses the campus responses to the incidents on the campuses. The committee members are from departments throughout the main campus, county, local hospital, Police Department, Fire Department, Public Health Coordinator and County Emergency Coordinator are members on this committee.

SHELTER IN PLACE: WHAT IT MEANS TO SHELTER IN PLACE

Sheltering in place provides protection from external hazards minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room if possible, with no or as few windows as possible. When authorities issue directives to shelter-in-place, do not walk outdoors, take refuge indoors immediately.

A shelter-in-place order may be issued for several reasons:
- Active Shooter
- Severe weather
- Hazardous materials
- Civil Unrest
- Hostage situation or any situation where it is best for you to stay where you are to avoid any outside threat.

When this occurs:
1. Remain CALM.
2. Faculty should recommend to students and others not to leave and to outside.
3. If you are in dorm rooms, remain there.
4. Select a small interior room with no or few windows as possible.
5. Close and lock all windows, exterior doors, and any other openings that lead to the outside.
6. Stay away from all windows, doors.
7. Plant Operations personnel or trained Crisis Coordinators should shut down all building ventilation fans and air
conditioners, when and if appropriate.
8. If you are told there is danger of explosion, close the window shades, blinds, or curtains.
9. Select interior room(s) above the ground floor, with the fewest windows or air vents.
10. Room(s) should have adequate space for everyone to be able to sit down comfortably.
11. Avoid overcrowding by selecting several rooms when necessary.

For severe weather and civil unrest:
1. Stay inside and move away from windows.
2. Close and lock all exterior doors and offices.
3. For extreme weather, relocate to lower levels in the building.

For external chemical, biological or radiological incidents:
1. Stay inside and move to an inner corridor or office.
2. Plant Operations personnel or trained Crisis Coordinators may shut down all building ventilation fans and air conditioners, when necessary and appropriate.
3. Since many chemical agents are heavier than air, and tend to hold close to the ground move to higher levels of the building if possible to reduce the transfer of contaminated air from outside to inside.
4. Remain alert for instructions and updates as they become available from the emergency personnel and university administrators.

GENERAL EVACUATION PROCEDURES

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify the Metropolitan Police of Washington, DC at (911).

1. Remain Calm
2. Do NOT use Elevators, USE THE STAIRS.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform the London Police (999) or the responding Fire Dept. of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

**Campus Wide Evacuations**

In the event of an All-Campus evacuation during an emergency, members of the campus are to convene at the meeting point 1733 N Street NW (Topaz Hotel Lobby) 202-393-3000. If there is a need for campus members to go to a different location, this will be communicated through one of the following communications methods: email, text messaging, telephone, or word of mouth.

**Immediate Threat/Campus Community**

Grinnell College will immediately notify the Grinnell College Community about an immediate threat if the Campus Safety and Security Office confirm an emergency or dangerous situation that poses an immediate threat to the health or safety of members of the Grinnell College community. If there is an imminent threat, the Faculty Director will make contact with campus community members through one of the above methods. If time permits, the Faculty Director, in coordination with the Associate Vice President of Student Affairs, Faculty Dean On-Call Maria Tapias (Associate Dean) 641-269-3028, Jonathan Larson, Assistant Director of Off-Campus Study, 641-269-4640 will work with the Office of Communication on the content of the message prior to the message being sent out. However, the Faculty Director has the authority to send out an immediate message if he/she/hir deems it necessary.

**Notification Systems**

In the event of a serious incident or emergency that poses an immediate threat to the health and safety of members of the GIW community, the College has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the Grinnell College campus community. These methods of communication include network emails, phone service.
**Notification Statement**

Grinnell College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. The Faculty Director will make contact with campus community members through email, telephone or word of mouth. If time permits, the Faculty Director, in coordination with the Associate Vice President of Student Affairs, Faculty Dean On-Call Maria Tapias (Associate Dean) 641-269-3028, Jonathan Larson, Assistant Director of Off-Campus Study, 641-269-4640 will converse concerning the situation. However, the Faculty Director has the authority to send out an immediate message to the campus community if he/she/hir deems it necessary.

**Emergency Notification Messages**

Grinnell College will, without delay and taking into account the safety of the community, determine the content of the emergency notification message and initiate the notification system. Unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Confirmation of significant campus emergencies is usually the responsibility of the Faculty Director or local emergency responders who often send officers to the scene to evaluate the level of the emergency. The confirmation may be done in conjunction with other administrators on campus, local first responders and/or the National Weather Service. Once the Faculty Director has confirmation an emergency, he/she typically will contact the Local Police if they have not been contacted, contact the Dean on Call at the Main Campus, faculty, staff and students at the campus.

**Notifications System Chart (Grinnell-In-Washington)**

<table>
<thead>
<tr>
<th>System to use</th>
<th>Primary Message Creator</th>
<th>Backup Message Creator</th>
<th>Authority for approving &amp; sending messages</th>
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</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td>Faculty Director</td>
<td>Associate Vice President of Student Affairs</td>
<td>Faculty Director</td>
<td>Faculty Director</td>
<td>Associate Vice President of Student Affairs</td>
</tr>
<tr>
<td>Email</td>
<td>Faculty Director</td>
<td>Associate Vice President of Student Affairs</td>
<td>Faculty Director</td>
<td>Faculty Director</td>
<td>Associate Vice President of Student Affairs</td>
</tr>
<tr>
<td>Telephone</td>
<td>Faculty Director</td>
<td>Associate Vice President of Student Affairs</td>
<td>Faculty Director</td>
<td>Faculty Director</td>
<td>Associate Vice President of Student Affairs</td>
</tr>
</tbody>
</table>
Members of the larger community who are interested in receiving information about emergencies on campus may also access campus emergency information by going to the local/national media.

**Testing Emergency Procedures**

An evacuation drill for the campus buildings will be coordinated every year by the Faculty Director. The drill will involve messages being sent to the campus and then the fire alarm will be set off signaling the evacuation. The Building Management will be asked to report back to the Faculty Director concerning the drill. This test is designed to assess and evaluate the emergency readiness of the campus site. Other emergency drills may be conducted throughout the year and the results will be reported back to the Faculty Director. These tests may be announced or unannounced.

**Campus Emergency Plan**

A crisis management plan for the Grinnell-In-Washington campus is on file with the Faculty Director of the GIW campus.

**Emergency Response & Notification Procedures- Grinnell-In-London (GIL).**

In the event of an emergency the Resident Director Donna Vinter, 44 (0) 20 7813 3265, email d.vinter@imperial.ac.uk, will make contact with faculty, staff and students at the GIL campus. Vinter will be the main point of contact for emergency situations. Vinter has an Administrative Assistant, Lacey Ostermann, 44 (0) 20 7813 3265, email ostermann@grinnell.edu, who can also be contacted in cases of emergencies.

**Emergency Response and Evacuation**

The Grinnell-In London site has an evacuation plan which was last updated in 2005. The plan was designed by Acorn Building Management Services, who manages the site. The meeting point is 19 Bedford Place London WC1
(nearest underground stations are Russell Square/Holborn/Euston). Contact numbers and other information concerning the plan are listed below: Contact number security 020-7693-5368, 24 hours a day, at 19 Bedford Place, London WC1B 5JA. For additional after hour’s emergency call out (for serious emergency): 07960-151-60. The Senior Acorn staff member at Bedford Place: Adam Celiz, 020-7636-8325, Principal office support staff at Bedford Lace, Elizabeth Bowey, 020-7636-8325. All the below numbers will be answered at any time should the evacuation plan come into force:

**Acorn Leaders**

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marie Withers</td>
<td>07534-173-324</td>
</tr>
<tr>
<td>Ian Watkins</td>
<td>07718-658-133</td>
</tr>
</tbody>
</table>

**Notes**

Students and faculty should buddy up with one or two others to help supervisors determine who is not at the meeting point or not coming. Coaches/Buses will be filled and dispatched in groups of 5. All travelers will be put on coaches/buses as they arrive, not by individual University/College groups. 19 Bedford Place will coordinate where the coaches are to drop off student/faculty. This information will only be available to colleges or Universities after six hours. Parents or relations should contact the college or University directly, not Bedford Place, as it is manned for emergency purposes only and the lines cannot be clogged for any other purpose. For security reasons we will not tell anyone where the students are temporarily staying other than the College/University. Should transport be refused entry into London, students/faculty will walk to where it is anticipated the transport will be able to retrieve them. Additional information concerning this evacuation plan is on file at the Grinnell- in- London site, at the International Studies Office and at the Campus Safety and Security Office on the Grinnell College main campus

**Emergency Response Committee**

The College has an Emergency Response Committee that meets throughout the year to talk about the different emergency situations that occur on campus and the committee discusses the campus responses to the incidents on the campuses. The committee members are from departments throughout the main campus, county, local hospital, Police Department, Fire Department, Public Health Coordinator and County Emergency Coordinator are members on this committee.
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A shelter-in-place order may be issued for several reasons:
- Active Shooter
- Severe weather
- Hazardous materials
- Civil Unrest
- Hostage situation or any situation where it is best for you to stay where you are to avoid any outside threat.

When this occurs:
1. Remain CALM.
2. Faculty should recommend to students and others not to leave and to outside.
3. If you are in dorm rooms, remain there.
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5. Close and lock all windows, exterior doors, and any other openings that lead to the outside.
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8. If you are told there is danger of explosion, close the window shades, blinds, or curtains.
9. Select interior room(s) above the ground floor, with the fewest windows or air vents.
10. Room(s) should have adequate space for everyone to be able to sit down comfortably.
11. Avoid overcrowding by selecting several rooms when necessary.

For severe weather and civil unrest:
1. Stay inside and move away from windows.
2. Close and lock all exterior doors and offices.
3. For extreme weather, relocate to lower levels in the building

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1. Stay inside and move to an inner corridor or office.
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**Notification Systems**

In the event of a serious incident or emergency that poses an immediate threat to the health and safety of members of the GIL community, the College has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the Grinnell College campus community. These methods of communication include network emails, phone service.

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Notifications System Chart (Grinnell-In-London)

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<tbody>
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<td>PRIMARY</td>
<td>Resident Director</td>
<td>Associate Vice President of Student Affairs</td>
<td>Resident Director</td>
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<tr>
<td>Local Media</td>
<td>Vice President of Communications</td>
<td>Resident Director</td>
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Members of the larger community who are interested in receiving information about emergencies on campus may also access campus emergency information by going to the local/national media.

Testing Emergency Procedures

An evacuation drill for the campus buildings will be coordinated every year by the Resident Director. The drill will involve messages being sent to the campus and then the fire alarm will be set off signaling the evacuation. Acorn
Building Management will be asked to report back to the Resident Director concerning the drill. This test is designed to assess and evaluate the emergency readiness of the campus site. Other emergency drills may be conducted throughout the year and the results will be reported back to the Resident Director. These tests may be announced or unannounced.

**Campus Emergency Plan**

A crisis management plan for the Grinnell-In-London campus is on file with the Resident Director of the GIL campus.

**Missing Student Policy (Main Campus)**

The Grinnell College campus currently has student residential facilities. In the event a student is missing for more than a 24-hour period, the following procedures shall be used as a guideline. Since every circumstance is different, we will necessarily rely on common sense to amend the procedures when necessary. The following response protocol is amended from the Missing Students Policy as required by the Higher Education Opportunity Act (HEOA). *If the missing student is legally considered a minor (i.e.,) less than 18 years of age and not emancipated), the student's parent(s)/guardian(s) and their confidential contact will be notified within 24 hours.

**Confidential Contact**

Grinnell College will allow students to register a contact person confidentially and this information will only be accessible to authorized campus officials and law enforcement and it will not be disclosed outside of a missing person investigation. It is the policy of Grinnell College that all reports of missing students residing in on campus residential facilities must be immediately reported to the Campus Safety and Security Office.

**Student Missing for less than 24 Hours**

If a student is missing for less than 24 hours, the concerned party should contact the Campus Safety and Security Department at extension (641) 269-4600.

1. The Campus Safety and Security Office shall:
   - Notify the Dean on call. The Dean on call will make a determination whether or not to implement any part of the missing student protocol.
   - Notify the Vice-President for Student Affairs.
   - Notify the Dean of Students.
   - Notify the RLC on call.
2. In addition, the following actions might be taken: The RLC on call may leave a note, email, and/or Facebook message (if applicable) for the student informing him/her/that people are concerned that they are missing and asking the missing student to inform the RLC on call if he/she/is alright.

- The Campus Safety and Security Office may check P-Card access for any recent activity.
- The Campus Safety and Security Office may enter the student's room to check on the student's welfare.
- Academic Advising staff may contact faculty to see if the missing student has recently attended class.
- The Dean on call will inform Student Health and Counseling Center (SHACS) staff of missing student and share/collect pertinent information (as permissible).
- The Dean on call and/or RLC on call will provide timely updates to the person(s) who first reported a possible missing student.

**Student missing for more than 24 Hours**

If a student is missing for more than 24 hours, the concerned party should contact the Campus Safety and Security Department at extension (641) 269-4600.

1. The Campus Safety and Security Office shall file an official missing persons report and:

- Notify the Dean on call. The Dean on call will implement the missing student protocol.
- Notify the Associate Vice-President for Student Affairs.
- Notify the Dean of Students.
- Notify the RLC on call.
  - If the student has a designated contact person, Grinnell College will notify them within 24 hours.
  - Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, notification of the Grinnell Police Department will occur within 24 hours of the student being reported as missing. This is per federal law if the student is an on-campus resident. If the student resides at some other location, the local law enforcement agency, that has jurisdiction in the area, will be notified within 24 hours that the student is missing.

2. In addition, the following actions will be taken:

- The Campus Safety and Security Office will check P-Card access for any recent activity.
- The Campus Safety and Security Office will contact Dining Services to determine when the missing student last used his/her/her meal plan.
• The Campus Safety and Security Office may contact Information Technology Services (ITS), when needed, to determine when the missing student last utilized his/her/email or P-Web accounts.
• The RLC on call will check Facebook and Plans accounts (if applicable) to check for any recent activity/postings.
• The Dean on call will inform Student Health and Counseling Services staff of missing student and share/collaborate pertinent information (as permissible).
• Academic Advising staff may contact faculty to see if the missing student has recently attended class.
• The Campus Safety and Security Office will gather identifying information (e.g., name, age, photographs, and class schedule) of missing student and provide information to, and serve as a liaison to, the Grinnell Police Department.
• The Dean on call will make parental/guardian notification and provide timely updates.
• A campus-/community-wide search party (comprised of Grinnell students, faculty, staff, and community members) may be implemented, if needed.

**Notification Procedures**

The Associate Vice-President for Student Affairs (or designee), upon notification of a missing student (for a period of more than 24 hours), shall notify by phone or e-mail:

• The President (or designee) at ext. 3000 (641.269.3000) or Kington@grinnell.edu.
• The Dean on call, in collaboration with Student Health and Counseling Services (SHACS) staff, who will coordinate support for on-campus residents and off-campus students as needed, with assistance from any or all of the following offices: Residence Life and Orientation, Academic Advising, Intercultural Affairs, International Student Affairs, and, if appropriate, SGA. If a student is reported missing outside of regular business hours (8:00 a.m.-5:00 p.m.) Monday-Friday, the Dean on call will decide how best to manage student requests for counseling support and assistance.
• The Dean for Student Success and Academic Advising at ext. 3702 (641.269.3702) or sternjm@grinnell.edu, who will, in turn, notify the student's professors, advisor, and the Registrar at ext. 3452 (641.269.3452) or chasesce@grinnell.edu.
• The SGA President and/or the ISO President (if the student was an international student).
• The Vice-President of Communication at ext. 3404 (641.269.3404) or reischej@grinnell.edu, who, after consultation with the Vice President for Student Affairs, may issue a press release/public statement.

**Missing Student Policy: Conard Environmental Research Area (CERA) Grinnell-In-Washington, Grinnell-In-London**

There are no on campus student housing facilities at the Conard Environmental Research Area (CERA), Grinnell-in-London or the Grinnell-in-Washington campus. Therefore, the college is not required to have a missing student policy for those

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The campuses. However, if students wish to still have a form on file a form can be obtain from the Office of Campus Safety and Security and kept on file there. This information will only be accessible to authorized campus officials and law enforcement agencies and it will not be disclosed outside of a missing person investigation unless prior permission is granted by the student.

Security Awareness Program

Crime Prevention and Security Awareness Programs

There are crime awareness programs and self-defense training is offered. In addition sexual assault awareness programs are conducted on campus each year by various departments. The College does its utmost to make sure the Grinnell experience is a safe experience. However, students also have a responsibility to protect themselves and be responsible for their own security and the security of others. The college will continue to try and eliminate the threat of crime on campus, but community members need to protect themselves. Lock doors, walk in well-lit areas, and store money and valuables in a safe place.

Grinnell College is committed to providing a safe environment for students and employees. To enhance campus safety the College established the Campus Safety and Security Office. Residential Life Coordinators and the Student Affairs deans carry cellular phones to respond to emergencies. The Student Affairs office conducts prevention and education programs throughout the academic year.

The college has given programs involving mentors in violence prevention training which includes active bystander scenarios related to alcohol. Furthermore, programs are given to faculty/staff on active bystander participation along with a residence life active bystander workshop and training for student SGA security workers. All incoming students take an online program involving drug, alcohol and sexual assault and safety education. Self Defense training is also provided during the college term. Grinnell College community members are encouraged to be responsible for their own safety and the safety of others. During the 2013-2014 academic year, they conducted over 31 security awareness and crime prevention programs on campus. The Assistant Dean of Students/Director of Residence Life and Orientation periodically posts safety reminders.

Grinnell College expects all students to act as responsible citizens in a democratic community. The College emphasizes maturity and self-governance, personal contact, and understanding. While it is College policy to impose few rules, in any community certain regulations are necessary for the welfare of its members. The board of trustees has delegated disciplinary duties to the president, who in turn has assigned specific groups to hear cases of alleged misconduct by students. The Judicial Policies section of The Student Handbook contains a complete description of the
Judicial system and its procedures, as well as details on College regulations. Every student is expected to review the material in the handbook.

**Crime Prevention and Security Awareness - Grinnell-in-Washington**

At the orientation session before leaving for Washington, students are given advice on precautions to take to protect their own personal safety and that of their possessions. Students studying in Washington need to be constantly aware that such hazards as burglary, theft, pick pocketing, mugging and assault are greater in a large city such as Washington than in the town of Grinnell. Students can refer to the Crime Prevention area of this website for general safety precautions. Students are also encouraged to read the Grinnell-in-Washington (GIW) Student Handbook for information on safety and security, and medical emergencies while in Washington, DC. The handbook can be accessed by clicking here. The general emergency telephone number to get help is 911. You can use this number to contact the police, fire or an ambulance in an emergency.

**Crime Prevention and Security Awareness - Grinnell-in-London**

At their Orientation in London students are given advice on precautions to take to protect their own personal safety and that of their possessions. If it can be arranged, a Community Police Officer from the Metropolitan Police also addresses the group. Students studying in London need to be constantly aware that such hazards as burglary, theft, pick pocketing, mugging and assault are greater in a large city such as London than in the town of Grinnell. Students are also encouraged to read the Grinnell-in-London Student Handbook section eight and section nine. These sections cover safety and security and medical emergencies while in London. The handbook can be accessed by clicking here. The general emergency telephone number to get help is 999. You can use this number to contact the police, fire brigade or an ambulance in an emergency.

**Sex Offender Registry Statement**

**Campus Sex Crimes Prevention Act**

The “Campus Sex Crimes Prevention Act” (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. It was sponsored by U.S. Senator Jon Kyle of Arizona and supported by Security On Campus, Inc. The act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state concerning registered sex offenders may be obtained. The act also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Iowa a person who has been convicted of a sex offense crime anywhere must
register with the sheriff in the county in which they reside; and, if the person attends or works for an institution of higher education he/she/hir must register with the sheriff in the county in which the institution is located.

By clicking on the below links you should be able to access the sex offender registry for your campus area.

- Grinnell College, Grinnell, Iowa [click here]
- Conard Environmental Research Area CERA [click here]
- Grinnell-In-Washington [click here]
- Grinnell-In-London [click here]

Sexual Assault Policy and Programs

Statement of Intent Regarding Sexual Misconduct

“Grinnell College is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Grinnell College provides ongoing sexual harassment prevention training in an effort to promote an environment free of sexual and other unlawful harassment. It also strives to make reporting concerns and incidents of harassment a responsibility of the community so that individuals who have experienced sexual harassment, assault, and/or violence can be offered support and a range of resources that Grinnell has developed.

Sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking pose a threat both to individual members of the Grinnell College community and to the community collectively. Acts of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking represent a fundamental failure to recognize and respect the intrinsic worth and dignity of other members of the community. Such acts are contrary to the values and standards of the Grinnell College community and against College policy. They may also constitute criminal conduct under local, state, or federal laws. All Grinnell College community members are personally responsible for their own actions and behavior. The College is committed to fostering an environment free from sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of complaints.

The College will not tolerate sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking. The College is prepared to take all appropriate steps to prevent and correct such behavior, including providing interim remedies and accommodations and support for the complainants,
conducting a Title IX review of the conduct, pursuing informal resolution, or taking formal conduct (corrective) action against the Respondent(s). Recognizing that each situation has its own characteristics, the College will respond promptly and equitably while tailoring the solution to best fit the situation. The policy is intended to guide students and employees who have experienced or been affected by sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking, whether as a Complainant, a Respondent, or a third party. When used in this policy, Complainant refers to the individual(s) who has experienced a possible instance of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking, regardless of whether that individual makes a report or seeks formal conduct (corrective) action. Respondent refers to the individual(s) who has been accused of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking. A third party refers to 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 harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking encompass a broad spectrum of conduct, and the College will respond accordingly, considering both the severity of the alleged offense and the threat it poses to the community. Individuals who are found responsible under this policy may receive educational outcomes or face corrective action up to and including dismissal for students and termination for employees.

The College is committed to protecting the privacy of all individuals involved in a report of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking. In any report, investigation, or resolution of a report under this policy, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegation(s).” (2014 Grinnell College Sexual Respect Webpage).

Grinnell College is a community of trust whose very existence depends on strict adherence to standards of conduct set by its members. Sexual assault is a crime punishable by both civil and criminal legal action and a serious violation of Grinnell College’s Community Standards. Sexual misconduct will not be tolerated within our community. Sexual assault and rape are criminal offenses, and should be reported to the proper authorities. The policy below covers improper sexual conduct in the college context, and the standards used by Grinnell College are different from those used by the state of Iowa to define sex offenses. No double jeopardy is presented by different sets of standards, and students at Grinnell College are charged with the responsibility of being familiar with and abiding by the standards of conduct set forth in our on-line Student Handbook. Students may be subject to both criminal prosecution and on-campus disciplinary action. Members of the Grinnell College community are strongly encouraged to report all incidents of sexual misconduct.
The campus has a number of programs that promote the awareness of violence, rape, acquaintance rape and other sex offenses. A few of these programs are the Grinnell Advocates, Students Dealing with Violence, and Real men. Additionally, the campus has a sexual assault awareness week each year and houses a sexual health information center. The Student Health and Counseling Services (SHACS) also provide awareness programs throughout the year. The Center for Religion, Spirituality and Social Justice has a campus Chaplain who is also the campus Sexual Assault Advocate Coordinator.

(It should be noted that the College Sexual Assault Investigators receive investigative training on a yearly basis.)

**If you have experienced or are experiencing Sexual Misconduct, consider doing the following:**

- Go to a safe place and/or find someone you can trust.
- Obtain medical attention. In Grinnell, you can go to Grinnell Regional Medical Center and request a sexual assault examination. The exam is an evidence-gathering medical process that is most effective if it occurs within 72 hours of the assault. The exam may include testing for HIV/AIDS, STDs and pregnancy, a vaginal examination, collecting fingernail scrapings and/or clippings, examining your body for injuries and a blood draw. You have a right to have a support person accompany you to the exam. Listed are a few suggestions: a friend, Residence Life Coordinator, confidential campus resource, a trained campus advocate or DVA/SAC advocate. They will support you by listening, explaining the process and answering your questions.
- Find support for yourself by contacting a friend, family member, member of the clergy, Residence Life Coordinator, confidential campus resource, Student Adviser, trained campus advocate or DVA/SAC advocate.
- Document for yourself as soon as possible what happened (i.e., time, date, sequence of events, descriptions, witnesses).
- It is important to preserve evidence for the proof of a criminal offense. To do that, victims should preserve clothing and/or other items involved in the assault. Collect items in clean brown paper bags for transport to the hospital or to give to the police. DO NOT use plastic bags as it degrades the chemical composition of the evidence.
- Report incident to the Campus Safety and Security Office and/or local police.

Individuals may also report a sex offense to the institution’s Title IX coordinator. This office is responsible for coordinating the institution’s compliance with Title IX. The Title IX Coordinator is the Chief of Staff; 641 269-3000; and located at Nollen House. The institution’s sexual harassment policy, including a description of the grievance procedures can be found in on the Sexual Respect Webpage. [Click here to be linked to that page.](#)
Sexual Misconduct Offenses Include, but are not limited to:

1. Non-Consensual Sexual Intercourse (or attempts to commit same)
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Sexual Exploitation
4. Sexual Harassment

1. **Non-Consensual Sexual Intercourse or Rape is**
   - any sexual intercourse (anal, oral, or vaginal),
   - however slight,
   - with any object,
   - by a man, woman, or transgender(ed) person upon a man, woman, or transgender(ed) person
   - without effective consent.

Examples of Non-Consensual Sexual Intercourse can include, but are not limited to, vaginal penetration by a penis, object, tongue or finger without consent; anal penetration by a penis, object, tongue or finger without consent; and oral copulation without consent (e.g., mouth to genital contact or genital to mouth contact).

2. **Non-Consensual Sexual Contact or the campus policy equivalent to the crime of Sexual Assault**

Non-Consensual Sexual Contact or sexual assault is

   - any sexual touching (including disrobing or exposure),
   - however slight,
   - with any object,
   - by a man, woman, or transgender(ed) person upon a man, woman, or transgender(ed) person
   - without effective consent.

Examples of Non-Consensual Sexual Contact can include, but are not limited to, any sexual contact with the breasts, buttocks, groin, genitals, mouth or other bodily orifice of another without consent, or touching another with any of these body parts without consent, or making another touch you or themselves with or on any of these body parts without consent.
3. Sexual Exploitation

Sexual exploitation happens:

- when a student takes non-consensual, unjust or abusive advantage of another for his/her/hir own advantage or benefit,
- or to benefit or advantage anyone other than the one being exploited,
- and that behavior does not otherwise constitute one of the other three sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-recording of sexual activity, going beyond the boundaries of consent (such as letting your friends surreptitiously watch you having consensual sex), engaging in Peeping Tommery, and knowingly transmitting an STD or HIV/AIDS to another student.

4. Sexual Harassment

- Any unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature will constitute sexual harassment when such conduct substantially interferes with an individual’s living or studying conditions or creates an intimidating, hostile or offensive environment for that individual. Following or stalking can constitute sexual harassment when someone repeatedly and purposefully engages in any of the behaviors under this definition, and they are directed at a specific person on the basis of their gender.
- Sexual harassment can encompass a wide range of behaviors extending from forcing sexual attention upon an unwilling recipient to the actual coercion of an unwilling person, male, female, or transgender(ed), into a sexual relationship.
- Sexual harassment can include using the telephone or mobile phone, written messages, signs, electronic media, (i.e., computer, e-mail, text messages), or other media to which a person is subjected without invitation or consent.
- Retaliation against an individual for reporting or pursuing a report of sexual harassment or for participating in an investigation is prohibited.

Definition of Terms

**Intercourse** - Intercourse is not synonymous with penetration. If it were, non-consensual French kissing could meet the definition of oral rape; intercourse is more limited. Intercourse includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

**Sexual Touching** - Sexual touching is any contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.
Effective Consent - Effective Consent is informed, freely and actively given, mutually-understandable words or actions, which indicate a willingness to participate in mutually-agreed upon sexual activity. Consent is not effective if it results from the use of physical force, threats, intimidation, or coercion.

Incapacitated Sex - If you choose to drink alcohol or use other drugs, you run the risk of impaired thinking and communication and, oftentimes, confusing sex occurs. Being drunk is never an excuse for violating this policy. To have sex with someone whom you know to be, or should know to be, incapable of making a rational, reasonable decision about a sexual situation is a violation of policy. This includes someone whose incapacity results from the taking of a so-called “date-rape drug.” Possession, use, and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another individual for the purpose of inducing incapacity is an offense of the most serious nature.

For reference to the pertinent Iowa Statutes on sex offenses, please see Relevant Iowa Codes at the end of this policy section.

- Any student who is determined to have engaged in Non-Consensual Sexual Contact (where no intercourse has occurred) may receive an educational outcome (sanction) ranging from conduct warning to dismissal, depending on the severity of the incident, and taking into account any previous disciplinary infractions*
- Any student who is determined to have engaged in Non-Consensual Sexual Intercourse may receive an educational outcome (sanction) ranging from suspension to dismissal*
- Any student who is determined to have engaged in Sexual Exploitation or Sexual Harassment may receive an educational (sanction) ranging from conduct warning to dismissal, depending on the severity of the incident, and taking into account any previous disciplinary infractions*

Student Conduct Educational Outcomes

Restitution Fines

Restitution may be required for any damages occurred as a result of misconduct.

Deferred Finding of Responsibility

A deferred finding of responsibility allows for the dismissal of specific policy violation charges, pending good conduct during a specified period of time. This rarely used educational outcome may be recommended by the adjudicating body and is assigned at the discretion of the vice-president for student affairs (or designee). A deferred finding allows for the withdrawal of formal charges for good cause after a specified period of time (to last no longer than the student’s graduation date from the College). Factors to be considered in providing a deferred finding of responsibility include: a.) the present
demeanor of the student; b.) the conduct of the student subsequent to the violation; c.) the nature of the violation and severity of any damage, injury, or harm resulting from it; and/or d.) the student has not received any other deferred finding of responsibility as an outcome from a previous student conduct matter while enrolled at the College. If a student complies with the conditions and requirements attributed to a deferred finding, the administrative charges will be dismissed at the end of the deferral period and there will be no conduct record of this case. Failure to comply with the conditions and requirements of the deferred finding may result in a finding of responsibility and, as a result, become part of the student’s conduct record. In this instance, additional educational outcomes may apply.

**Conduct Warning**

A conduct warning is recognition of general lack of cooperation in campus citizenship or the breaking of some specific rule. The terms of this warning are defined in each case by the body imposing the sanction. This is a warning that severe discipline will be imposed if the student is again reported for a similar lack of good campus citizenship and conduct.

**Conduct Probation**

Conduct probation is recognition of a very serious lack of good campus citizenship and conduct or a serious or repeated violation of a College regulation. This probation is a warning that a person’s status as a student at Grinnell College is in jeopardy and that any further violation may result in suspension or dismissal from the College.

**Behavioral Expectations Letter**

In instances of repeated or serious offenses, behavioral expectations may be clearly identified and provided in writing to responsible students. Future Community Standards and/or College policy violations may result in separation from the College. A campus no-contact order may also be issued between students as an outcome. These limited campus no-contact orders are used rarely and are intended to help provide distance between students when deemed necessary. For more information regarding campus no-contact orders, please review the Safety Policy in the Campus Life policies section of this Student Handbook.

**Parental and Guardian Notification**

A fundamental goal of Grinnell College is to support students’ independence and maturity, in part by expecting them to assume responsibility for their own educational and personal matters. However, under laws and policies that govern the privacy rights of students, Grinnell College has the authority and reserves the right to contact parents or guardians of dependent students about a variety of serious matters and the parents or guardians of all students in emergencies regarding serious injury or life or death
situations. The cases in which Grinnell would, in extraordinary circumstances, notify parents or guardians cannot in the nature of things be completely enumerated or described; but it is, for example, the belief of Grinnell that a serious injury to a student, or a violent crime committed upon a student, is a sufficiently grave occurrence as to constitute an extraordinary circumstance. Parental or guardian notification may also occur under the following circumstances: hospitalization; hospital visits for alcohol poisoning or drug overdose; behavior that will likely result in residence hall suspension or expulsion, conduct suspension, or dismissal; acts of violence or significant abuse toward others or a student’s own self; arrest; drug or alcohol use that results in police action; or serious mental health concerns. For more information, please review the Parental and Guardian Notification Policy.

**College-Owned Residence Suspension**

Separation of the student from the residence halls or College-owned houses for a stated period of time, after which the student is eligible to return. Students who are placed on College-owned residence suspension will not receive any refund for their board payments.

**College-Owned Residence Dismissal**

Permanent separation of the student from the residence halls or College-owned houses. Students who are dismissed from College-owned residence will not receive any refund for their board payments.

**Suspension**

Suspension is recognition of the temporary termination of the person’s status as a student. He/She/Zi loses all privileges of a regularly-enrolled student and is required to leave the campus. No refunds apply in such cases. Students placed on conduct suspension after the end of the third week of classes will have “W” entries recorded on their transcripts for all currently enrolled courses. A notation of “conduct suspension” will be placed on the student’s transcript. This notation will be removed if the student successfully petitions to return to the College. If not, the “conduct suspension” notation will remain indefinitely. Conduct files are maintained permanently in the Dean of Students office. Any suspended student who returns to the campus during the suspension period is subject to dismissal unless she/he/zi has made prior arrangements with the Vice President for Student Affairs (or designee).

**Dismissal**

Dismissal is the termination of a student’s status at the College and is reserved the most egregious acts of student misconduct. He/She/Zi loses all privileges of a regularly-enrolled student and is required to leave the campus. No refunds apply in such cases. Students who are dismissed after the end of the third week of classes will have “W”
entries recorded on their transcripts for all currently enrolled courses. A permanent notation of “conduct withdrawal” will be placed on the student’s transcript. Conduct files are maintained permanently in the Dean of Students office. Any dismissed student who returns to the campus without prior approval from the Vice President for Student Affairs (or designee) may face further action, including a no trespass order.

**Withholding of Registration or Degree**

Student Conduct educational outcomes may include the withholding of registration for continuing students or withholding the posting of the degree for graduating students. This outcome is used to ensure that students comply with other educational outcomes such as, but not limited to, the reimbursement to the College for damages or payment of fines and the performance of service to the College or community. Current students who do not meet the deadline stipulated for completion of educational outcomes may have their registration withheld and or/ be suspended for a minimum of one semester or until educational outcomes are satisfied, if longer. The posting of the degree may be withheld for students who are in, or who have completed, their final semester at the College until the prescribed educational outcomes have been satisfied.

**Other**

Other educational outcomes may be recommended by hearing boards including but not limited to: assessment (e.g., mental health, substance abuse), treatment, and community service. The Dean of Students (or designee) imposes such educational outcomes.

* The hearing board or student conduct administrator reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the hearing board or administrator nor any appeals body or officer will deviate from the range of recommended outcomes unless compelling justification exists to do so. A student’s previous conduct record will only be revealed to the conduct hearing board during sanction deliberations – and only if the student was found responsible for committing the offense.

**Assurances**

Students who believe they have experienced dating, domestic, and/or intimate partner violence can expect:

- An investigation and appropriate resolution of all complaints of alleged misconduct made in good faith by College administrators;
- That the accuser and accused have the same opportunity to have others within the campus community present (in support or advisory roles) during a campus conduct hearing;
• Not to be discouraged by College officials from reporting alleged sexual misconduct to both on- and off-campus authorities;
• That the accuser and accused will be informed of the educational outcome (sanction) of any conduct hearing involving sexual misconduct usually within 48 hours of receipt of a presiding officer report from the conduct hearing;
• To be informed by College officials of options to notify proper law enforcement authorities, including on-campus security and local police, and the option to be assisted by Title IX coordinator and RLCs in notifying such authorities, if the student so chooses. This also includes the right not to report, if so desired by the survivor;
• To be notified of available student health and counseling services for survivors of sexual assault, both on-campus and in the community;
• Notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the survivor and if such changes are reasonably available (no charges or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
   Changing a student’s college-owned housing,
   Assistance from College support staff in completing the relocation,
   Exam (paper, assignment) rescheduling,
   Taking an incomplete in a class,
   Transferring class sections,
   Emergency leave,
   Alternative course completion options;
• Not to have irrelevant prior sexual history admitted as evidence in a campus conduct hearing;
• Not to have incidents of sexual misconduct complaints mediated;
• To have an opportunity to make a written survivor-impact statement within 48 hours of the campus conduct proceeding and to have that statement considered by the Associate Vice President for Student Affairs in determining her/his/hir outcome (sanction);
• A campus “no-contact order” against another student who has engaged in or threatens to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining student or others;
• To have complaints of sexual misconduct responded to quickly and professionally by the Campus Safety and Security Office;
• To appeal the finding and outcome (sanction) of the conduct body, in accordance with the standards for appeal established in the Community Standards and Responsibilities section of this on-line Student Handbook;
• To review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
• To be informed of the names of all witnesses who will be called to give testimony, typically within 48 hours of the hearing, except in cases when a witness’ identity will not be revealed for safety reasons;
• Preservation of confidentiality, to the extent possible and allowed by law;
• A hearing closed to the public;
• To petition that any member of the conduct body be removed on the basis of bias;
• To bring a trained campus victim advocate to all phases of the investigation and campus conduct proceeding. The advocate may not take part directly in the hearing itself, though the advocate may communicate with the student as necessary;
• To present witnesses to the conduct hearing board;
• To be fully informed of campus student conduct rules and procedures as well as the nature and extent of all charges contained within the complaint;
• To be present for all testimony given and evidence presented before the conduct hearing board;
  • A fundamentally fair hearing, free of bias of any kind;
  • A campus conduct outcome based solely on evidence presented during the student conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
• Written notice of the outcome (sanction) as assigned by the Vice-President for Student Affairs;
• To be informed in advance of any official administration public release of information regarding the complaint.

Those students who have been accused of dating, domestic, and/or intimate partner violence can expect:

• An investigation and appropriate resolution of all complaints of sexual misconduct made in good faith by College administrators against the accused student;
• That the accuser and accused have the same opportunity to have others within the campus community present (in support or advisory roles) during a campus conduct hearing;
• To be informed of and have access to campus resources for medical, counseling, and advisory services;
• To be fully informed of the nature, rules and procedures of the campus student conduct process and to timely notice of all charges within the complaint, including the nature of the charge and possible outcomes (sanctions);
• A hearing on the charges, including timely notice of the hearing date, and adequate time for preparation;
• Not to have irrelevant prior sexual history admitted as evidence in a conduct hearing;
• To make a written impact statement within 48 hours of the campus conduct proceeding and to have that statement considered by the Vice-President for Student Affairs in his/her/hir educational outcome(s);
• To appeal the finding and outcome (sanction) of the conduct body, in accordance with the standards for appeal established in the Community Standards and Responsibilities section of this on-line Student Handbook;
• To review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
• To be informed of the names of all witnesses who will be called to give testimony, typically within 48 hours of the hearing, except in cases where a witness’ identity will not be revealed for safety reasons (this does not include the name of the alleged survivor/complainant, which will always be revealed);
• A hearing closed to the public;
• To petition that any member of the conduct hearing board be removed on the basis of bias;
• To present witnesses to the conduct hearing board;
• To have an adviser accompany and assist in the student conduct process. The adviser may not take part directly in the hearing itself, though he/she/zi may communicate with the accused student as necessary;
• A fundamentally fair hearing, free of bias of any kind;
• A campus conduct outcome based solely on evidence presented during the student- conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
• Written notice of the outcome (sanction) as assigned by the Vice-President for Student Affairs;
• To be informed in advance of any official administration public release of information regarding the complaint.
• Grinnell College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Jurisdiction

Grinnell College will take jurisdiction over complaints of sexual misconduct occurring on-campus, or at a College-sponsored event or program. The college may also take student conduct jurisdiction, to the extent practical and possible, over all complaints of sexual misconduct occurring off-campus, if the person being charged and the alleged survivor are both Grinnell College students, and if the impact of the violence is likely to have a substantial effect on the alleged survivor’s on-campus life and activities, or if the incident poses a threat of danger to other students. To the extent it is practical and possible, the College may also take student conduct jurisdiction over students charged with off-campus sexual misconduct cases where the alleged survivor is not a student. The College may take jurisdiction over incidents occurring during semester breaks or between semesters.

False Reporting

Grinnell College will not tolerate intentional false reporting of sexual misconduct. It is a
violation of College policy to make an intentionally false report of sexual misconduct, and it may also violate state criminal statutes and civil defamation laws.

**Group Infractions**

When members of a student group or organization, individuals acting collusively, or members of a team act in concert in violation of the sexual misconduct policy, they may be charged as a group, and a hearing may proceed against the group as joint respondents.

**Limited Immunity for Survivors and Good Samaritan Immunity**

The Grinnell College community encourages the reporting of sexual misconduct. Sometimes, survivors are hesitant to report to College officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community for individuals to report sexual misconduct to College officials. To encourage reporting, Grinnell College pursues a policy of offering survivors of sexual misconduct limited immunity from being charged for policy violations related to the sexual misconduct incident. While policy violations cannot be completely overlooked, the College will provide referrals to counseling and may require educational options in such cases.

The welfare of students in our community is of paramount importance. At times, students’ on- and off-campus may need assistance. Grinnell College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Office of Campus Safety and Security). Grinnell College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide referrals to counseling and may require educational options to those who offer their assistance to others in need.

**Confidentiality**

If you have been affected by an incident involving sexual misconduct or sexual harassment within or outside of the Grinnell College community, there are people you can talk to. You can call or approach any of these people confidentially and off the record and tell them what happened. They will listen and explain your options. Talking to any of these people does not constitute reporting the incident. Crimes reported to the On Campus Resources listed below will not be captured in the annual crime statistics unless the complainants indicate that they want the incident reported.
**On Campus Resources**

Members of the Clergy (Chaplain, or Rabbi) acting in the scope of a pastoral counselor; (generally cannot be compelled to testify in a court of law):

- Dean of Religious Life and College Chaplain: Deanna Shorb (641) 269-4981 (office); (641) 236-7692 (home)

**Other Resources**

Domestic Violence Alternatives/Sexual Assault Center, 24 hour Crisis Line (800) 779-3512 Campus Peer Advocates (how do they reach them)?

Crime Victim Compensation Program (515) 281-5044 or (800) 373-5044

Iowa Attorney General’s Office
Crime Victim Assistance Division
321 East 12th Street
Des Moines, IA 50319

RELAY IOWA (800) 735-2942 TT or (800) 735-2943 VOICE
- Language Line Translation Available

Grinnell Regional Medical Center (641) 236-2380
- HIV/AIDS and STD testing
- Medical exam
- Sexual assault exam
- Morning after pregnancy prevention
- These exams do not obligate you to file criminal charges
- Evidence is stored by the police to preserve the chain of evidence

Grinnell Police Department (641) 623-5679
- Report dating/domestic/intimate partner violence

National Coalition Against Domestic Violence
- http://www.ncadv.org

National Domestic Violence Hotline (800) 799-SAFE (7233) or TTY (800) 787-3244
- http://www.ndvh.org

National Sexual Violence Resource Center
- http://www.nsvrc.org

Polk County Victim Services (515) 286-3600
Transportation

- Contact Chaplain, Residence Life Coordinators, Student Health and Counseling Services staff or DVA/SAC to arrange confidential transportation to the hospital.

Central Iowa Family Planning (Grinnell Office) (641) 236-7787
- Medical exam
- Counseling
- Information and referral

STD Hotline (800) 227-8922

Other Resources-Grinnell-In-London (GIL)

US Embassy 020 7499 9000
24-hour consular service 0906 8200 290

London Rape Crisis Centre Hotline (M-F 6-10p.m.; weekends 10 a.m. - 10 p.m.) 020 7837 1600.

London Local Police 999
All local police stations 101 (non-emergency contacts)

British Transport Police 0800 252525
At the nearest help point dial 999 or push the green emergency button

London Rape Crisis Centre Hotline (M-F 6-10p.m.; weekends 10 a.m. - 10 p.m.) 020 7837 1600.

Other Resources-Grinnell-In-Washington (GIW)

- Crisis Counseling Hotline, 1-202-442-4178
- Child Protective Services, Abuse and Neglect Reporting Hotline, 1-202-671-SAFE (7233)
- Child Abuse and Neglect Hotline, 1-202-727-3839
- Domestic Violence Intake Center, 1-202-879-0152
- Metropolitan Washington DC Police, 202-727-9099 or 911
- Sexual Assault Center, 1-202-72-4906,
- Sexual Assault Follow-up Program, 1-202-727-5893
- Sexual Harassment, 1-202-727-4559

Campus Reporting, Confidentiality and the Student Conduct Process
Other resources for information about the student conduct process include Residence Life Coordinators and Student Affairs staff members. Depending upon the situation when these officials of the College are informed of details of an incident, they may have a duty to investigate the incident to the extent possible, even without the cooperation of the survivor. In investigating the incident, the College will not be able to assure the survivor’s complete confidentiality or control over the process.

Once a decision has been made to pursue a complaint, the student should discuss the process with a Student Affairs staff member who is familiar with the student conduct process. These staff members assist students in the identification of policy violations, outline the complaint filing and investigative procedures, and discuss confidentiality regarding conduct complaints. Most senior-level Student Affairs administrators will know of the complaint and details, as will any administrator who processes or hears the complaint, as well as the person(s) to whom your complaint may be appealed. All of these individuals will maintain confidentiality to the best of their ability and consistent with their duties. In order to meet annual federal campus crime statistic reporting requirements, many colleges, including Grinnell College, must disclose non-personally identifiable information. Within two days of a report, basic details of an incident will be available to the public in the Campus Safety and Security Office Daily Crime/Incident Log. No names are given, and facts that could lead to the identity of the victim are not disclosed. Campus conduct hearings are not open to the public.

(See appendix A at the end of this document for the full text of the College Policies and procedures concerning sexual assault as it relates to Title IX)

Violence

The college takes a firm stance against acts of violence by any member of the campus community on any of our campuses toward individuals within or outside the community. The will offer every support and advice to anyone who is the victim of such crime. If a serious allegation of any crime, sexual assault or rape is made against a participant during a college sponsored event the college has a right to look into the situation and take action. Any students found guilty of committing a serious offense such as sexual assault or rape may be dismissed from the college.

Campus Sexual Violence Elimination Act (Campus SAVE)

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in the bill was the Campus Sexual Violence Elimination Act (Campus SAVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking. For more information about the new requirements, click here: http://clerycenter.org/article/vawa-reauthorization. To access our free webinar “Understanding Campus SAVE: Strategies for Partnership and Prevention,” click here: http://clerycenter.org/article/free-webinar-campus-save.
Alcohol and Drug Policy

Residence halls at Grinnell are intended to be self-governing units. The College expects students to abide by policies and regulations that apply to the entire campus for the protection of individual rights. This is particularly true regarding the use of alcohol and other drugs. The College encourages students to obey the Iowa laws concerning alcoholic beverages. The legal drinking age in Iowa is 21. Grinnell opposes the illegal use and abuse of alcohol and drugs in the campus environment. Grinnell College does not condone the unlawful possession, use, and sale of alcoholic beverages. Additionally, the college does not permit the possession, use, and sale of illegal drugs. Grinnell College staff cannot enforce state underage drinking laws or Federal and State drug laws, but they do enforce College policies regarding drugs and alcohol.

The local law enforcement agencies enforce state and federal drug laws as well as Iowa underage drinking laws in and around the campus area. Because the misuse of alcohol and drugs can cause personal problems and hinder the educational process, the College urges students and employees to exercise mature judgment and social responsibility when making decisions regarding their use. The college student alcohol and drug policy may be found in the Student Handbook. It is applicable to all Grinnell College students on our main campus and branch campuses. Faculty and Staff policies on alcohol and drugs may be found in the Human Resource Office Handbook.

The College has a Harms Reduction Committee on the main campus that looks at alcohol and drug prevention. Furthermore the College has a community coalition that meets and discusses alcohol and drug issues as they pertain to the entire Grinnell Community. The College also has a Trained TIPS Program.

The College's student alcohol and drug policy is distributed to the campus community at the beginning of the fall semester in the Student Handbook. The Human Resource Office Handbook is made available to employees Grinnell College employees online and at the beginning of their employment with the college.

Drug and Alcohol Programs

- Biweekly meetings of Harm Reduction Committee (students/faculty/staff) during academic calendar
- Tracey Toomey training sessions on alcohol and drug
- RLC meeting on 360 Proof Pilot Program/Personalized Feedback Index
- Alcohol & Other Drug session with Student Staff
- Alcohol & Other Drug session expanded with Hall Wellness Coordinators
- Alcohol & Other Drug sessions with women’s soccer, volleyball, women’s tennis, and football
- Alcohol discussed at PCPOP wellness session
-NSO Harm Reduction sessions led by RLCs/Student staff for all incoming students
-Alcohol & Other Drug session with men’s and women’s swimming
-13 tutorial visits, including information on alcohol/social norms
-Town Hall on alcohol and other drugs (amongst other topics)
-Res life session on 10/10 party
-Survey of Student Athlete norms conducted (including questions regarding alcohol-related attitudes and behaviors)
-360 Proof education for student affairs
-Jason Kilmer visit—multiple presentations and sessions about alcohol and other drugs (esp. marijuana)
-Survey of Student Athlete norms data presentation to student-athletes, athletic department, and harm reduction committee
-Alcohol & Other Drug session for residence life student staff
-Personalized Feedback Index session for RLCs
-NCAA Apple Conference on student-athlete wellness and substance use prevention
-Psychology Senior Seminar session on alcohol
-Personalized Feedback Index presented to SAAC
-Webinar viewing: BEST Party model
-Men’s soccer active bystander for Disco Ball workshop
-Weekly posters with student-athlete social norms survey
-NASPA/NCHIP five-session webinar series on best practices
-Biennial review discussion involving alcohol and drugs statistics

Applicable Legal Sanctions (Iowa)

Both state and federal laws prohibit distribution of, manufacture of, or possession with intent to distribute a controlled substance or a counterfeit controlled substance. State penalties range from 5 years to life confinement and a fine of $1,000 to $1,000,000, depending upon the type and quantity of drug involved. Conviction may also result in the loss of state and federal benefits, such as grants, school loans, or work assistance, during the time periods required by federal law. Specific drugs, amounts, and penalties are described in Iowa Code § 124 and summarized in Table C.

Maximum federal penalties range from 1 year confinement to life imprisonment and a fine of $250,000 to $4,000,000, depending upon the type and quantity of drug involved. Specific drugs, amounts, and penalties are described in Table B. State and federal legal sanctions are subject to change by the General Assembly and Congress, respectively.

Penalty Enhancement (Iowa)
The maximum term and fine increase significantly if state or federal penalty enhancement rules apply. Factors which raise maximum penalties under Federal penalty enhancement rules include death or serious bodily injury; prior drug conviction; placing at risk or distributing a drug to a person under 21 years old; using a person under 18 years of age to assist in the drug violation; and distributing or manufacturing a drug within 1,000 feet of school property, including the University of Iowa campus. Penalty enhancement rules apply to defendants age 18 years or older. Factors which raise maximum penalties under state penalty enhancement rules include using firearms or dangerous weapons in the commission of the offense; distributing or possessing with intent to distribute within 1,000 feet of school, public pool, or recreation center.

**Possession (Iowa)**

Both state and federal laws prohibit possession of a controlled substance. The maximum state and federal penalty for possession is confinement for 1 year and a fine of $1,500. The maximum term and fine increase significantly in the event that state or federal penalty enhancement rules apply. A person in possession of a small amount of a controlled substance for personal use may be assessed a civil fine up to $10,000 in addition to any criminal fine.

**Driving While Intoxicated (Iowa)**

Under state law, a person found guilty of operating a motor vehicle while under the influence of drugs or alcohol, or of having an alcohol concentration of .08% or higher, or of having any amount of a controlled substance in the person's blood or urine, shall be imprisoned for not less than 48 hours and fined not less than $1,250 for the first offense. For the second OWI offense the minimum period of confinement is 7 days and a fine of not less than $1,875. The minimum period of confinement for the third or subsequent OWI conviction is 30 days, and could be up to 5 years, with a fine of not less than $3,125 and up to $9,375. If a person under 21 years of age is operating a motor vehicle with an alcohol concentration of .02% or greater, the person's driver's license will be revoked for at least 60 days, even if the person is not legally intoxicated. If a person is operating while intoxicated, the person's driver's license will be revoked for at least 180 days.

**Alcohol and Drugs/ Conard Environmental Research Areas (CERA) Jasper County**

The College expects students to abide by policies and regulations that apply to the entire campus for the protection of individual rights. This is particularly true regarding the use of alcohol and other drugs. The College encourages students to obey the Iowa laws concerning alcoholic beverages. The legal drinking age in Iowa is 21. Grinnell opposes the illegal use and abuse of alcohol and drugs in the campus environment. Grinnell College does not condone the unlawful possession, use, and
sale of alcoholic beverages. Additionally, the college does not permit the possession, use, and sale of illegal drugs. Grinnell College staff cannot enforce state underage drinking laws or Federal and State drug laws, but they do enforce College policies regarding drugs and alcohol. The local law enforcement agencies enforce state and federal drug laws as well as Iowa underage drinking laws in and around the campus area. Because the misuse of alcohol and drugs can cause personal problems and hinder the educational process, the College urges students and employees to exercise mature judgment and social responsibility when making decisions regarding their use. The college student alcohol and drug policy may be found in the Student Handbook. It is applicable to all Grinnell College students on our main campus and branch campuses. Faculty and Staff policies on alcohol and drugs may be found in the Human Resource Office Handbook.

**Alcohol and Drugs/Grinnell-In-Washington (GIW)**

Anyone who is 21 years old may drink legally in Washington, DC. However, students should be aware that they are more vulnerable targets of crime and more likely victims of accidents if they are intoxicated. They should also never leave drinks unattended in public places such as pubs and clubs as this could make it possible for someone to add a "rape drug" to their drink. As Grinnell College receives U.S. Federal funds, using, carrying and dealing in banned drugs is an offense against the law. Students convicted of any such offense risk being deported from the country. While affording reasonable advice to its participants in difficulties with the law, the program will provide no shelter from the consequences of illegal acts and cannot act as a legal counsel for its students. Program participants traveling during break periods in the other countries should be especially aware that penalties for even small violations of drug laws might be severe, including long spells in prison awaiting trial. The Grinnell-in-Washington DC Faculty Director can pursue college disciplinary action against students for violation of the alcohol and drug laws while at the site. Students should also read the 2014 Grinnell-in-London (GIL) Student Handbook for further details concerning alcohol.

**Alcohol and Drugs/Grinnell-In-London (GIL)**

Anyone 18 years old or older is legally allowed to drink in Great Britain and throughout Europe. However, students should be aware that they are more vulnerable targets of crime and more likely victims of accidents if they are intoxicated. They should also never leave drinks unattended in public places such as pubs and clubs as this could make it possible for someone to add a "rape drug" to their drink. As Grinnell College receives U.S. Federal funds, using, carrying and dealing in banned drugs is an offense against the law. Students convicted of any such offense risk being deported from the country. While affording reasonable advice to its participants in difficulties with the law, the program will provide no shelter from the consequences of illegal acts and cannot act as a legal counsel for its students. Program participants traveling during break periods in the other countries should be especially aware that penalties for even
small violations of drug laws might be severe, including long spells in prison awaiting trial. The Resident Director can pursue college disciplinary action against students for violation of the alcohol and drug laws while at the campus. Students should also read the 2014 Grinnell-in-London (GIL) Student Handbook for further details concerning alcohol.

Sanctions for Violations of the Grinnell College Alcohol and Drug Policy

Grinnell College will impose educational conduct outcomes on students who violate the alcohol and other drug policy. While each case will be considered individually, the educational outcomes will be consistently enforced. These educational outcomes may include but not be limited to: verbal warning, conduct warning, substance abuse evaluation, behavioral expectations, parental/guardian notification, hearing before a conduct hearing board, conduct probation, community restitution fines, community service work, suspension, dismissal and/or referral for prosecution. Student conduct action may appear on college transcripts.

Security of Facilities

Building Access & Security (Grinnell, Iowa) campus

It is important that students comply with safety regulations in college residence halls and houses. Residence halls and college-owned houses are secured 24 hours per day. During vacation periods and summer break, the residence halls remain locked 24 hours per day unless otherwise determined by the Campus Safety and Security Department. Academic buildings are usually locked from midnight to 8 a.m. daily. When school is not in session, academic buildings are generally locked at 5 p.m. and opened at 8 a.m. The hours may vary depending on scheduled events and activities in each building. A Campus Safety and Security Department officer is responsible for locking and unlocking buildings on campus with the assistance of workers from the Facilities Management Department. Residence Life Coordinators assist in monitoring and reporting security concerns in residential buildings. Building residents are helpful in creating a safe living environment by not allowing unauthorized individuals to follow them into the buildings. Campus Safety and Security officers conduct security patrols to monitor academic and administrative buildings. The college is open to students, parents, employees, contractors, guests, and invitees. The college reserves the right to revoke the right for any person to be on campus their campus sites. It should be noted that most entrances to college buildings are unmonitored, and access only by authorized person(s) cannot be guaranteed. However, only authorized person(s) are allowed in most campus areas and unauthorized person(s) will be asked to leave. A number of our campus buildings are locked and closed to the public after regular business hours at each of our campus sites. Furthermore, at our campus sites in London and Washington, DC a desk reception keeps close watch at the main entrance way.
**Personal Property Security**

Faculty, staff and students and visitors to our campus locations should be aware of their personal property at all times. Items such as vehicles, computers, books, and other personal property should be secured at all times when not in use. Bicycles should be properly secured with locking devices when not being used.

**Access to Academic Buildings/Locations**

The Office of Campus Safety and Security has staff that routinely check buildings throughout the main campus area. Each building at the main campus and on our other campus sites have a scheduled time to be secured and only authorized staff members are issued keys and access cards to secured buildings and locations within them. All Grinnell College faculty, staff and students are issued identification cards and should present them when asked by a security, law enforcement, or building management employees.

**Building Access & Security Conard Environmental Research Area (CERA)**

The main campus building at this location has card access entry which is monitored by the main campus Office of Campus Safety and Security Office. Keys to the facility are issued by the Office of Facilities Management located at the main campus in Grinnell, Iowa. The Jasper County Sheriff’s Office has law enforcement jurisdiction over the area and routinely patrol the area.

**Building Access & Security Grinnell-In-Washington (GIW)**

The building has a front desk receptionist on the first floor. The front door is open business hours 0730-0600. All guest sign in at the front desk. The Office location for the Grinnell-In-Washington site is located on the eleventh floor where classes are held.

**Building Access & Security Grinnell-In-London (GIL)**

Each Grinnell-in-London participant is issued with a computer-coded key to the FSU building. As the building is located in a busy Centre-city area, students must take particular care not to let others into the building with this key. The building is open to key-holders 24 hours a day. CCTV cameras are also positioned throughout the building.

**Maintenance of Campus Facilities**

**Maintenance of Campus Facilities (Grinnell, Iowa)**

The College has improved campus lighting by installing lamps that better reflect light down to the ground. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. CSS regularly patrols both campuses and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the College community are helpful when they report equipment problems to CSS or to Facilities Management.

**Maintenance of Campus Facilities Conard Environmental Research Area-(CERA)**

The maintenance of the facility is handled by the Office of Facilities Management which is located in Grinnell, Iowa at the main campus. Lighting problems are other unsafe physical conditions should be immediately reported to the building maintenance staff.

**Maintenance of Campus Facilities Grinnell-In-Washington (GIW)**

The Donohoe Company, 202-833-8580 handles the maintenance of the buildings. Lighting problems are other unsafe physical conditions should be immediately reported to the building maintenance staff.

**Maintenance of Campus Facilities Grinnell-In-London (GIL)**

The Grinnell-In London site is handled by the Acorn Building Management Services Company, 020-7636-8325. Lighting problems are other unsafe physical conditions should be immediately reported to the building maintenance staff.

**Issuance of Keys**

**Issuance of Keys (Grinnell, Iowa)**

The Campus Safety and Security Department issues keys to certain locations on campus. These keys are usually brought to the Campus Safety and Security Department by the Facilities Management Department. Lost keys should be reported to the residence life coordinator, the Campus Safety and Security Department, and the office/department issuing the key. When a student room key is missing, a facilities management staff will change the lock and issue a new key for $10. Students locked out of their residence hall room between 8 a.m. and 5 p.m. may request a residence life coordinator to unlock their doors. After 10 p.m., a Campus Safety and Security Department officer is available to unlock student doors. Students using this service will be billed $10. Students must present a photo ID before the door to their room will be unlocked. Mechanical problems with locks, doors, or other security or fire equipment should be reported to the Facilities Management Department or the Campus Safety and Security Department.
Issuance of Keys Conard Environmental Research Area (CERA)

The main campus building at this location has card access entry which is monitored by the main campus Office of Campus Safety and Security Office. Keys to the facility are issued by the Office of Facilities Management located at the main in Grinnell, Iowa.

Issuance of Keys Grinnell-In-London (GIL)

Each Grinnell-in-London participant is issued with a computer-coded key to the FSU building. As the building is located in a busy Centre-city area, students must take particular care not to let others into the building with this key. The building is open to key-holders 24 hours a day.

Issuance of Keys Grinnell-In-Washington (GIW)

Keys for the facility are issued by the Donohoe Company, 202-833-8580 who handles maintenance at the facility at 1015 18th Avenue. The Washington Internship Program is housed inside of the building and they run the Grinnell-In-Washington program which is housed on the eleventh floor of the building.
(2013 Statistics)

Campus Fire Safety Right-to-Know Act

The Annual Campus Fire Safety Report is required by each eligible institution participating in any program under section 1092(h). Beginning in the first academic year following the date of enactment of the Campus Fire Safety Right-to-Know Act, and each year thereafter, each eligible institution shall prepare, publish, and distribute, through appropriate publications (including the Internet) or mailings, to all current students and employees, and to any applicant for enrollment or employment upon request, an Annual Fire Safety Report. Such reports shall contain at least the following information with respect to the campus fire safety practices and standards of that institution:

- A description of each on-campus student housing facility fire safety system.
- The number of fire drills held during the previous calendar year.
- The institution’s policies or rules on portable electrical appliances, smoking and open flames in a student housing facility.
- The institutions procedures for student housing evacuation in the case of a fire.
- The policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.
- For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
- Plans for future improvements in fire safety.
- Fire statistics.

Campus Reporting, Locations and Terms

On campus

Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of 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 property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Fire reporting

Any student housing fire that is reported to any official of the institution should be reported to Campus Safety and Security Office if it has not already been reported. An official is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
**Fire**

Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency personnel; any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire related Deaths**

Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

**Fire-related injury**

The number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individual.

**Fire drill**

A supervised practice of a mandatory evacuation of a building for a fire.

**Cause of fire**

The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Value of property damage**

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul. However, it does not include indirect loss, such as business interruption.

**Fire safety system**

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
FINES/STUDENT CONDUCT

The act of discharging a fire extinguisher, lighting a fire, misuse or tampering with the alarm or sprinkler systems, and unauthorized use of a fog machine is considered irresponsible behavior and endangers the lives of others and results in immediate conduct action. Any misuse or tampering with fire safety Equipment is subject to a $500 fine. The College also reserves the right to pursue criminal charges through the appropriate authorities. Students are not allowed to walk on fire escapes or the roofs of college buildings (including loggias) except during drills or a fire emergency. Students found in the residence hall after a fire alarm has sounded may face disciplinary action.

CAMPUS FIRE REPORTING

If a fire occurs in a campus building, everyone should quickly exit the building, using available stairways and fire escapes. The emergency signal for a fire is a continuous alarm. After reaching safety, call the Campus Safety and Security Office at extension 4600 or dial 911 for assistance (Student Handbook Online).

CAMPUS FIRE STATISTICAL DATA

Per Federal law, Grinnell College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires that you are not sure if they have been reported to the Campus Safety and Security Office. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- Campus Safety and Security Office 269-4600
- Facilities Management Office 269-3300

When calling, please provide as much information as possible about the location, date, time and the cause of the fire.

FIRE EQUIPMENT FAILURE

Mechanical problems with locks, doors, or other security or fire Equipment should be reported to Facilities Management or the Campus Safety and Security Office.

FIRE ESCAPES/ROOFS

Students are encouraged to not walk on fire escapes or the roofs of college buildings except during fire drills or a fire emergency. Students found in the residence halls after the fire alarm has sounded may be fined $20 which will be billed to their student account.

MISUSE OF FIRE EQUIPMENT

The act of discharging a fire extinguisher, lighting a fire, and misuse or tampering with the alarm or sprinkler systems is considered irresponsible behavior and endangers the lives of
others and may result in immediate campus Judicial Conduct action. The college also reserves the right to pursue criminal charges through the appropriate authorities.

The minimum penalty for discharging fire extinguishers or misuse or tampering with fire alarm or sprinkler systems includes a minimum $50 fine. When the individual(s) responsible cannot be identified, the fine may be equally divided among the hall or house residents.

**POLICIES RELATED TO FIRE SAFETY MEASURES**

**Portable electronic appliances and electrical Equipment**

Electrical appliances, including but not limited to electric blankets, Cooking and heating Equipment, heat lamps, halogen lamps, microwave ovens (with the exception of micro fridges offered by Huskie Rental), and window air conditioners are not allowed in the residence halls. Students with a medical condition requiring air conditioning may use their own [free standing] air conditioner. Students are not permitted to alter existing wiring.

**Smoking**

Smoking is not permitted inside college buildings or on college property. Smoking is permitted outdoors along the City of Grinnell right-of-ways along the roadway.

**Fireplaces and fire wood**

Most residence halls are equipped with fireplaces available for use on a group basis. Fires are not allowed in fireplaces in College-owned houses. When available, firewood is provided free for residence hall activities. To obtain firewood for a hall event, contact the Residence Life Coordinator of the residence hall in which the fireplace is located. This request should be made with a one-day minimum advance.

**Bonfires**

Bonfires/camp fires are only allowed in one specific fire pit, as designated by Facilities Management. There is currently only one location on campus where bonfires/camp fires are allowed. This location is on the north side of campus next to the tennis court parking lot and Grinnell College athletic track. For more details about exact location, please contact Facilities Management. The following procedures must be followed:

1. All bonfires must be approved by the Director of Campus Center Operations/Student Activities in the Division of Student Affairs. The Campus Safety and Security Office and the Grinnell Fire Department must be contacted once approval is granted.
2. Only wood supplied by Facilities Management can be used. Students are not allowed to provide their own wood. Students must request firewood from Facilities Management at least one day in advance. If a large amount of wood is requested, Facilities Management may need at least one week prior notification.
3. Alcohol is not allowed anywhere outside on the Grinnell College campus unless approved beforehand by the Dean of Students.
4. The student(s) requesting the bonfire/campfire is responsible for extinguishing the fire prior to leaving the site. The organizer must discuss proper extinguishing procedures with Facilities Management prior to the event.
5. No bonfires/camp fires are permitted when the City of Grinnell has a burning ban in effect.
6. If at any time during the bonfire/campfire, a Grinnell College staff member or Campus Safety and Security officer feels the fire is out of control, the fire will be extinguished.
7. Failure to comply with these procedures may result in disciplinary action.

**Barbecues and Open Flame**

A limited number of barbecue grills are available for student use. Permission must be obtained from the Director of Facilities Management (or designee) before barbecues can be set on College property. Under no circumstances are students allowed to barbecue on the loggia.

**Open Flames**

Candles are prohibited in the residence halls, College-owned houses, and on loggias.

**Fireworks**

The use of fireworks is illegal by Iowa law. The possession or use of fireworks on campus is prohibited. Policy violation may result in a fine and/or judicial action.

**FIRE SAFETY TRAINING/EDUCATION**

Grinnell College Student Affairs and the Grinnell College Campus Safety and Security Office conduct fire drills in on campus student housing each year. In the fall of the previous calendar year a fire drill was held in student housing and one drill was conducted for the other campus academic and administrative buildings. However, students should expect drills to be held in the fall and in the spring for student housing each calendar year. Each resident living in campus housing is encouraged to participate in the drills using the techniques that are outlined in the Student Handbook. Fire Safety training programs are given throughout the year by the Grinnell Fire Department.

Information concerning campus emergency procedures in regard to fires is listed on the Campus Safety and Security Office website and is printed in the campus “Emergency Procedures” flip chart which is made available to Grinnell College faculty, staff and students.

**ACTIONS FOR STUDENTS AND EMPLOYEES TO TAKE IN CASE OF A FIRE**

- If you can help control the fire without personal danger, take action with available fire fighting equipment. If not, leave the area.
- A local alarm station will cause the alarm to sound. It does not automatically notify the Fire Department, but does notify the Campus Safety and Security Office.
- Never allow the fire to come between you and an exit.
- Remove all persons from the danger area.
- Close doors behind you to confine the fire.

**STUDENT HOUSING AND ACADEMIC BUILDING EVACUATION RESPONSE TO AUDIBLE FIRE ALARMS**

- If the audible alarm sounds for more than 30 seconds or starts to sound for a second time, evacuate the building immediately.
- Do not use the elevators.
- If requested, accompany and assist persons with disabilities who appear to need assistance.
- Leave all parcels and personal property inside.
- Remain away from the exits to help facilitate clear access to the building for the Fire Department.
- Return to the building only when instructed to do so by Campus Safety and Security staff, Police, or Fire Department officials.

**FIRE SAFETY FUTURE PLANS**

There are no fire safety improvement plans to report this year. However, each year improvements to the overall campus fire protection infrastructure is looked at by the college Facilities Management Office. Furthermore, whenever new construction is done to a campus building we will look at putting in new fire protection Equipment.

**STATISTICS/ON-CAMPUS STUDENT RESIDENCE FACILITIES**

Statistics concerning the on-campus student residential facilities are listed below for the most recent calendar year for which data is available. Additional statistics concerning all other campus buildings and locations is listed also.

**STUDENT HANDBOOK INFORMATION ON FIRE SAFETY**

See the attached web site for safety procedures are listed in the Student Handbook Online.
<table>
<thead>
<tr>
<th>Location</th>
<th>System Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Langan; Main</td>
<td>Wet sprinkler throughout with pre-action system in attic. Flow and valve tamper switches monitored by Fire Alarm panel.</td>
<td>Non-addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges and student rooms; hard-wired heat detectors in kitchens. Fire alarm panel annunciates to Security and Facilities Management office.</td>
</tr>
<tr>
<td>James Hall</td>
<td>Wet sprinkler throughout with pre-action system in attic. Flow and valve tamper switches monitored by the fire alarm panel.</td>
<td>Addressable Fire alarm panel with hard wired photo-electric or ionization detector in hallways and student rooms. Hard wired heat detectors in kitchen and mechanical rooms. Fire alarm panel annunciates to Security and Facilities Management Offices.</td>
</tr>
<tr>
<td>Clark; Cleveland; Dibble; Gates; Haines; Rawson; Smith; and Younker</td>
<td>Wet sprinkler throughout with pre-action system in attic. Flow and valve tamper switches monitored by Fire Alarm panel.</td>
<td>Non-addressable fire alarm panel with hard-wired photo-electric or ionization smoke detectors in hallways; hard-wired heat detectors in kitchens and mechanical rooms; 10-yr battery smoke detectors in bedrooms. Fire alarm panel annunciates to Security and Facilities Management offices.</td>
</tr>
<tr>
<td>Cowles; Norris</td>
<td>Wet sprinkler throughout (no attic). Flow and valve tamper switches monitored by Fire Alarm panel.</td>
<td>Non-addressable fire alarm panel with hard-wired photo-electric or ionization smoke detectors in hallways; hard-wired heat detectors in kitchens and mechanical rooms; 10-yr battery smoke detectors in bedrooms. Fire alarm panel annunciates to Security and Facilities Management offices.</td>
</tr>
<tr>
<td>Kershaw; Lazier; Rathje; and Rose</td>
<td>Wet sprinkler throughout (no attic). Flow and valve Tamper switches monitored by Fire Alarm panel.</td>
<td>Addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways, kitchens, lounges, custodial, bedrooms, etc.; hard-wired heat detectors in mechanical rooms. Fire alarm panel annunciates to Security and Facilities Management.</td>
</tr>
<tr>
<td>Loose; Read</td>
<td>Wet sprinkler throughout with pre-action system in attic. Flow and valve tamper switches monitored by Fire Alarm panel.</td>
<td>Addressable fire alarm panel with hard-wired photo-electric or ionization smoke detectors in hallways; hard-wired heat detectors in kitchens and mechanical rooms; 10-yr battery smoke detectors in bedrooms. Fire alarm panel annunciates to Security and Facilities Management offices.</td>
</tr>
</tbody>
</table>
## STUDENT HOUSING FIRE PROTECTION SYSTEMS (Houses)

<table>
<thead>
<tr>
<th>Address</th>
<th>Fire Protection Details</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003 Tenth Avenue</td>
<td>Wet sprinkler throughout (no protection in attic). Flow and valve tamper switches monitored by Fire Alarm panel.</td>
<td>Non-addressable fire alarm panel with hard-wired photo-electric or ionization smoke detectors in hallways; 10-yr battery detectors in bedrooms. Fire alarm panel annunciates to Security and Facilities Management offices.</td>
</tr>
<tr>
<td>1130 East Street (Eco House)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1128 East Street (Food/Pine Tree House)</td>
<td>Wet sprinkler throughout (no protection in attic). Flow and valve tamper switches monitored by Fire Alarm panel.</td>
<td>Non-addressable fire alarm panel with hard-wired photo-electric or ionization smoke detectors in hallways; 10-yr battery detectors in bedrooms. Fire alarm panel annunciates to Security and Facilities Management offices.</td>
</tr>
<tr>
<td>1217 Park Street (Russian House)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1221 Park Street (German House)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1227 Park Street (Chinese House)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1008 Park Street (Student House)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1011 Park Street (Grinnell House)</td>
<td>Detectors in the house</td>
<td>Non-addressable fire alarm panel with hard-wired smoke detectors and attics; heat detectors in kitchens; offices.</td>
</tr>
</tbody>
</table>
## 2013 Fire Statistics

<table>
<thead>
<tr>
<th>Student Housing Location</th>
<th>Incidents which did not result in a fire although Security was called to respond (e.g. burnt food or smell of smoke)</th>
<th>Intentional Fire</th>
<th>Unintentional Fire (classified by Cause)</th>
<th>Undetermined Fire</th>
<th>Deaths related to Fire</th>
<th>Injuries</th>
<th>Value of Property Damaged by Fire(Est.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clark Hall</td>
<td>3-Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
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<tr>
<td>Cleveland Hall</td>
<td>2:Unknown, 2-Cooking 1 Smoking, 1 Smoke Odor</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0-99</td>
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<tr>
<td>Cowles Hall</td>
<td>1-Equipment, 2 Cooking Smoke</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Dibble Hall</td>
<td>1-Equipment</td>
<td>0</td>
<td>0</td>
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<td>$0</td>
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<td>Gates Hall</td>
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<td>$0</td>
</tr>
<tr>
<td>Haines Hall</td>
<td></td>
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<tr>
<td>James Hall</td>
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<td>$0</td>
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<td>Kershaw Hall</td>
<td>1-Humidifier</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Langan Hall</td>
<td>8-Equipment, 3-Cooking Smoke</td>
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<td>$0</td>
</tr>
<tr>
<td>Lazier Hall</td>
<td>1-Equipment, 1 Cooking Smoke</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Loose Hall</td>
<td>1-Equipment, 2-Candles Smoking, 2 Cooking Smoke, 2 Smoke Odor</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
</tr>
<tr>
<td>Main Hall</td>
<td>1-Steam, 1-Equipment, 1-Cooking, 1-Smoke Odor</td>
<td>3</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
</tr>
<tr>
<td>Location</td>
<td>Type of Incident</td>
<td>Incidents</td>
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</tr>
<tr>
<td>----------------------------------</td>
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<td>-----------</td>
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<td>----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norris Hall</td>
<td>1-Equipment, 2-Cooking Smoke</td>
<td>0</td>
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<td>Rawson Hall</td>
<td>1-Hair Spray</td>
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<td>0</td>
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<td></td>
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<tr>
<td>Read Hall</td>
<td>3-Equipment, 4-Cooking Smoke, 1-Smoke Odor</td>
<td>2</td>
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<td></td>
<td></td>
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<tr>
<td>Rose Hall</td>
<td>1-Cooking Smoke</td>
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<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith Hall</td>
<td>1-Cooking Smoke</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Younker Hall</td>
<td>3-Equipment, 4-Cooking Smoke, 1-Smoke Odor</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1003 Tenth Avenue (Black Culture Center House)</td>
<td>1-Smoke Machine, 1-Equipment</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
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</tr>
<tr>
<td>1011 Park Street (Grinnell House)</td>
<td>1-Equipment</td>
<td>0</td>
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<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1019 Park Street (French House)</td>
<td>1-Equipment, 3-Cooking Smoke</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
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</tr>
<tr>
<td>1023 Park Street (Mock Trial House)</td>
<td>1-Steam, 3-Cooking Smoke</td>
<td>0</td>
<td>0</td>
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<td></td>
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<tr>
<td>1128 East Street (Food/Pine Tree House)</td>
<td>2-Cooking Smoke</td>
<td>1</td>
<td>0</td>
<td>100-999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1130 East Street (Eco House)</td>
<td>1-Equipment, 1-Cooking Smoke</td>
<td>0</td>
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<td></td>
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</tr>
<tr>
<td>1217 Park Street (Russian House)</td>
<td>2-Cooking Smoke</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1221 Park Street (German House)</td>
<td>4-Cooking Smoke</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1227 Park Street (Chinese House)</td>
<td>4-Equipment, 3-Cooking Smoke</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>1316 Park Street (Spanish House)</td>
<td>1-Fog Machine Smoke</td>
<td>0</td>
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<tr>
<td>1008 Park Street (Student House)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
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</tr>
<tr>
<td>Total Incidents</td>
<td></td>
<td>92</td>
<td>8</td>
<td>1</td>
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</tr>
</tbody>
</table>
### 2013 Fire Statistics for Other Campus Locations/Buildings
#### January 1-December 31, 2013

<table>
<thead>
<tr>
<th>Student Housing Location</th>
<th>Incidents which did not result in a fire although Security was called to respond (e.g. burnt food or smell of smoke)</th>
<th>Intentional Fire</th>
<th>Unintentional Fire (classified by Cause)</th>
<th>Other</th>
<th>Undetermined Fire</th>
<th>Deaths related to Fire</th>
<th>Injuries</th>
<th>Value of Property Damaged by Fire(Est.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH Building</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Bear Athletic Center</td>
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<td>0</td>
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<tr>
<td>Boiler Plant</td>
<td>3-Equipment</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
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<td>Bookstore</td>
<td>See Carnegie</td>
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<tr>
<td>Bucksbaum Fine Arts Center</td>
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<td>0</td>
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<tr>
<td>Burling Library</td>
<td>2-Equipment</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Career Development Office</td>
<td>1-Equipment</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Carnegie Hall</td>
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<tr>
<td>CRSSJ House</td>
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<td>Facilities Management</td>
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<tr>
<td>Old Glove Factory</td>
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<td>0</td>
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<tr>
<td>Goodnow Hall</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Harris Center</td>
<td>1-Unknown, 2-Fog machine</td>
<td>0</td>
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<td>Chiller Plant</td>
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</tr>
<tr>
<td>Location</td>
<td>Description</td>
<td>Incidents</td>
<td>Cost</td>
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<tr>
<td>Herrick Chapel</td>
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<tr>
<td>Joe Rosenfield '25 Center</td>
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<td>John Crystal Center</td>
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<td>$0</td>
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<tr>
<td>Levi House</td>
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Grinnell College Sexual Harassment and Misconduct Policy
Grinnell College Sexual Harassment and Misconduct Policy

Applies to all forms of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking.

This policy was last updated on 8/21/2014. For further information and updates, please refer to the College’s Sexual Respect website.

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Grinnell College Sexual Harassment and Misconduct Policy

Applies to all forms of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking

SEXUAL MISCONDUCT POLICY STATEMENT

I. Statement of Intent Regarding the Sexual Misconduct Policy

Grinnell College is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Grinnell College provides ongoing sexual harassment prevention training in an effort to promote an environment free of sexual and other unlawful harassment. It also strives to make reporting concerns and incidents of harassment a responsibility of the community so that individuals who have experienced sexual harassment, assault, and/or violence can be offered support and a range of resources that Grinnell has developed.

Sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking pose a threat both to individual members of the Grinnell College community and to the community collectively. Acts of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking represent a fundamental failure to recognize and respect the intrinsic worth and dignity of other members of the community. Such acts are contrary to the values and standards of the Grinnell College community and against College policy. They may also constitute criminal conduct under local, state, or federal laws. All Grinnell College community members are personally responsible for their own actions and behavior. The College is committed to fostering an environment free from sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of complaints.

The College will not tolerate sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking. The College is prepared to take all appropriate steps to prevent and correct such behavior, including providing interim remedies and accommodations and support for the Complainants, conducting a Title IX review of the conduct, pursuing informal resolution, or taking formal conduct (corrective) action against the Respondent/s. Recognizing that each situation has its own characteristics, the College will respond promptly and equitably while tailoring the solution to best fit the situation. The policy is intended to guide students and employees who have experienced or been affected by sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking, whether as a Complainant, a Respondent, or a third party. When used in this policy, Complainant refers to the individual(s) who has experienced a
possible instance of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking, regardless of whether that individual makes a report or seeks formal conduct (corrective) action. Respondent refers to the individual(s) who has been accused of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking. A third party refers to 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 harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking encompass a broad spectrum of conduct, and the College will respond accordingly, considering both the severity of the alleged offense and the threat it poses to the community. Individuals who are found responsible under this policy may receive educational outcomes or face corrective action up to and including dismissal for students and termination for employees.

The College is committed to protecting the privacy of all individuals involved in a report of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking. In any report, investigation, or resolution of a report under this policy, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegation(s).

To achieve a study, living, and work environment that fosters a productive and comfortable learning environment and workplace, the College encourages all community members to report sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking. Moreover, with the exception of those few employees who operate with statutorily-protected or designated confidentiality (at Student Health and Counseling Services (SHACS), the Chaplain and Associate Chaplain, Ombuds, and Grinnell Advocates), all College employees, including student employees or volunteers responsible for the welfare of other students, are required to report sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking. Moreover, with the exception of those few employees who operate with statutorily-protected or designated confidentiality (at Student Health and Counseling Services (SHACS), the Chaplain and Associate Chaplain, Ombuds, and Grinnell Advocates), all College employees, including student employees or volunteers responsible for the welfare of other students, are required to report sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking to the College authorities designated in this policy (Title IX Coordinator, Dean of Students, Dean of the College, Director of Human Resources, and/or Campus Safety and Security).

Retaliation or reprisal against any person, including the Complainant(s) or the Respondent(s), for making a complaint, cooperating with an investigation, or participating in a grievance procedure is a violation of the College’s non-retaliation policy. Retaliation should be reported promptly to the Title IX Coordinator for investigation, which may result in conduct (corrective) action independent of any educational outcome (corrective action) or interim measures imposed in response to the underlying allegations of discrimination and/or harassment.

The primary mission of the College is liberal education. Liberal education cannot take place without the free, open, and civil exchange of ideas. As such, the application of this policy will strive to consider how best to preserve that free, open, and civil exchange of ideas. The College believes that ideas, creativity, and free expression thrive and, indeed, can only exist for the
entire community in an atmosphere free of discrimination and sexual harassment. The essential importance of academic freedom is recognized, and a standard of reasonableness will guide the College. Only when academic freedom is used to disguise, or is the vehicle for prohibited conduct, will it be questioned.

II. Purpose and Scope of Policy

This policy prohibits discrimination against or harassment of all members of the Grinnell College community. It applies to all students, employees, volunteers, independent contractors, and visitors, including any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at Grinnell College.

All Grinnell College community members have a responsibility to adhere to College policies and local, state, and federal law. The College has jurisdiction over complaints of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking occurring on campus or at any College-sponsored event or program, regardless of where it occurs. The College also has jurisdiction over alleged misconduct occurring off campus, during semester breaks, or between semesters, if the Complainant(s) and Respondent(s) are Grinnell College students and the off-campus conduct is likely to have a substantial effect on campus life and activities, or if the incident poses a threat of danger to any member of the Grinnell College community.

This policy is intended to:

• Provide the Grinnell College community with a clear set of behavioral standards and prohibited conduct;

• Identify the Title IX Coordinator and Title IX Deputy Coordinators and outline the College’s Title IX response to sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking;

• Outline where a College community member can obtain support and/or access resources confidentially, both on campus and in the local community;

• Explain how a College community member can make a report to the College and/or to law enforcement; and,

• Provide information about the options for resolving a report sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking, including how a report against a student or employee will be investigated, evaluated, and adjudicated by the College.
III. Notice of Non-Discrimination/Non-Discrimination Policy

Grinnell College is committed to establishing and maintaining a safe and nondiscriminatory educational environment for all College community members. It is committed to a policy of nondiscrimination in matters of admission, employment, and housing, and in access to and participation in its education programs, services, or activities. The College does not discriminate on the basis on race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, religion, disability, creed or any other protected class. Discrimination and sexual harassment on any of the bases covered by federal antidiscrimination statutes is unlawful and a violation of Grinnell College policy.

This policy addresses all forms of sexual discrimination, including sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking. Grinnell College does not discriminate on the basis of sex in its educational, extra-curricular, athletic, or other programs, or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that:

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

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964, Iowa Code Section 216.9, and other applicable statutes.

The College, as an educational community, will promptly and equitably respond to reports of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking in order to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community. Title IX provides educational processes, remedies, and outcomes. Public law enforcement follows criminal processes, remedies, and outcomes. While the school will act using the education lens of Title IX, complainants always have the option to avail themselves of and will be fully supported by the college to seek the services of law enforcement.

This policy prohibits sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking against Grinnell College community members of any gender, gender identity, gender expression, or sexual orientation. This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

Grinnell College recognizes that harassment related to an individual’s sex, sexual orientation, gender identity, or gender expression can occur in conjunction with alleged misconduct related to another protected characteristic, such as an individual’s race, color, ethnicity, national origin, religion, age, or disability. Targeting individuals on the basis of these characteristics is also a
violation of Grinnell’s Community Standards and Responsibilities and may violate the College’s Hate Crime and Bias—Motivated Incident Policy. Under these circumstances, the College will coordinate the investigation and resolution.

Inquiries or complaints concerning the application of Title IX may be referred to the College’s Title IX Coordinator and/or to the United States Department of Education’s Office for Civil Rights:

Angela Voos, Title IX Coordinator
Nollen House
1121 Park St.
Grinnell, IA  50112
641---269---4999
voos@grinnell.edu

The application of the College's nondiscrimination policy will often involve conflicting interests. This may especially be the case when it is applied to questions of freedom of speech and freedom of association. Because of these inherent difficulties, the application of the nondiscrimination policy may not be simple or straightforward. Since the primary mission of the College is liberal education, and because liberal education cannot take place without the free, open, and civil exchange of ideas, the application of the nondiscrimination policy should always be made with consideration of how best to preserve that free, open, and civil exchange of ideas.

A. Pregnant and Parenting Students

Pregnant and Parenting Students: Grinnell College does not discriminate on the basis of sex which includes a student’s pregnancy, childbirth, and false pregnancy, termination, or recovery. Students are provided equal access to curricular and extra-curricular activities and will be excused from activities and classes as is deemed necessary by the student’s doctor and will be given a reasonable amount of time to make up work that she misses. A pregnant student may continue her studies and activities for as long as she wants, unless the student and her physician decide otherwise.

Pregnant Student Athletes: Grinnell College adheres to the NCAA options as described below by the National Association of College and University Attorneys (NACUA). The following is excerpted from Gender Equity: Pregnant and Parenting Student Athletes, NACUA 2003.

NCAA bylaws offer student---athletes extensions that may apply during a student’s athletic career, typically referred to as a “red---shirted” year. Under these rules, student---athletes may be granted an additional year of competition due to “hardship.” These rules allow student---athletes to complete four seasons of participation during the first 10 semesters or 15 quarters in which the student is
enrolled in a collegiate institution in at least a minimum full-time program of studies for Divisions II and III.

In addition, NCAA bylaws specifically permit member institutions to approve an extra one-year extension of the five-year period or 10-semester/15-quarter period of eligibility for a female student-athlete due to her pregnancy. The bylaw allows pregnant student-athletes to complete four years of competition within six years or 12 semesters/18 quarters. A pregnant student-athlete who competed during, but did not complete the season, may be granted a hardship waiver and be awarded an additional season of competition, provided there is contemporaneous medical documentation that indicates the student-athlete was unable to compete for the remainder of the season.

NCAA bylaws offer student-athletes extensions that may apply during a student’s athletic career, typically referred to as a “red-shirted” year. Under these rules, student-athletes may be granted an additional year of competition due to “hardship.” These rules allow student-athletes to complete four seasons of competition during four seasons of participation during the first 10 semesters or 15 quarters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies for Divisions II and III.

IV. Grinnell College Statement Regarding Privacy

The College is committed to protecting the privacy of all individuals involved in a report of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking. In any report, investigation, or resolution of a report under this policy, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegation(s).

At all times, the privacy of all parties will be respected and safeguarded. Information related to a report under this policy will only be shared with those College employees who “need to know” in order to assist in the review, investigation, or resolution of the report. Moreover, all College employees who are involved in the College’s Title IX response, including College Hearing Board members, receive specific training and guidance about safeguarding private information.

Community members wishing to seek completely confidential assistance may do so by speaking with professionals who have a statutorily-protected or designated confidentiality. For students, these professionals include the counseling and medical staff at Student Health and Counseling Services (SHACS), the Chaplain and Associate Chaplain, Ombudsman, and Grinnell Advocates. Employees may also access confidential assistance through the Employee Assistance Program. Information shared with these confidential resources will not be shared with others without consent, unless there are circumstances posing an imminent risk of harm to self or others.
College policy requires that a report to any other College employee, who is not a designated confidential resource, be shared with a member of the College’s Title IX response team. This team, led by the Title IX Coordinator, will conduct an initial assessment of the conduct, the Complainant’s desired course of action, and the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community. The goal is to eliminate any hostile environment which is required under Title IX. Where possible, the College will seek action consistent with the Complainant’s request. Where a Complainant requests that his/her/hir name and/or other identifiable information not be shared with the Respondent or that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all Grinnell College community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against a Respondent. The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the College is unable to take action consistent with the request of the Complainant, a member of the Title IX team will communicate with the Complainant about the chosen course of action.

If a report of alleged misconduct discloses a serious and/or immediate threat to the College campus community, the College may issue a timely notice (Clery Act) to the Grinnell College community to protect the health or safety of its members. The timely notice will not include any identifying information about the Complainant. The College may also share non-identifying information about reports received in aggregate form, including data about educational outcomes (sanctions).

All College proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, and College policy. No information shall be released from such proceedings except as required or permitted by law and College policy.

Non-retaliation Policy: It is a violation of College policy to retaliate in any way against a student or employee because he/she/zi raised allegations of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Respondent or third party may also be the subject of retaliation by other individuals, including the Complainant.

An individual reporting sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is not later substantiated. Similarly, individuals accused of sexual harassment or those who participate in an investigation related to a complaint are entitled to protection from any form of retaliation. Complaints of retaliation should be filed with the appropriate senior official, Title IX Coordinator, or the Office of Civil Rights.
V. Prohibited Conduct and Definitions

The College prohibits all forms of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking. These are umbrella terms which encompass a broad range of behavior. In general, sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to incapacitation. Intimate partner violence refers to any act of violence or threatened act of violence, sexual or otherwise, against a person who is or has been involved in a sexual, dating, domestic, or other intimate relationship with that person.

Within these broad categories, the College specifically prohibits sexual harassment, sexual assault, sexual exploitation, harm to others, stalking, and retaliation.

A. Sexual Harassment: Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature when one of the following conditions is present:

- Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or participation in social, co-exterior or extra-curricular activities; or
- Submission to or rejection of such conduct is used as the basis for decisions affecting that individual; or
- Such conduct has the purpose or effect of interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, or social environment. The purpose or effect will be evaluated based on the perspective of a reasonable person in the position of a Complainant.

Sexual harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, and/or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

A single, isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents that create the hostile environment, particularly if the harassment is physical.

Sexual harassment:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
• Does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.

• May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.

• May be committed by a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship.

• May be committed by or against an individual or may be a result of the actions of a group.

• May occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.

• May occur in the classroom, in the workplace, in residential settings, or in any other setting.

• May be a one-time event or can be part of a pattern of behavior.

• May be committed in the presence of others or when the parties are alone.

• May affect the Complainant and third parties who witness or observe harassment and are affected by it.

B. Other Forms of Prohibited Conduct:

Sexual Assault: Having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Sexual assault includes the following acts:

Related to Non-consensual Sexual Intercourse: Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.

Related to Non-consensual Sexual Contact: Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts
may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

**Sexual Exploitation:** An act or acts committed through non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses. Examples include, but are not limited to:

- Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- Non-consensual streaming of images, photography, video or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- Prostituting another individual;
- Exposing one’s genitals in non-consensual circumstances;
- Knowingly exposing another individual to a sexually transmitted disease or virus without his/her/hir knowledge; and
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**Harm to Others:** Physical, verbal, or psychological abuse, harassment, intimidation, or other harmful conduct that threatens, endangers, or has the potential to endanger the health, well-being, or safety of another individual. It can include but is not limited to threatening, intimidating, assaulting another person, and/or purposefully injuring another individual. This behavior is typically regarded as an alleged violation of our Community Standards. Acts which constitute harm to others that are a form of intimate partner violence, or behavior based on sex or gender, will be resolved under the Sexual Harassment and Misconduct Policy.

**Stalking:** A course (more than once) of unwelcome conduct directed toward another person that could be reasonably regarded as likely to alarm, harass, and/or cause reasonable fear of harm or injury to that person, or to a third party, such as a roommate or friend. The feared harm or injury may be physical, emotional, or psychological, to the personal safety, property, education, or employment of that individual. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media
such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion. Examples include, but are not limited to:

- Unwelcome and repeated visual or physical proximity to a person;
- Repeated oral or written threats;
- Extortion of money or valuables;
- Implicitly threatening physical conduct or any combination of these behaviors directed toward an individual person.
- Unwelcome/unsolicited emails, instant messages, and messages on online bulletin boards;
- Unwelcome/unsolicited communications about a person, their family, friends, or co-workers; and/or
- Sending/posting unwelcome/unsolicited messages with another username.

**Retaliation:** Acts or attempts to retaliate or seek retribution against a Complainant, Respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just by a Respondent or Complainant. Retaliation can take many forms, including continued abuse or violence, other forms of harassment, and slander and libel.
VI. Consent and Related Concepts: Coercion, Incapacitation, and Intimate partner violence

Consent: The Sexual Harassment and Misconduct Policy is based on affirmative consent. In the spring of 2012, the Grinnell College student body voted overwhelmingly to revise the Sexual Harassment and Misconduct policy to incorporate affirmative consent. Consent to engage in sexual activity must be given knowingly, voluntarily, and affirmatively. Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent is demonstrated through mutually understandable words and/or clear, unambiguous actions that indicate a willingness to engage freely in sexual activity. Consent is active, not passive.

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.

- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

- If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.

- Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by mutually understandable words or clear, unambiguous actions that indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

- Individuals with a previous or current intimate relationship do not automatically give initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly and unambiguously indicates a willingness to engage in sexual activity.

- Consent is not affirmative if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual’s ability to exercise his/her/hir or own free will to choose whether or not to have sexual contact.
• An individual who is physically incapacitated from alcohol and/or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

• In the state of Iowa, consent can never be given by minors under the age of 16.

Coercion: A 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 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 he/she/zi does not want to engage in sexual activity, that he/she/zi wants to stop, or that he/she/zi does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Force: Force is the use or threat of physical violence or intimidation to overcome an individual’s freedom to choose whether or not to participate in sexual activity.

Incapacitation: An individual who is incapacitated cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent, because an individual is mentally and/or physically helpless, unconscious, or unaware that the sexual activity is occurring. Where alcohol and/or other drugs (including prescription drugs) are involved, incapacitation is a state beyond drunkenness or intoxication. Warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait (i.e., a manner of walking, stepping, or running), odor of alcohol or other substance, combativeness, and/or emotional volatility.

An individual who engages in sexual activity with someone the individual knows or reasonably should know is incapable of making a rational, reasonable decision about whether to engage in sexual activity is in violation of this policy. This includes persons whose incapacity results from ingestion of a “date-rape” or “predatory” drug. Possession, use, and/or distribution of any of these drugs, including Rohypnol, Zolpidem, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is prohibited under College policy and state criminal statutes.

Amnesty: The welfare of students, staff, and faculty is of paramount importance. The Grinnell College community encourages the reporting of alleged sexual misconduct. Sometimes, survivors (or their friends) are hesitant to report to College officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. Similarly, students are sometimes hesitant to offer assistance to others for fear that they may get themselves in trouble. (For example, an underage student who has been drinking
might hesitate to bring the sexual misconduct victim to Campus Safety and Security for reporting and/or assistance.) It is in the best interest of the Grinnell College community for individuals to report allegations of sexual misconduct to College officials. To encourage reporting, Grinnell College pursues a policy of offering survivors of sexual misconduct and students who offer help to others in need a limited immunity from being charged for policy violations related to the sexual misconduct incident. While policy violations cannot be completely overlooked, the College will provide referrals to counseling and may require educational options in such cases.

**Alcohol and/or Other Drugs:** In general, the College considers sexual contact while under the influence of alcohol and/or other drugs to be risky behavior. Alcohol and other drugs impair a person’s decision-making capacity, awareness of the consequences, and ability to make informed judgments. From the perspective of the Complainant, the use of alcohol and/or other drugs can limit a person’s ability to give consent knowingly, voluntarily, and affirmatively. From the perspective of a Respondent, the use of alcohol and/or other drugs can create an atmosphere of confusion over whether or not consent has been given knowingly, voluntarily, and affirmatively. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person’s level of intoxication. If there is any doubt as to the level or extent of the other individual’s intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

The perspective of a reasonable person will be the basis for determining whether a Respondent should have been aware of the extent and amount of the ingestion of alcohol and/or other drugs by the Complainant or of the extent to which the use of alcohol and/or other drugs impacted a Complainant’s ability to give consent. For example, an individual who is in a blackout may appear to act normally and be giving consent but may not actually have conscious awareness, the ability to consent, or later recall the events in question. The extent to which a person in this state affirmatively gives mutually understandable words and/or clear, unambiguous actions indicating a willingness to engage in sexual activity and the other person is unaware – or reasonably could not have known – of the person’s level of alcohol consumption and/or level of impairment must be evaluated in determining whether consent has been given.

Being intoxicated or impaired by alcohol and/or other drugs is never an excuse for sexual harassment, misconduct, or violence and does not diminish one’s responsibility to obtain consent.

**Intimate partner violence:** Intimate partner violence is also referred to as dating violence, domestic violence, and relationship violence. Intimate partner violence includes any act of violence or threatened act of violence against a person who is or has been involved in a sexual, dating, domestic, or other intimate relationship by the other person in the relationship. It may involve one act or an ongoing pattern of behavior. Intimate partner violence can encompass a broad range of behavior, including but not limited to physical violence, sexual violence, emotional violence, and economic abuse. Intimate partner violence, may take the form of
threats, assault, property damage, violence or threat of violence to one’s self, one’s sexual or romantic partner, and/or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individuals of all genders, gender identities and expressions, sexual orientation, and racial, ethnic, social, and economic backgrounds.

The College will not tolerate intimate partner violence of any form. For the purposes of this policy, the College does not define intimate partner violence as a distinct form of misconduct. Rather, the College recognizes that sexual harassment, sexual assault, sexual exploitation, harm to others, stalking, and retaliation may all be forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating, or other social relationship of a romantic or intimate nature with the Complainant.

VII. Prohibited Relationships by Persons in Authority

When there is no supervisory relationship between students, or between members of the faculty, or between members of the staff, or between faculty and staff members, any recommendations by the College concerning consensual sexual relations would constitute an unacceptable invasion of privacy.

Even when there are supervisory relationships, no institutional mission exists which would preempt individual rights to privacy. However, faculty, staff, and others (including volunteers) who educate, supervise, evaluate, employ, counsel, coach, and/or otherwise guide students should understand the power differential in the relationship they have with students and/or subordinates. Intimate or sexual relationships where there is a differential in power or authority produce risks for every member of the community, and they undermine the professionalism of faculty and staff.

Unlike relationships where no basic institutional interests are at stake, such as those between members of the faculty or between members of the faculty and the staff, relationships between faculty/staff members and students should be informed by the goals of Grinnell College as an institution of higher education. Both faculty and staff members are generally expected to maintain professional, non-sexual relations with students.

When a member of the faculty or the staff is in a position to evaluate and/or supervise a student, sexual relations are unconditionally unacceptable. When such a supervisory relationship is present, sexual relations are clearly detrimental to the educational process and to an environment free of favoritism and the appearance of favoritism.

Even when no supervisory relationship is present, sexual intimacy between a student and a member of the faculty or staff can be detrimental to the ideal of a professional educational environment. Although the initiator of a sexual relationship may be a student, it is the institutional responsibility of the faculty or staff member to deal with such a situation, at its inception, in a professional manner. Moreover, a member of the faculty or staff against whom a student makes a complaint of sexual harassment may find it difficult, because of the
difference of status between the two persons, to prove that the relationship at issue was a fully consensual one.

Any individual may file a complaint alleging harassment and/or discrimination, including an aggrieved party outside the relationship affected by the perceived harassment or discrimination. Retaliation against any person(s) who report concerns about potentially non-consensual relationships is prohibited and constitutes a violation of this policy.

VIII. Resources

A. Overview

The College is committed to treating all members of the community with dignity, empathy, and respect. Any individual affected by sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking, whether as a Complainant, a Respondent, or a third party, will have equal access to support and counseling services through the College. The College recognizes that deciding whether or not to make a report and choosing how to proceed can be difficult decisions. We encourage any individual who has questions or concerns to seek the support of campus and community resources. These resources can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under this policy is pursued. Individuals are encouraged to use all available resources, regardless of when or where the incident occurred.

B. Confidential Resources

Grinnell College encourages all community members to make a prompt report of any alleged incident of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking to local law enforcement and the College. For individuals who are not prepared to make a report but are still seeking information and support, there are several statutorily-protected confidential resources available, as designated below. In addition, the Ombuds office is a designated confidential resource at Grinnell College and like other confidential resources, will not disclose shared information unless there is imminent risk of physical harm. These confidential resources will not share information with the College without the individual’s consent.

On-Campus Confidential Resources
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Religious Life and Chaplain</td>
<td>Deanna Shorb</td>
<td><a href="mailto:shorb@grinnell.edu">shorb@grinnell.edu</a></td>
<td>641-269-4981</td>
<td>1233 Park Street, Grinnell, IA 50112</td>
</tr>
<tr>
<td>Associate Chaplain and Rabbi</td>
<td>Rob Cabelli</td>
<td><a href="mailto:cabellir@grinnell.edu">cabellir@grinnell.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Student Health &amp; Counseling Services and Lead Psychologist</td>
<td>Harriett Dickey---Chasins ‘82</td>
<td><a href="mailto:dickey@grinnell.edu">dickey@grinnell.edu</a></td>
<td>641-269-3230</td>
<td>Lower Level, Forum, Grinnell, IA 50112</td>
</tr>
<tr>
<td>Grinnell College Ombuds</td>
<td>Chinyere Ukabiala</td>
<td><a href="mailto:ukabiala@grinnell.edu">ukabiala@grinnell.edu</a></td>
<td>641-269-9399</td>
<td>Joe Rosenfield ‘25 Center 311, Grinnell, IA 50112</td>
</tr>
<tr>
<td>Grinnell College Campus Advocates</td>
<td></td>
<td></td>
<td>641-260-1615</td>
<td></td>
</tr>
</tbody>
</table>

Staff who work at SHACS are confidential resources, including but not limited to receptionists, nursing staff, psychologists, psychiatrists, and physicians.

These are students and community members trained and certified in sexual assault/intimate partner violence advocacy. You do not need to disclose any names when contacting Campus Safety and Security (x4600). Simply ask for a Grinnell Advocate to contact you at your preferred phone number.

**Off---Campus Confidential Resources**

**Crisis Intervention Services**
CIS is regional organization which provides support, information, and advocacy to survivors of sexual assault and domestic violence.

**Anonymous Reporting: EthicsPoint**

Online reporting: grinnell.ethicspoint.com  
Phone reporting: 855---667---1753

EthicsPoint is a service that allows anyone to report suspected misconduct or other issues with complete anonymity and confidentiality. This service allows the person making the report and college administrators to confer about additional details, while the reporting party’s identity remains anonymous and confidential.

EthicsPoint utilizes its own secure servers, outside of the College network, as well as their own call center. While the reports will be forwarded to College administrators for appropriate review and action, the source of all reports submitted to EthicsPoint will remain anonymous and confidential and will not be shared with College administrators without your permission.

**C. Campus Resources**

In addition to the confidential resources listed above, Grinnell College community members have access to a variety of resources provided by the College. All of the staff listed below are trained to support individuals affected by alleged sexual harassment or misconduct and to coordinate with the Title IX Coordinator consistent with the College’s commitment to a safe and healthy educational environment. While not bound by confidentiality, these resources will maintain the privacy of an individual’s information within the limited circle of those involved in the Title IX resolution process.

<table>
<thead>
<tr>
<th>Campus Resources: Regular Business Hours (8 a.m.---5 p.m., Mondays---Fridays)</th>
</tr>
</thead>
</table>
| **Title IX Coordinator**  
Angela Voos  
641---269---4999  
Voos@grinnell.edu  
Nollen House  
1121 Park St.  
Grinnell, IA 50112 |
Interim Dean of the College  
David Lopatto  
641---269---3100  
lopatto@grinnell.edu  
Nollen House  
1121 Park St.  
Grinnell, IA  50112  

Director of Human Resources  
Kristin Lovig  
641---269---4974  
lovigk@grinnell.edu  
216 Old Glove Factory  
Grinnell, IA  50112  

Dean of Students  
Travis Greene  
641---269---3714  
greenet@grinnel.edu  
310---G Joe Rosenfield ’25 Center  
Grinnell, IA  50112  

Campus Resources: 24 hours a day/7 days a week  
Director of Campus Safety and Security  
Steve Briscoe  
641---269---4600 (24 hours)  
Campus Safety and Security Office  
1432 East St.  
Grinnell, IA  50112  

D. Community Resources  
Students, faculty, and staff may also access resources located in the local community. These organizations can provide crisis intervention services, counseling, medical attention, and assistance in interfacing with the criminal justice system. All individuals are encouraged to use the resources that are best suited to their needs, whether on--- or off---campus.  

Grinnell Police Department Dispatch Center
<table>
<thead>
<tr>
<th><strong>Grinnell Regional Medical Center</strong></th>
<th>641---236---2380 Emergency Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>• HIV/AIDS and Sexually Transmitted Infections (STI) testing</td>
<td></td>
</tr>
<tr>
<td>• Medical exam</td>
<td></td>
</tr>
<tr>
<td>• Sexual assault exam (SANE Nurses are available on call)</td>
<td></td>
</tr>
<tr>
<td>• Morning after pregnancy prevention</td>
<td></td>
</tr>
</tbody>
</table>

These exams do not obligate you to file criminal charges; evidence is stored by the police to preserve the chain of evidence.

<table>
<thead>
<tr>
<th><strong>National Domestic Violence Hotline</strong></th>
<th>1---800---799---SAFE (7233)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Central Iowa Family Planning</strong></th>
<th>(Grinnell Office)</th>
</tr>
</thead>
<tbody>
<tr>
<td>641---236---7787</td>
<td></td>
</tr>
<tr>
<td>• Medical exam</td>
<td></td>
</tr>
<tr>
<td>• Counseling</td>
<td></td>
</tr>
<tr>
<td>• Information and referral</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Polk County Crisis and Advocacy Services</strong></th>
<th>515---286---3600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crisis Line</td>
<td>515---286---3535</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>RELAY IOWA (Language Translation)</strong></th>
<th>1---800---735---2942 (TTY) *deaf or hard of hearing</th>
</tr>
</thead>
<tbody>
<tr>
<td>or 1---800---735---2943 (VOICE)</td>
<td></td>
</tr>
</tbody>
</table>

Language Line Translation Available

| **Crime Victim Compensation Program** | 515---281---5044 or 1---800---373---5044 |
IX. Reporting

The College is committed to providing a variety of welcoming and accessible ways for community members to voice concerns about and report instances of alleged sexual harassment. Reporting an issue is the best way for the community to help an individual receive the resources, support, and accommodations available at Grinnell. Not only does reporting help the individual, communication about issues related to sexual harassment and misconduct can help prevent sexual misconduct and sexual violence. The information community members report can illuminate patterns of behavior, immediate threats to the safety of the community, and systemic issues.

At the time a report is made, a Complainant does not have to decide whether or not to request conduct (corrective) action. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. College officials will do everything possible to respect an individual’s autonomy in making these important decisions and to provide support that will assist each individual in making that determination. Unless there is an immediate threat to the community or a minor is involved, the person involved in the sexual misconduct will set the pace and make decisions about how best to proceed (including not naming the other party/ies at the time of the report).

All College employees, including faculty, staff, and student employees and volunteers who have a responsibility for student welfare are expected to share with the Title IX Coordinator, Title IX team, and/or a senior official any report of alleged sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking they receive. Employees who have statutory confidentiality or are designated confidential resources do not and will not report incidents without the permission of the reporter (unless the report involves a minor or imminent danger to the community). Examples of students who have a duty to share information with the Title IX Coordinator include, but are not limited to, Student Advisers (SAs), Hall Wellness Coordinators (HWCs), and Student Government Association (SGA) executives. All Grinnell College community members, even those who are not obligated by this policy, are strongly encouraged to report information regarding any incident of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking to a member of the Title IX team.

A. Emergency/Immediate Reporting Options

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best
option to ensure preservation of evidence and to begin a timely investigative and remedial response. The College will assist any Grinnell College community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about the College’s resources and complaint processes.

Assistance is available from the College 24 hours a day year-round by calling the Campus Safety and Security Department (641---269---4600) and/or the Grinnell Police Department (911 for emergencies or 641---236---5679 for all other calls). Any individual may request that a member of the Campus Safety and Security Department and/or the Grinnell Police Department respond and take a report. An individual may also request to speak with a Student Affairs Dean on Call (641---269---4600) or a member of the Student Health and Counseling Services (SHACS) staff (641---269---3230 during academic year business hours). There is no requirement that an individual file an incident report with the Campus Safety and Security Department and/or the Grinnell Police Department in order to speak with a Student Affairs Dean or a member of the Student Health and Counseling Services staff.

An individual can also contact a Student Health and Counseling Services nurse (during business hours) and/or the Grinnell Regional Medical Center (24 hours/day). A medical provider at Grinnell Regional Medical Center can provide emergency and/or follow-up medical services and provide a forum to discuss any health care concerns related to the incident in a confidential medical setting. The medical exam has two goals: first, to diagnose and treat the full extent of any injury or physical effect (sexually transmitted infections and/or pregnancy) and, second, to properly collect and preserve evidence.

An individual may request a support person: friend, Residence Life Coordinator (RLC), confidential campus resource, trained campus advocate or DVA/SAC advocate, to accompany the individual during the exam. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather any evidence will remain confidential and preserve the full range of options to seek resolution through the College’s complaint processes and/or criminal action.
## Emergency Response

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>911</td>
<td></td>
</tr>
<tr>
<td>Grinnell College Campus Safety and Security</td>
<td>641---269---4600</td>
</tr>
<tr>
<td>Grinnell Police Department Dispatch Center</td>
<td>641---236---5679</td>
</tr>
</tbody>
</table>

## Health and Safety

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Health and Counseling Services</td>
<td>641---269---3230</td>
</tr>
<tr>
<td></td>
<td>Available during regular office hours during academic year, Monday---Friday 8am to 5pm</td>
</tr>
<tr>
<td>Grinnell Regional Medical Center</td>
<td>641---236---7511---Receptionist</td>
</tr>
<tr>
<td></td>
<td>641---236---2380---Emergency Room (ER)</td>
</tr>
</tbody>
</table>
B. Campus Reporting Options

The College recognizes that a student or employee may choose to report allegations of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking to any trusted employee of the College. For example, a student may choose to confide in a Residence Life Coordinator, a faculty member, a mentor, or a coach, all of whom are considered “responsible employees” who must report the incident under this policy. An employee may choose to confide in a supervisor, also considered a “responsible employee.” Under this policy, any employee who receives a report of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking must share the report with the Title IX Coordinator. The trained Title IX Coordinator is specifically charged with coordinating the initial assessment, initiating the investigation, and responding to allegations of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking to eliminate the event, prevent its recurrence, and address its effects.

To enable the College to respond to all reports in a prompt and equitable manner, the College encourages all individuals to directly report any incident to the Title IX Coordinator, the Director of Campus Safety and Security, Dean of the College, or the Dean of Students.

C. Responding to a Report: The Title IX Team

The Title IX Coordinator, working with the Title IX team, will ensure that the College responds to all reports in a timely, effective, and consistent manner. The Title IX team consists of: Title IX Coordinator, Dean of Students, Director of Campus Safety and Security, and others as applicable, such as the Dean of the College and the Director of Human Resources. The Title IX team is charged with coordinating the review, investigation, and resolution of all reports to ensure consistent responsiveness and the integrated provision of interim remedies and accommodations to support the individuals involved and to protect the College community. The College is committed to using a consistent and informed response to create a culture of respect and accountability. The Title IX team is positioned to provide seamless support, assess individual and campus safety needs, and effectively respond to allegations of sexual harassment and misconduct.

Not every member of the Title IX team is involved in every issue; only those who “need to know” attend to the issue at hand. Usually the team includes the Title IX Coordinator, Director of Campus Safety and Security, and, depending on who is involved in the issue, one of the following: Dean of Students, Director of Human Resources, or Dean of the College.
The College will promptly review and respond to all reports of sexual misconduct and harassment in an integrated, consistent manner that treats everyone with dignity and respect. The College will approach each report with an earnest intent to understand the perspective and experiences of each individual involved in order to ensure fair and impartial evaluation and resolution.

The College recognizes that the decision whether or not to report allegations of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking is personal, and that there are many barriers, both individual and societal, to reporting. Not every individual will be prepared to make a report to the College or to law enforcement, and individuals are not expected or required to pursue any specific course of action. As outlined in the Resources section of this policy, there are confidential resources on campus and in the community available to individuals not wishing to make a report to the College. Information shared with these confidential resources will not be reported to the College (unless a minor is involved).

As outlined in the Statement Regarding Privacy, the College respects the privacy interests of students, faculty, and staff. All information reported will be shared only with those College employees who will assist in the investigation and/or resolution of the complaint.

D. Anonymous Reporting

Any individual may make an anonymous report concerning an allegation of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking. An individual may report the incident without disclosing his/her/hir name, identifying the Respondent, or requesting any action. Depending on the level of information available about the incident or the individuals involved, anonymous reporting may impact the College’s ability to respond or pursue appropriate action.

Anonymous reports may be made by telephone at 855---667---1753 or online at http://grinnell.ethicspoint.com. All reports will go to the Title IX Coordinator for review. EthicsPoint is a service that allows anyone to report suspected misconduct or other issues with complete anonymity or confidentiality. This service allows the person making the report and college administrators to confer about additional details, while the reporting party's identity remains anonymous and unknown to the college.

EthicsPoint utilizes its own secure servers, outside of the College network, as well as their own call center. While the reports will be forwarded to College administrators for appropriate review and action, the source of all reports submitted to EthicsPoint will remain confidential and will not be shared with College administrators without your permission.
E. Reporting Considerations: Timeliness of Report, Location of Incident

Complainants and third party witnesses are encouraged to report allegations of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking as soon as possible in order to maximize the College’s ability to respond promptly and effectively. The College does not, however, limit the timeframe for reporting. If the Respondent is no longer a student or employee, the College will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects.

An incident does not have to occur on campus to be reported to the College. Off-campus conduct that is likely to have a substantial effect on the Complainant’s campus life and activities or poses a threat or danger to members of the Grinnell community can also be addressed under this policy.

Because sexual misconduct frequently involves interactions between persons that are not witnessed by others, reports of sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy.

Complaints may be filed by any individual, including Grinnell College students, faculty and staff members, and members of the bargaining unit against a student, faculty member, staff member, or member of the bargaining unit.

F. Coordination with Law Enforcement

The College fully supports Complainants to pursue criminal action for incidents of alleged sexual harassment and/or misconduct that may also be considered crimes under Iowa criminal statutes. The College will assist the Complainant(s) in making a criminal report and will cooperate with law enforcement agencies if the Complainant(s) decides to pursue the criminal process to the extent permitted by law. Except where the Complainant(s) is/are younger than eighteen (18) years old, the College will respect the Complainant’s choice whether or not to report an incident to local law enforcement. In a case of suspected child abuse, the College and its members have a responsibility and duty to report the concern under the Child Abuse Reporting Policy.

The College’s policy, definitions, and burden of proof may differ from Iowa criminal law. A Complainant may seek resolution through the College’s conduct (corrective action) process, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement’s determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking under this policy has occurred.
Proceedings under the College’s Sexual Harassment and Misconduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

G. **Amnesty for Alcohol and Other Drug Use**

The College seeks to remove any barriers to reporting. The College will generally offer any student, whether the Complainant or a third party, who reports allegations of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking limited immunity from being charged for policy violations related to the personal ingestion of alcohol and/or other drug use, provided that any such violation(s) did not and do not place the health and safety of any person at risk. The College may choose, however, to pursue educational interventions for those individuals.

H. **Bystander Intervention**

The College considers the welfare of students, faculty, and staff to be of paramount importance. The College recognizes that at times students, on and off campus, may need assistance. The College urges all community members to offer help and assistance to others in need and take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include indirect or direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, and/or seeking assistance from a person in authority, such as faculty members, coaches, deans, safety and security, or police.

I. **Statement against Retaliation**

It is a violation of College policy to retaliate in any way against a student or employee because he/she/zi raised allegations of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking. The College recognizes that retaliation can take many forms, it may be committed by or against an individual or a group, and that a Respondent or third party may also be the subject of retaliation by another individual, including the Complainant.

An individual reporting allegations sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is not later substantiated.

J. **False Reporting**

The College takes the validity of information very seriously, as a charge of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic
violence, dating violence, and/or stalking may have severe consequences. A Complainant who makes a report that is later found to be intentionally false or made maliciously without regard for truth may be subject to student conduct action. This provision does not apply to reports made in good faith, even if the allegations in the report are not substantiated through an investigation.

K. Group Infractions

When members of a student group or organization, individuals acting collusively, or members of a club, or team act in concert in violation of the Sexual Harassment and Misconduct Policy, they may be charged as a group, and a hearing may proceed against the group as joint Respondents.

L. Reports Involving Minors

In compliance with Iowa Code 261.9 (1)(h): Child Abuse Reporting Law, the College will report all suspected child abuse and neglect involving minors, including sexual assault, to law enforcement and Campus Safety and Security. College employees who, in the scope of their employment responsibilities, examine, attend, counsel, or treat a child must report physical or sexual child abuse to law enforcement and Campus Safety and Security when they see, know about, or reasonably suspect the physical or sexual abuse of a child. This includes most College employees, including, but not limited to, faculty, coaches, student employees, administrators and staff. If an employee is not sure whether he/she/zi is required to report, he/she/zi is encouraged to err on the side of caution and report.

The College must act quickly (within 24 hours) regarding all accusations of sexual or physical abuse of a minor. It is not the responsibility of any employee, student, or volunteer to investigate suspected child abuse. This is the role of child protective services and law enforcement authorities. The source of abuse does not need to be known in order to file a report.

A report must be made as follows:

In the event of an emergency, first call the police (911).

Suspected abuse must be reported within twenty---four hours to both:

1. Grinnell Police Department Dispatch Center: 641---236---5679

   AND

2. Grinnell College Campus Safety and Security: 641---269---4600
Additionally, you may choose to report to:


When reporting suspected child abuse, the community member will need to provide the following information to the best of his/her/hir knowledge:

- Name of the alleged victim(s)
- Name of the alleged perpetrator(s)
- Time and date of the incident(s) being reported
- Location where the incident(s) occurred; and
- Any additional information supporting the allegation that misconduct has occurred.

The college will attempt to protect the identity of any employee who makes a good faith report of suspected physical or sexual abuse of a child.

If an employee or faculty member feels that he/she/zi is being retaliated against for making a good faith report of suspected physical or sexual abuse of a minor or because he/she/zi has aided and assisted in the assessment of a child abuse report, he/she/zi must report this immediately to the Director of Human Resources.

X. Interim Measures, Remedies, and Accommodations

A. Overview

Upon receipt of a report, the College will impose reasonable and appropriate interim measures designed to eliminate the hostile environment. The College will maintain consistent contact with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal conduct (corrective) action is sought by the Complainant or the College.

A Complainant or Respondent may request separation or other protection, or the College may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader College community, and/or the integrity of the process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The College will take immediate and responsive action to enforce a previously implemented measure.
B. Range of Measures

Interim measures will be implemented at the discretion of the College. Potential remedies and accommodations that may be applied to the Complainant and/or the Respondent include:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus
- Imposition of campus No-Contact Order
- Rescheduling of exams and assignments
- Providing alternative course completion options
- A change in class schedule or transferring sections, including the ability to drop a course without penalty
- A change in work schedule or job assignment
- A change in student’s College-owned residence
- Assistance from College staff in completing residence relocation
- Limiting an individual or organization’s access to certain College facilities or activities pending resolution of the matter
- A voluntary leave of absence
- Providing an escort to ensure safe movement between classes and activities
- Providing medical services
- Providing academic support services, such as tutoring
- An interim suspension pending the outcome of a conduct hearing
- Any other remedy which can be tailored to the involved individuals to achieve the goals of this policy
- A change of office space
C. Interim Suspension or Leave

Where the report of alleged sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking poses an ongoing risk of harm to the safety or wellbeing of an individual or members of the campus community, the College may place an individual student or organization on interim suspension pending the outcome of a conduct hearing. This means pending resolution of the complaint, the individual or organization may be denied access to campus. During interim suspension, a student or group typically may not continue his/her/hir coursework or activities unless otherwise noted in the interim suspension letter. Similarly, the College may impose a leave for an employee. Such leaves will be structured (paid vs. unpaid) at the College’s discretion. When interim suspension or leave is imposed, the College will make reasonable efforts to complete the investigation and hearing (but not appeal), where a hearing is required, within an expedited time frame.
XI. Title IX Review, Investigation and Resolution

Although a report may come in through many sources, the College is committed to ensuring that all reports are referred to the Title IX review team which ensures consistent application of the policy to all individuals and allows the College to respond promptly and equitably to eliminate the harassment, prevent its recurrence, and eliminate its effects. This team, led by the Title IX Coordinator, assists in the review, investigation, and/or resolution of the report. Members of this interdepartmental team may include: the Title IX Coordinator, Title IX Deputy Coordinators, Dean of Students, Director of Campus Safety and Security, and others as may be necessary.

The members of this team oversee the resolution of reported harassment or misconduct through the College’s complaint processes. The process followed will be determined by the role of the Respondent:

- Regardless of whether the Complainant is a student, faculty member, or staff member, complaints against students will be resolved by the Sexual Harassment and Misconduct Student Grievance Procedures.

- Regardless of whether the Complainant is a student, faculty member, or staff member, complaints against faculty or staff members will be resolved by the Sexual Harassment and Misconduct Faculty and Staff Grievance Procedures.

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

A. Role of the Title IX Coordinator

The President of the College has appointed a senior administrator, the Vice President for Strategic Planning and Chief of Staff, to serve as Title IX Coordinator. This office is currently held by Angela Voos. The Title IX Coordinator can be contacted by telephone, e-mail, or in person during regular office hours (8 a.m.---5 p.m., Mondays---Fridays; 7:30 a.m.---4:30 p.m., Mondays---Fridays summer hours).

Angela Voos, Title IX Coordinator
Nollen House
1121 Park St.
Grinnell, IA 50112
641---269---4999
voos@grinnell.edu
The Title IX Coordinator oversees the College’s centralized review, investigation, and resolution of reports of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking. The Coordinator also coordinates the College’s compliance with Title IX.

The Title IX Coordinator is:

- Responsible for oversight of the investigation and resolution of all reports sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking;

- Knowledgeable and trained in relevant state and federal laws and College policy and procedure;

- Available to advise any individual, including a Complainant, a Respondent, or a third party, about the courses of action available at the College, both informally and formally;

- Available to provide assistance to any College member regarding how to respond appropriately to reports of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking;

- Responsible for monitoring full compliance with all requirements and timelines specified in the complaint procedures; and

- Responsible for compiling Annual Reports.

Title IX Deputy Coordinators who can also offer assistance in the areas of case management, prevention, policy, and athletics are available in the following offices:

Travis Greene, Dean of Students
Deputy Coordinator for Case Management
641---269---3714  greenet@grinnell.edu
JRC 3rd Floor

Jen Jacobson ‘95, Wellness Director
Deputy Coordinator for Prevention
641---269---3704  jacobsen@grinnell.edu
BEAR Ctr. Office F201

Dee Fairchild, Association Professor Emerita of Physical Education
Deputy Coordinator for Policy
641---269---3802  fairchi@grinnell.edu
BEAR Ctr. Office P201
B. The Title IX Review and Assessment

In every report of alleged sexual harassment or misconduct, the College will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim measures to provide for the safety of the individual and the campus community.

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, the investigation may continue depending on a variety of factors, such as the Complainant’s wish to pursue conduct (corrective) action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation. The College’s responsibility to review and respond to all allegations of sexual harassment and misconduct exists regardless of whether that review culminates in additional investigation or goes before a College Hearing Board or senior official, and exists independently of the criminal justice process.

C. Time Frames for Resolution

The College seeks to resolve all reports of alleged sexual harassment or misconduct within 60 calendar days. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 calendar days. Extenuating circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

In general, a Complainant and Respondent can expect to receive periodic updates as to the status of the review or investigation. In the event that the investigation and resolution exceed this time frame, the College will notify all parties of the need for additional time, and best efforts will be made to complete the process in a timely manner while balancing principles of thoroughness and fundamental fairness with promptness.
XII. Sexual Harassment and Misconduct: Student Grievance/Complaint Procedures When All Parties are Students

At Grinnell, the tenets of self-governance set the foundation on which the campus climate and culture are built. They serve as a powerful motivation for preventing sexual misconduct by emphasizing each individual’s responsibility to the community and its well-being. Self-governance provides an effective mechanism for resolving disputes in many aspects of the Grinnell experience, but it must be supplemented with formal structures in cases of sexual assault and violence. The College’s commitment to a self-governing community may unintentionally create a barrier to reporting for a student who has experienced misconduct, if that student infers he/she/zi should act independently and attempt to resolve conflict informally. In the context of Title IX, the College always bears a responsibility to provide a strong and consistent institutional response to sexual harassment. Students are not expected to pursue a resolution with an accused person, but are encouraged to work collaboratively with the institution so that the College may take immediate steps to stop the harassment, provide necessary accommodations, and prevent its recurrence.

A. Procedural Options

As outlined in the Reporting section of this policy, an individual who wishes to make a report of alleged sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking is encouraged to make a report directly to the Title IX Coordinator, the Dean of Students, and/or Campus Safety and Security. In every report of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking, the College, through the coordinated efforts of the Title IX team, will conduct an initial Title IX review.

In the course of this assessment, College officials, to the best of their ability, will consider the interest of the Complainant and his/her/hir expressed preference for manner of resolution. Where possible, and as warranted by an assessment of the facts and circumstances, the College will seek action consistent with the Complainant’s request. Where a Complainant requests that his/her/hir name or other identifiable information not be shared with the Respondent or that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all College community members and to afford a Respondent fundamental fairness by providing notice and an opportunity to respond before action is taken against a Respondent.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue a full investigation, but its ability to do so may be limited based on the nature of the request by the Complainant.

Where the College is unable to take action consistent with the request of the
Complainant, a member of the Title IX team will communicate with the Complainant about the chosen course of action.

As part of the initial assessment of the facts, the Title IX team will:

- Assess the nature and circumstances of the allegation(s);
- Address immediate physical safety and emotional well-being;
- Notify the Complainant of his/her/hir right to contact law enforcement and seek medical treatment;
- Notify the Complainant of the importance of preservation of evidence;
- Enter the report into the College’s daily crime log;
- Assess the reported conduct for the need for a timely warning under the Clery Act;
- Provide the Complainant with information about on- and off-campus resources;
- Notify the Complainant of the range of interim accommodations and remedies available to him/her/hir;
- Provide the Complainant with an explanation of the procedural options, including Informal Resolution and Formal Resolution;
- Assign an adviser, advocate, or support person;
- Assess for pattern of evidence or conduct by Respondent;
- Discuss the Complainant’s expressed preference for manner of resolution and any barriers to proceeding;
- Explain the College’s policy prohibiting retaliation; and
- Determine age of Complainant and if the Child Abuse Reporting Policy is relevant.

At the conclusion of the Title IX assessment, the Title IX team will determine the appropriate manner of resolution and, if appropriate, refer the report for further investigation, informal resolution, or formal resolution. Please refer to the flowcharts of procedural options for further consideration.

1. Informal Resolution
Where the Title IX assessment concludes that informal resolution may be appropriate, the College will take immediate and corrective action through the provision of individual and community remedies designed to maximize the Complainant’s access to the educational, co- and extra-curricular activities at the College. Examples of potential remedies are provided in Section IX: Interim Measures, Remedies, and Accommodations. Other potential remedies include targeted or broad-based educational programming or training. In cases that do not involve sexual violence, mediation and other restorative justice options may be an appropriate form of informal resolution.

The decision to pursue informal resolution may be made before, during or after a full factual investigation by the College.

2. Formal Resolution

Formal resolution of a complaint under the Sexual Harassment and Misconduct Policy may occur through the use of an Administrative Hearing or a hearing with the College Hearing Board. While the general procedures governing Administrative Hearings and College Hearing Boards are outlined in the Community Standards and Responsibilities Section of the Student Handbook, more specific provisions that apply to complaints under this policy are outlined below.

a) Administrative Hearing

A complaint under this policy will typically be resolved through the College Hearing Board. A Complainant or Respondent, however, may request resolution through an informal and educational administrative hearing, in which the Dean of Students (or designee) will meet with the Complainant and Respondent to determine responsibility and render a decision as to what educational outcomes, if applicable, may be implemented. Both parties must agree to resolution by administrative hearing. Both parties must have notice, the opportunity to review the investigative report in advance, and the opportunity to present relevant information to the Dean of Students (or designee). In reaching a conclusion as to whether this policy has been violated, the Dean of Students (or designee) will reach a determination by a preponderance of the evidence, that is, whether the conduct was “more likely than not” to have occurred as alleged. Depending upon the nature and severity of the allegations, the Dean of Students (or designee) may decline to handle the matter administratively and refer the case to the College Hearing Board.

b) College Hearing Board

The College Hearing Board is a fact-finding board consisting of a rotating panel of College faculty (appointed by the President), staff (appointed by the
Vice President for Student Affairs), and students (appointed by SGA), trained in student conduct procedures that typically hears cases that might result in possible suspension or dismissal from the College. The College Hearing Board has primary jurisdiction over complaints under the Sexual Harassment and Misconduct Policy.

B. Investigation

Where the Title IX assessment concludes that formal student conduct action may be appropriate, the College will initiate an investigation.

The College may designate an investigator of its choosing. The investigator will be an individual who has specific training and experience investigating allegations of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and stalking. The College will typically designate a member of the Campus Safety and Security Department or the Dean of Students’ Office, although the College may also choose to engage an external investigator at its discretion. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation is designed to provide a fair and reliable gathering of the facts. As described in the Privacy section, the investigation will be conducted in a manner that is respectful of individual privacy concerns. The investigation will normally take ten (10) to twenty (20) business days.

The first step of an investigation will usually be a preliminary interview of the Complainant by a member of the Title IX team. The preliminary interview will inform next steps. The Title IX team member may designate an investigator who will then coordinate the gathering of information from the Complainant, the Respondent, and any other individuals who may have information relevant to the determination. The investigator will also gather any available physical or medical evidence, including documents, communications between the parties, and other electronic records as appropriate. The investigator may consider prior allegations of, or findings of responsibility for, sexual misconduct by the Respondent.

Information gathered during the review or investigation will be used to ensure the safety of the Complainant and the College campus community, and impose remedies as necessary to address the effects of the alleged misconduct. Based on the information gathered in the initial Title IX assessment and/or full investigation, the College will take appropriate measures designed to end the alleged misconduct, prevent its recurrence, and address its effects.

At the conclusion of the investigation, the Dean of Students (or designee) will review the investigation report and make a threshold determination as to whether there is reasonable cause to suggest that a policy violation may have occurred. If the Dean of Students (or designee) determines that this threshold has been reached, the Dean of Students (or designee) will issue a Notice of Hearing and refer the report to an Administrative Hearing or a College Hearing Board for its consideration and evaluation.
C. Threshold Determination and Right to Appeal

If the Dean of Students (or designee) determines that this threshold has not been reached, the Complainant and Respondent will be notified in writing. The Complainant will have the opportunity to seek review by the Vice President for Student Affairs (or designee) by filing a written request for review within five (5) business days. The Vice President for Student Affairs (or designee) may affirm the threshold finding of the Dean of Students (or designee), reverse the finding of the Dean of Students (or designee), or remand the matter for additional investigation as warranted. The Vice President for Student Affairs (or designee) will render a decision in writing to both parties within five (5) business days of receipt of the request for review. The decision of the Vice President for Student Affairs (or designee) is final.

D. Pre--Hearing Procedures for Formal Resolution

1. Initiation of Charges

Unlike proceedings under the Community Standards and Responsibilities policy, there is no requirement that a Complainant prepare a written Statement of Complaint and Request for Hearing. Under this policy, the College has the responsibility for investigating allegations of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking, determining if a threshold determination has been reached, and for initiating charges.

Similarly, there is no requirement that a Respondent complete a Statement of Response to the Complaint. The Respondent will be given written notice and the opportunity to respond in person during the course of the investigation, the pre--hearing procedures, and the hearing.

2. Advisers and Attorneys

Adviser: In all hearings, the Complainant and Respondent have the right to be assisted by an adviser. For cases involving allegations of sexual harassment or misconduct, the Dean of Students (or designee) maintains a list of trained advisers who can guide a student through the pre--hearing and hearing process. The adviser may accompany the student to any meeting with a College employee, external investigator, and to the hearing. The adviser may not speak during the hearing. Additional guidance as to the role of the adviser is contained in the Community Standards and Responsibilities section of the Student Handbook.

Absent extenuating circumstances, witnesses and others involved in an investigation or hearing are not entitled to have a support person.
Role of the Attorney/Outside Agreements: The College prohibits outside attorneys from participating in proceedings under this policy. A Complainant or Respondent may choose to seek the advice and assistance of an attorney at his/her/hir own expense, but the attorney may not participate in investigatory interviews, informal resolution proceedings, and/or formal resolution via administrative hearing or College Hearing Board hearing. Similarly, the College will not recognize or enforce agreements between the parties made outside of these procedures.

3. Pre-Hearing Meeting with Complainant and Respondent

When a hearing is deemed necessary based on the review of the investigation report, the Dean of Students (or designee) will contact the Complainant and Respondent to schedule meetings with each party individually. At this pre-hearing meeting, each party will receive an explanation of the hearing process and have the opportunity to ask any questions before the hearing occurs. If the Complainant and/or Respondent have elected to have advisers throughout the hearing process, the adviser is encouraged to accompany the Complainant/Respondent to this initial meeting.

4. Notice of Hearing

Once each party has met with the Dean of Students (or designee), a Notice of Hearing is sent to the Complainant and the Respondent. The Notice of Hearing provides each party with a statement of the policy violation(s) that are alleged to have taken place and a summary of the facts underlying the allegations. In addition, the Notice provides the parties with the date, time, and place of the hearing. All parties will be informed of the name(s) of the person(s) hearing the case at least two (2) business days prior to the hearing.

In general, the hearing will be scheduled approximately two weeks after the Notice of Hearing is sent. Under extenuating circumstances, this time frame may be extended by the Dean of Students (or designee).

5. Composition of the College Hearing Board (“Board”)

Board members are trained in the dynamics of sexual harassment and misconduct, the factors relevant to a determination of credibility, the appropriate manner in which to receive and evaluate sensitive information, the appropriate manner of deliberation, and the application of the preponderance of the evidence standard, as well as the College’s policies and procedures.
The Complainant and/or the Respondent may ask in writing that a member of the Board be removed if there are reasonable, articulable grounds to suspect bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised within two (2) business days of receipt of Board composition to the Dean of Students (or designated presiding officer). All objections must be raised prior to the commencement of the hearing. Failure to object prior to the hearing will forfeit one's ability to appeal the outcome based on demonstrated bias.

If a hearing must be held at or after the end of the semester and a full College Hearing Board cannot reasonably be convened, the hearing may be heard by a modified composition of the Board. The Complainant and the Respondent will be asked to sign a waiver exempting Board composition as grounds for appeal. The hearing may be deferred until a full board is available or when the academic calendar is commenced.

6. Pre-Hearing Review of Documents

The Complainant and the Respondent will each have the opportunity to review all investigative documents, subject to the privacy limitations imposed by state and federal law, at least ten (10) business days prior to the hearing. The investigative documents will include the investigation report, any witness statements, and any other documentary information that will be presented to the Board.

7. Witnesses

The Complainant, Respondent, and Board members all have the right to call witnesses. Witnesses must have observed the acts in question or have information relevant to the incident and cannot participate solely to speak about an individual's character.

In general, neither party will be permitted to call as a witness anyone who was not interviewed by the investigator as part of the College's investigation. If either party wishes to call witnesses, whether or not they were previously interviewed as part of the College's investigation, the following must be submitted no later than ten (10) business days before the hearing to the Dean of Students (or designee) via e-mail or in hardcopy format:

- The names of any witnesses that the party intends to call;
- A written statement and/or description of what each witness observed, if not already provided during investigation;
• A summary of why the witness’ presence is relevant to making a decision about responsibility at the hearing; and,

• The reason why the witness was not interviewed by the investigator, if applicable.

The Dean of Students (or designee) will determine if the proffered witness(es) have relevant information and if there is sufficient justification for permitting a witness who was not interviewed by the investigator. The Dean of Students (or designee) may also require the investigator to interview the newly proffered witness(es).

If witnesses are approved to be present, the Respondent and Complainant will be provided with a list of witnesses and any relevant documents related to their appearance at the hearing no later than five (5) business days before the hearing. All parties have the opportunity to ask questions of witnesses, regardless of who called them to the hearing.

8. Relevance

The Dean of Students (or designee) will review the investigative report, any witness statements, and any other documentary evidence to determine whether the proffered information contained therein is relevant and material to the determination of responsibility given the nature of the allegation. In general, the Dean of Students (or designee) may redact information that is irrelevant, more prejudicial than probative, or immaterial. The Dean of Students (or designee) may also redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty.

9. Prior Sexual History and/or Pattern Evidence

Advance permission must be sought by either party seeking to bring forth information concerning the other party’s prior sexual history, pattern evidence, evidence of similar conduct, or a prior finding of responsibility as to sexual misconduct or dishonesty related to accusations of sexual misconduct. Such requests must be submitted during the investigative phase, unless the information was not previously known to the parties. The Dean of Students (or designee) will judge the admissibility of such information.

To aid in an advance determination of relevance, the following must be submitted no later than ten (10) business days before the hearing to the Dean of Students (or designee) via e-mail or in hardcopy format:
• A written statement and/or description of the proposed information, if not already provided during investigation; and

• A summary of why this information is relevant to making a decision of responsibility at the hearing.

In general, in a case where the Respondent raises consent as a defense, any prior consensual relationship between the parties may be deemed relevant, but not necessarily determinative, to the manner and nature of communications between the parties. As noted in other sections of this policy, a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any other prior sexual history of the Complainant is typically not relevant and will not be permitted.

Where there is evidence of pattern or conduct similar in nature by the Respondent, either prior to or subsequent to the conduct in question, this information may be deemed relevant and probative (i.e., affords proof or evidence) in the determination of responsibility or assigning of educational outcomes. Additionally, a prior finding of responsibility for a similar act of sexual misconduct is presumed to be relevant and may be considered in assigning of educational outcomes.

The Dean of Students (or designee) will determine if the information concerning prior sexual history, pattern evidence, or evidence of similar conduct is appropriate for inclusion at the hearing. If this information is approved as appropriate for presentation at the hearing, the Respondent and Complainant will be provided with a brief description of the approved information no later than five (5) business days before the hearing.

10. Request to Reschedule Hearing

Either party can request to have a hearing rescheduled. Absent extenuating circumstances, requests to reschedule must be submitted to the Dean of Students at least five (5) business days prior to the hearing.

11. Consolidation of Hearings

The Dean of Students (or designee), in his/her/hir discretion, may consolidate multiple reports against a Respondent into one hearing, if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident. Matters may be consolidated where they involve multiple Complainants, multiple Respondents, or related conduct which would regularly have been heard under the Community Standards and Responsibilities section of the Student Handbook.
E. Hearing Procedures for Formal Resolution (College Hearing Board)

1. Attendance at Hearing

If a party does not attend a hearing, for any non-emergency or uncompelling reason, the hearing may be held in his/her/hir absence at the discretion of the Dean of Students (or designee).

If a student chooses to withdraw or take a leave from the College prior to the conclusion of an investigation and/or formal resolution under this policy, the College will move forward with the hearing and imposition of educational outcomes, if any, in absentia. The Respondent’s academic transcript will be marked with a “Withdrawal Pending Student Conduct Action” notation, or, if finally resolved in absentia, with the final finding(s) of responsibility and educational outcomes, if any, in accordance with regular practice under this policy. Please note that a notation of “Conduct Suspension” always trumps a notation of “Leave” or “Withdrawal”, should this situation be applicable.

A Complainant or Respondent may request participation by other suitable means that would not require physical proximity to the other party. This can include, but is not limited to, partitioning a hearing room or using technology to facilitate participation. Any proposed alternative must be reviewed in advance to ensure that it is consistent with the goals of a fair and equitable process. The request would be made to the Dean of Students (or designated presiding officer).

2. Participants in Hearing Procedures

The Board is a closed hearing; it is not open to the public. The individuals from the Grinnell College community who may appear before the Board are: the Complainant, the Respondent, any individuals serving as advisers, the Investigator, and any individuals who appear as witnesses. Attorneys are not permitted.

3. Safeguarding of Privacy

All parties involved in a hearing are required to keep the information learned in preparation for the hearing and at the hearing private. No copies of documents provided are to be made or shared with any third parties. All copies provided must be returned to the Dean of Students (or designee) at the conclusion of the hearing and any appeals. Any breach of this duty is subject to further student conduct action by the College.
4. Hearing Procedures

A hearing is not intended to be adversarial; rather, it is intended to be educational, corrective, and developmental. The hearing is intended to provide fair and ample opportunity for each side to present his/her/hir version of events and for the Board to determine the facts of the case, make a determination regarding the alleged violations of College regulations and Community Standards, and to recommend appropriate educational outcomes (sanctions), if necessary. The hearing is an informal proceeding not comparable to a criminal trial; it is the mechanism by which the College assesses and, as appropriate, takes formal conduct (corrective) action regarding a violation of College policy or regulation.

The Board is encouraged to review all pertinent information regarding the incident in question. Relevant information supporting the alleged violation(s) may be offered in the form of written statements, the investigation report, documents, items, and/or oral information from the Complainant, the Respondent, and witnesses.

A hearing will be called to order by the Dean of Students (or designee), who will serve as the non-voting Presiding Officer and as an adviser to the Board. The Presiding Officer will explain the hearing process and will provide an opportunity to all parties to ask procedural questions prior to initial statements and the presentation of information.

The investigator (campus security or outside investigator) will provide a brief opening statement summarizing the investigation. The opening statement should focus on the areas of agreement and disagreement in order to assist the Board in prioritizing areas of inquiry. The Board, Complainant, and/or Respondent may make brief inquiries of the investigator at this juncture, and there will be additional opportunity to ask questions of the investigator after the Board has heard from the Complainant, the Respondent, and any witnesses.

The Complainant may present his/her/hir own account of the events in a narrative format. The Board may pose questions to the Complainant. The Respondent is encouraged to compile a written list of questions that he/she/zi would like to pose to the Complainant. The list will be provided to the Presiding Officer, who will determine the relevance of the questions and ask the Complainant those questions deemed relevant and appropriate.

After the Complainant is finished, the Respondent will be given an opportunity, and is encouraged, to present his/her/hir response, again in a narrative format. The Board may pose questions to the Respondent. The Complainant is encouraged to compile a written list of questions that he/she/zi would like to
pose to the Respondent. The list will be provided to the Presiding Officer, who will determine the relevance of the questions and ask the Respondent those questions deemed relevant and appropriate.

Witnesses on behalf of the Complainant and the Respondent may then be proffered. Each witness will be asked to give a narrative account. Each witness will then be questioned by the Board, the Complainant, and the Respondent. Under some circumstances, the Complainant or Respondent may be asked to present a list of written questions to the Presiding Officer, who will determine the relevance of the questions and pose any questions deemed relevant.

The Board, Complainant, and Respondent may then question the Investigator.

At the conclusion of the presentation of all witnesses and the Investigator, the Complainant and the Respondent will each be given the opportunity to give a brief closing statement.

5. Questioning of Witnesses

It is the responsibility of the Board to ensure that the information necessary to make an informed decision is presented. Board members may play an active role in questioning both parties and witnesses involved in the case. Hearing board members are under no obligation to allow either party to directly question witnesses. As outlined above, the parties may submit questions to the Board in writing, which may be posed at the discretion of the Board. In addition, at no time will the Complainant and/or Respondent directly question one another. The release of the name of the Respondent is governed by Federal Clery and FERPA regulations and may be released under limited circumstances.

Parties and other individuals who offer information at a hearing are expected to respond honestly and to the best of their knowledge. The Board reserves the right to recall any party or witness for further questions and to seek additional information necessary to make a decision.

6. Deliberation

After all of the information has been presented, all parties will be dismissed from the hearing room so that the Board may deliberate in private. The Presiding Officer may remain for deliberations but may not vote for finding(s) of responsibility and/or educational outcome(s) – unless there is a tie. The Board must reach a decision on responsibility by majority vote and by using the preponderance (“more likely than not”) standard when reviewing findings of fact. Only the decision on responsibility will be shared with the Complainant and the Respondent. The vote itself shall not be shared with the parties.
The findings of the Board will be reduced to writing in a case opinion. The findings will detail the findings of fact and the basis/rationale for the decision of the Board, making reference to the evidence that led to the finding.

7. **Preponderance of the Evidence**

The Board will determine a **Respondent**’s responsibility by a preponderance of the evidence. This means that the Hearing Board will decide whether it is “more likely than not,” based upon the information provided at the hearing, that the **Respondent** is responsible for the alleged violation(s).

8. **Educational Outcomes (Sanctions)**

The **Complainant** and **Respondent** will each have the opportunity to present a written statement about the impact this incident (as well as conduct proceedings) has had on him/her/hir and/or requested **educational outcomes**. These statements will be reviewed by the Board only if the **Respondent** is found responsible.

A Board that finds a student or student group/organization responsible for a violation of the Sexual Harassment and Misconduct Policy may recommend appropriate educational outcomes to the Dean of Students (or designee). The educational outcomes may include, but are not limited to, those set forth in the Community Standards and Responsibilities Section of the Student Handbook. The Dean of Students (or designee) is not bound by the recommendations of the Board and has the final authority to impose appropriate educational outcomes.

A violation of this policy may result in suspension or dismissal. Educational outcomes may range from written warning to permanent separation (i.e., dismissal) from the College. They may also include educational, remedial, and/or corrective actions as warranted. In general:

- Any student who is determined to have engaged in Non-consensual Sexual Intercourse may receive educational outcomes ranging from suspension to dismissal.

- Any student who is determined to have engaged in Non-consensual Sexual Contact (where no intercourse has occurred) may receive educational outcomes ranging from conduct warning to dismissal.

- Any student who is determined to have engaged in any other prohibited form of conduct may receive educational outcomes ranging from conduct warning to dismissal.
The Board and Dean of Students (or designee) reserve the right to broaden or lessen any range of recommended educational outcomes in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the Board, Dean of Students (or designee), nor any appeals officer will deviate from the range of recommended outcomes unless compelling justification exists to do so.

Educational outcomes may be issued individually, or a combination of outcomes may be imposed. The determination of educational outcomes is based upon a number of factors, including but not limited to: the severity of the incident; the impact on the Complainant; any ongoing risk to either the Complainant or the community posed by Respondent; the impact of the violation on the community, its members, or its property; any previous conduct violations; and any mitigating or aggravating circumstances.

A full range of educational outcomes is contained in the Community Standards and Responsibilities section of the Student Handbook.

9. Notice of Outcome

The Dean of Students (or designee) will communicate the result of the hearing to the Respondent and the Complainant in writing. Generally, the outcome of the hearing will be final and communicated to the parties within three (3) business days from the date the hearing is concluded.

The Respondent will be informed of any educational outcomes, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the educational outcomes. The Complainant will be informed of any educational outcomes that directly relate to him/her/hir.

The imposition of educational outcomes will take effect immediately and will not be postponed pending the resolution of the appeal.

10. Recording of Proceedings

Board proceedings are digitally audio---recorded, but the deliberations of the Board are not. The digital audio recording is created for two limited purposes only: for reference by the Board and/or Presiding Officer during deliberations and for review by the appeals panel during an appeal. No other recordings of conduct proceedings are allowed, and no other access to the recordings is permitted. The recording is destroyed when the case is closed.
F. Appeals

Either party may appeal the determination of responsibility and/or educational outcome(s) in writing to the Vice President for Student Affairs (the “Appeals Officer”) or designee. The appeal must be filed within five (5) business days of receiving the written Notice of Outcome.

The Complainant and/or Respondent may appeal only the parts of the determination of responsibility and/or educational outcome(s), if applicable, directly relating to him/her/here. Dissatisfaction with the outcome of the hearing is not grounds for appeal. The limited grounds for appeal are as follows:

1. New evidence that was not available at the time of the hearing is presented that could be outcome---determinative; and/or

2. Procedural error(s) that had a material impact on the fundamental fairness of the hearing occurred.

The appeal shall consist of a plain, concise, and complete written statement expounding on the grounds for the appeal. When an appeal has been submitted, the Appeals Officer will notify both parties. Each party will be given the opportunity to respond in writing to the other party's appeal. Any response by the opposing party must be submitted within five (5) business days from receipt of the appeal.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and educational outcomes are presumed to have been decided reasonably and appropriately. The appeal is not a de novo review. The Appeals Officer shall consider the merits of an appeal only on the basis of the two grounds for appeal and the supporting information provided in the written request for appeal along with the record of the original hearing. The Appeals Officer can affirm the original findings, alter the findings, and/or alter the educational outcomes, depending on the basis of the requested appeal. If the Appeals Officer deems that procedures were not followed in a material manner, the Appeals Officer can ask that a new hearing occur before a newly constituted Board. In the case of new and relevant information, the Appeals Officer can recommend that the case be returned to the original Board to assess the weight and effect of the new information and render a determination after considering the new facts.

The Appeals Officer will communicate the result of the appeal to the Complainant and Respondent within ten (10) business days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.
G. Records

The Title IX Coordinator will retain records of all reports, allegations, and complaints, regardless of whether the matter is resolved by means of Title IX assessment, informal resolution, or formal resolution. Complaints resolved by means of Title IX assessment or informal resolution is not part of a student’s conduct file and/or academic record.

Affirmative findings of responsibility in matters resolved by means of formal resolution are part of a student’s conduct record. Such records shall be used in reviewing any further misconduct or developing educational outcomes and shall remain a part of a student’s conduct record.

Generally, dismissals are permanently noted on a student’s transcript. Suspensions and withdrawal pending disciplinary action are removed from a student’s transcript after the student successfully completes one semester upon his/her/hir return with no further incident. The conduct files of students who have been suspended or dismissed from the College are permanently maintained in the Dean of Students Office. Conduct files of students who have not been suspended or dismissed are maintained for a period of seven years after the end of the academic year of said violation(s).

Student conduct records may be released to College officials on a “need---to---know” basis. Records may be released to persons and agencies external to the College with the student’s permission, or in compliance with the law (FERPA). Records that are lawfully subpoenaed or ordered by a judge may be released without the student’s permission. A student’s conduct record may also be released if it is in connection with a health and/or safety emergency. Further questions about student conduct record retention should be directed to the Dean of Students.

XIII. Sexual Harassment and Misconduct: Faculty and Staff Grievance /Complaint Procedures When the Respondent is Not a Student

A. Procedural Options: Contacting the Appropriate Senior Official

In addition to the reporting and resource options spelled out in Section VII, a Complainant is encouraged to contact the appropriate senior official. For complaints against a faculty member, the Dean of the College acts as the senior official. For complaints against staff members or members of the bargaining unit, the Director of Human Resources is the senior official.

For complaints against a student, the Complainant should contact the Dean of Students or Title IX Coordinator. If the Respondent is also a student then the Sexual Harassment and Misconduct Grievance Procedures for Students described in XII apply. If the Respondent is a faculty member, staff member, or member of the bargaining unit, the following procedures will apply.

Should a faculty member, staff member, or student consider filing a complaint
against the senior official with whom they would otherwise consult, they should approach the Title IX Coordinator or another senior official.

As outlined in the Resources section of this policy, an individual who wishes to bring forward an issue or incident of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking is encouraged to make a report directly to the Title IX Coordinator, the appropriate senior official, or Campus Safety and Security. In every report of alleged sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking, the College, through the coordinated efforts of the Title IX team, will conduct an initial Title IX assessment.

In the course of this assessment, the College will consider the interest of the Complainant and his/her/hir expressed preference for manner of resolution. Where possible, and as warranted by an assessment of the facts and circumstances, the College will seek action consistent with the Complainant’s request. Where a Complainant requests that his/her/hir name or other identifiable information not be shared with the Respondent or that no formal action be taken, the College will balance this request with its dual obligations to provide a safe and non-discriminatory environment for all College community members and to afford a Respondent fundamental fairness by providing notice and an opportunity to respond before action is taken against a Respondent.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant.

Where the College is unable to take action consistent with the request of the Complainant, a member of the Title IX team will communicate with the Complainant about the chosen course of action.

1. Informal Resolution: Advice and Guidance Before Filing a Complaint

Informal resolution is a viable option when the parties desire to resolve the situation cooperatively or when a formal investigation is not desired. Informal resolution is particularly appropriate if the conduct is isolated and does not involve sexual assault or other forms of sexual violence. The means for seeking an informal resolution will vary from case to case, but could include the following: (1) the direct approach, (2) third party mediation, or (3) indirect action taken by the senior official. The informal process generally should not exceed 30 working days.

Direct Approach by Complainant: After a discussion with the senior official or other designated official, a Complainant who feels comfortable confronting the Respondent may choose to take action personally. This direct approach may be
appropriate when the goal is to stop the behavior rather than sanction the person accused of sexual misconduct or harassment. The direct approach might include the Complainant writing a letter to the Respondent asking him/her/hir to change his/her/hir behavior. Another option might be telling the Respondent in person exactly what behavior is offensive and asking the Respondent to stop the behavior.

**Third Party Mediation:** This option involves having the senior official, Title IX coordinator, or another third party mediate between the Complainant and the Respondent, or asking the Coordinator to bring the Complainant and Respondent together informally to resolve the problem. This type of intervention may result in solutions such as mediating an agreement between the parties, separating the parties, referring either or both parties to counseling programs, negotiating an agreement for corrective action, conducting targeted training or educational programs, or providing remedies for the individual harmed by the sexual misconduct or harassment. If third party intervention is used, the Coordinator should conduct a follow-up review after a reasonable period of time to assure that the resolution has been implemented effectively.

**Indirect Action Taken by the Senior Official or Title IX Coordinator:** Alternatively, the Complainant may choose an indirect approach. This approach is intended to alter the Respondent's inappropriate behavior in such a way that the behavior stops without the Complainant having to take any action other than talking to the Coordinator. This option has the advantage of maintaining anonymity of the Complainant and Respondent. This option has the disadvantage that the desired message may not be “heard” by the Respondent. One example of indirect action is to have the Coordinator address a group of faculty or staff at a meeting covering policies against sexual misconduct and harassment and/or reminding students, faculty, and staff of their responsibility to foster an environment free of sexual misconduct and harassment and other forms of unlawful discrimination.

**2. Formal Investigation and Resolution: Decision to File a Complaint**

If, after consulting with the senior official or Title IX Coordinator, the faculty member, staff member, or student decides to proceed with filing a complaint, he/she/zi will provide the appropriate senior official with a written description of the alleged discrimination or sexual harassment, specifically referring to the section of the policy he/she/zi believes has been violated. Presenting the complaint as promptly as possible after the alleged discrimination or sexual harassment occurs is encouraged. At the request of the Complainant, he/she/zi may record an audio description (in a format agreed upon such as mp3); the Title IX office will have the recording transcribed for review and submission by the Complainant.
B. Investigation

1. Complaint Accepted For Investigation

If the senior official accepts the complaint for investigation, he/she/zi will provide written notice of receipt of a complaint, as appropriate either to the President, to a member of the President’s senior staff, to the Chair of the Faculty, or to the Vice President for Student Affairs, in whose area the Respondent reports. The notice will clarify the nature of the complaint and identify both the Complainant and Respondent.

The senior official will meet with the Respondent and provide him/her/hir a copy of the complaint and a copy of the College's policy and complaint resolution procedures.

The Respondent will be advised that any retaliatory action taken against the Complainant during or after the investigation will subject the Respondent to corrective action. Likewise, the Complainant will be advised that any retaliatory action taken against the Respondent during or after the investigation will subject the Complainant to corrective action. The Respondent must provide to the senior official, within five (5) business days of the date of meeting, a written response to each of the allegations outlined in the complaint. If no response is received within the deadline stipulated, the complaint will be considered as verified and the matter referred to the President for disposition.

The Complainant and Respondent each may have an adviser from the College community assist in further actions taken under this policy. The adviser's role is to help the Complainant or Respondent prepare his/her/hir case, advise on the procedural aspects of the matter, and to be a nonparticipating supporter at any hearing which may occur. The Complainant and Respondent are expected to speak for themselves, to present their own cases, and to ask and answer questions.

The senior official will provide a copy of the Respondent's response to the Complainant.

The senior official may meet with the Complainant or Respondent individually or may schedule a meeting(s) of both the Complainant and the Respondent to discuss the complaint and response. Neither the Complainant nor the Respondent will be required to meet with the other unless the senior official is present.

The senior official may interview other individuals he/she/zi identifies or who are identified by either the Complainant or the Respondent as having information pertinent to the complaint. If the senior official determines that
the complaint is of such sensitivity or complexity that assistance may be needed, the official may utilize an outside investigator.

The purpose of the investigation is to establish whether there is a basis for believing that the alleged violation of this policy has occurred. The senior official will prepare a written report for the President based on the complaint, the response (or failure to respond), interviews with the Complainant and Respondent, and other interviews conducted or materials gathered. The report will include either a finding of discrimination or sexual harassment and a recommendation regarding corrective action, or a finding of no discrimination or sexual harassment.

2. Complaint Not Accepted For Investigation

If upon receipt of the complaint the senior official determines that the allegation outlined in the complaint does not meet the definition of discrimination or sexual harassment, he/she/zi will provide written notice to the Complainant that he/she/zi does not intend to investigate the complaint. The written notice will clarify the reason the complaint has been rejected for investigation.

The Complainant, within five (5) business days of the date of notice, may ask to meet with the President to discuss the decision of the senior official. If the Complainant provides the President new or additional information regarding his or her complaint, the matter will be referred to the senior official who will reconsider the case.

The President may accept the decision of the senior official, or request an investigation by a specially designated senior official. The President will provide written notice of his/her/hir decision to the Complainant and to the senior official.

C. Findings and Appeal Process

1. Finding of Sexual Harassment or Discrimination and Appeal Process

When the senior official writes a finding of sexual harassment or discrimination, he/she/zi will provide written notice of such finding to the Complainant and Respondent on the same day. The Respondent, within five (5) business days of the date of notice, may submit a written request to the senior official to appeal the decision on the basis of new or additional information or procedural irregularities regarding the complaint.

Only in the case of an appeal, will the senior official contact the Chair of the Discrimination and Sexual Harassment Hearing Board and request that it be convened. The Discrimination and Sexual Harassment Hearing Board's voting
chair shall be the chair the College Hearing Board. The Board will be composed of five voting members. The President will appoint a representative from each of the following groups for a three year term: the faculty, exempt employees, non-exempt employees, and bargaining unit. The Board is trained annually on adjudicating appeals of discrimination and sexual harassment.

The Discrimination and Sexual Harassment Hearing Board will review the written complaint and written response. It will interview the investigator of the case. It will interview the Complainant and Respondent. It will review the findings and recommendations. The proceedings of the board are closed to all persons except those directly involved. The chair will maintain a record of the proceedings.

The Discrimination and Sexual Harassment Hearing Board will prepare a written report which reflects its findings and its decision regarding disciplinary action. The Chair of the Discrimination and Sexual Harassment Hearing Board will provide written notice to the Respondent of any disciplinary action. The Complainant will be informed of any disciplinary actions that directly relate to the Complainant. A copy of the letter regarding any disciplinary action will be made part of the Respondent’s personnel file.

2. Finding of No Sexual Harassment or No Discrimination and Appeal Process

When the senior official writes a finding of no sexual harassment or no discrimination he/she/zi will provide written notice of such finding to the Complainant and Respondent on the same day. The Complainant, within five (5) business days of the date of notice, may submit a request to the senior official to appeal the decision on the basis of new or additional information or procedural irregularities regarding his/her/hi complaint.

The senior official will contact the Chair of the Discrimination and Sexual Harassment Hearing Board and request that it be convened. The Discrimination and Sexual Harassment Hearing Board’s voting chair shall be the chair the College Hearing Board. The Board will be composed of five voting members. The President will appoint a representative from each of the following groups for a three year term: the faculty, exempt employees, non-exempt employees, and bargaining unit. The Board will be trained annually on adjudicating appeals of discrimination and sexual harassment.

The Discrimination and Sexual Harassment Hearing Board will review the written complaint and written response. It will interview the investigator of the case. It will interview the Complainant and Respondent. It will review the findings and recommendation for discipline. The proceedings of the board are closed to all persons except those directly involved. The chair will maintain a
The College’s Sexual Harassment and Misconduct Policy will be reviewed on an annual basis, typically during summer recess, in order to capture evolving legal requirements and improve the delivery of service based on a review of experience each academic year.
GLOSSARY

**Administrative Hearing**: a form of resolution that involves a hearing with the Dean of Students (or designee) and not a hearing board. The same principles of fundamental fairness and standard of proof (i.e., preponderance of evidence – “more likely than not”) are afforded during an administrative hearing as in a College Hearing Board or Judicial Council hearing.

**Adviser**: any person from the College community from whom the Respondent or Complainant has requested assistance and support during the process of the complaint handling from beginning to end. For cases alleging sexual harassment or misconduct, a list of trained advisers who are knowledgeable about the student conduct process may be obtained from the Dean of Students Office.

**Advocate**: a trained support person, typically a trained DVA/SAC advocate.

**Amnesty**: limited immunity from being charged for policy violations for students who, in good faith, make allegations of sexual misconduct and students who offer help to others in need.

**Anonymous Reports**: the College does not know the identity of the person reporting.

**Bargaining Unit**: includes the employees of the Department of Facilities Management who are represented by Teamsters Local 90, excluding the staff members.

**Bias---Motivated Incident**: an expression of hostility against a person, group, or property thereof because of such person’s (or group’s) identifying or perceived race, color, religion, ancestry, national origin, disability, gender, gender identity or expression, and/or sexual orientation. See also: Hate Crime.

**Campus No---contact Order**: a formal directive issued by the College requiring parties, often at the request of students, in any interpersonal conflict to have no direct or indirect interaction. Campus no---contact orders are rarely issued and may be implemented in extreme cases between students when reasonable fear of physical or psychological harm is present.

**Child**: a child is defined by Iowa Code, section 232.68 as any person under the age of 18 years. The victim of child abuse is a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in Iowa law (physical abuse, mental injury, sexual abuse, denial of critical care, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance).

College employees who, in the scope of their employment responsibilities, examine, attend, counsel, or treat a child are obligated to report suspected physical or sexual abuse of a child. This includes most College employees, including, but not limited to, faculty, coaches, student employees, administrators and staff. Such College employees, regardless of statutorily---
protected or ---designated confidentiality, must report to both the Grinnell Police Department Dispatch Center (641---236---5679) and Campus Safety and Security (641---269---4600) within 24 hours of receiving a report of alleged child abuse. Both of these numbers are staffed 24 hours a day/7 days a week.

**Coercion:** a 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.

**Complainant:** the individual(s) who has experienced a possible instance of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking, regardless of whether that individual makes a report or seeks formal conduct (corrective) action.

**Complainant who Makes False Claim:** a person who filed a false claim. Such individuals are subject to conduct (corrective) action as outlined below. See also: Corrective Action.

**Complaint:** a written document alleging discrimination or sexual harassment.

**Confidentiality:** Grinnell College community members who are bound by confidentiality include medical and counseling staff from Student Health and Counseling Services (SHACS), chaplains, Ombuds, and trained Campus Advocates (i.e., DVA/SAC advocates). See also: Statutorily---Protected or ---Designated Confidentiality.

**Consent:** the Sexual Harassment and Misconduct Policy is based on affirmative consent. In the spring of 2012, the Grinnell College study body voted overwhelmingly to revise the Sexual Harassment and Misconduct policy to incorporate affirmative consent. Consent to engage in sexual activity must be given knowingly, voluntarily, and affirmatively. Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity, and for each form of sexual contact. Consent is demonstrated through mutually understandable words and/or clear, unambiguous actions that indicate a willingness to engage freely in sexual activity. Consent is active, not passive.

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.

- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non---verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
• If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.

• Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by mutually understandable words and/or clear, unambiguous actions that indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

• Individuals with a previous or current intimate relationship do not automatically give initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly and unambiguously indicates a willingness to engage in sexual activity.

• Consent is not affirmative if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual’s ability to exercise his/her/hir or own free will to choose whether or not to have sexual contact.

• An individual who is physically incapacitated from alcohol and/or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

• In the State of Iowa, consent can never be given by minors under the age of 16. For those under the age of 16 the law has two distinctions: First, anybody 13 years of age or younger is considered to be a “child” under Iowa Code, section 702.5 and thus, incapable of consent. Second, for the ages of 14 and 15, the consenting partner must be less than 5 years of age apart from the teen.

Corrective Action: measures taken by the President (or designee) against a complainant making a false claim, or against a Respondent when a finding of discrimination or sexual harassment is accepted by the President.

Cyber---Stalking: a form of sexual harassment, cyber---stalking is the use of internet or other electronic devices to stalk someone. Cyber---stalkers may use e---mail, chat rooms, social networking sites (including Plans) and other tools to monitor, harass, embarrass or threaten their victims.

Dating Violence: See intimate partner violence.

De Novo Review: a type of appellate review that starts from the beginning, or looks at the case anew. The appeals officer will not conduct a de novo review. Instead, the appeals officer shall consider the merits of an appeal only on the basis of the two grounds for appeal: a.) new evidence that was not available at the time of the hearing, and/or b.) procedural error that had material impact on the fundamental fairness of the hearing.
Discrimination: denigrates or shows hostility or aversion toward an individual because of his/her/hir race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, religion, disability, creed or any other protected class. Discrimination has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or living environment, or studying environment.

Discrimination and Sexual Harassment Hearing Board: a review board that is named by the President (or designee) to address allegations of discrimination on the basis of race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, religion, disability, creed or any other protected class; or allegations of sexual harassment against staff, faculty, or bargaining unit employees. This Board may be convened – on substantive or procedural grounds – after the senior official investigates and responds to allegations and, if applicable, imposes corrective action.

Domestic Violence: See intimate partner violence.

Educational Outcomes: rather than using the term “sanctions,” educational outcomes are used by College to reflect the educational and corrective aspirations of the student conduct program. Serious departures from acceptable conduct may lead to one or more of the following educational outcomes: restitution fines, deferred finding of responsibility, conduct warning, conduct probation, behavioral expectations (including a campus no-contact order), parental and guardian notification, College-owned residence suspension, College-owned residence dismissal, suspension, or dismissal from the College, withholding of registration or degree, or rehabilitative measures decided by a College conduct body.

False Claim: a complaint found to have been intentionally dishonest in the contents of a complaint of discrimination or sexual harassment or a complaint found to have been made maliciously.

Family Educational Rights and Privacy Act (FERPA): the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, also known as the "Buckley Amendment", provides that schools must follow certain procedures with regard to students' records. In sum, FERPA establishes three rights for students:

- the right to inspect and review education records maintained by the College;
- the right to seek to amend education records; and
- the right to have control over the disclosure of information from education records.

Force: the use or threat of physical violence or intimidation to overcome an individual’s freedom to choose whether or not to participate in sexual activity.

Fundamental Fairness: as a private institution, Grinnell College is not obligated to provide “due process” to Respondents. Rather, the College incorporates similar principles of “fundamental
“fairness” that require notice and an opportunity to respond before action is taken against a **Respondent**.

**Grievance:** a formal **complaint**.

**Harm to Others:** Physical, verbal, or psychological abuse, harassment, intimidation or other harmful conduct that threatens, endangers, or has the potential to endanger the health, well-being or safety of another individual.

**Hate Crime:** a *criminal act* that is committed against a person, group, or property thereof because of such person’s (or group’s) identifying or perceived race, color, religion, ancestry, national origin, disability, gender, gender identity or expression, and/or sexual orientation.

**Incapacitation:** the inability, temporarily or permanently, to give **consent**, because an individual is mentally and/or physically helpless, unconscious, or unaware that the sexual activity is occurring. Where alcohol and/or other drugs (including prescription drugs) are involved, incapacitation is a state beyond drunkenness or intoxication.

**Informal Resolution:** an option when the parties desire to resolve the situation cooperatively or when a formal investigation is not desired. When instances of alleged **sexual violence** occur, some forms of informal resolution (e.g., mediation and/or restorative justice options) are expressly prohibited under **Title IX**.

**Interim Remedies:** actions the College may take to support the complainant(s) to help them feel safer. These remedies and measures will be implemented at the discretion of the College and may be applied to the complainant(s) and/or the **Respondent(s)**. See also: **Potential Remedies**.

**Intimate partner violence (also referred to as dating violence, domestic violence, and relationship violence):** any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic or other intimate relationship with that person. It may involve one act or an ongoing pattern of behavior. Intimate partner violence, can encompass a broad range of behavior, including, but not limited to physical violence, **sexual violence**, emotional violence, and economic abuse. Intimate partner violence, may take the form of threats, assault, property damage, violence or threat of violence to one’s self, one’s sexual or romantic partner and/or to the family members or friends of the sexual or romantic partner. Intimate partner violence, affects individuals of all genders, gender identities and expressions, sexual orientation, and racial, ethnic, social, and economic backgrounds.

**Libel:** a false and defamatory **written** statement or representation about a person. See also: **Slander**.
**Potential Remedies:** actions the College may take to support the complainant(s) to help them feel safer. These remedies and measures will be implemented at the discretion of the College and may be applied to the complainant(s) and/or the **Respondent** (s). Potential remedies may include but are not limited to:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus;
- Imposition of a Campus [No---Contact Order](#);
- Rescheduling of exams and assignments;
- Providing alternative course completion options;
- A change in class schedule or transferring sections, including the ability to drop a course without penalty;
- A change in work schedule or job assignment;
- A change in student’s College---owned residence;
- Assistance from College staff in completing residence relocation;
- Limiting an individual or organization’s access to certain College facilities or activities pending resolution of the matter;
- A voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing medical services;
- Providing academic support services, such as tutoring;
- An interim suspension pending the outcome of a conduct hearing;
- Any other remedy which can be tailored to the involved individuals to achieve the goals of this policy; and/or
- A change of office space.

See also: [Interim Remedies](#).
**Privacy:** information related to a report of alleged misconduct will be shared only with those College employees who “need to know” in order to assist the complainant(s) and/or aid in the investigation or resolution of the complaint.

**Relationship Violence:** See intimate partner violence.

**Report:** information provided to the College that an alleged incident of sexual harassment or misconduct has occurred, regardless of whether individuals have been identified.

**Respondent:** the individual(s) alleged to have sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, or stalking, regardless of whether or not formal conduct (corrective) action is taken.

**Retaliation:** any act to fire, demote, harass, or otherwise “retaliate” against people (students, faculty, staff, bargaining unit members, applicants) because they filed a charge of discrimination or participated in a formal grievance procedure. It is a violation of College policy to retaliate in any way against a student or employee because he/she/zi raised allegations of sexual harassment, sexual violence, sexual assault, intimate partner violence, domestic violence, dating violence, and/or stalking. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Respondent or third party may also be the subject of retaliation by other individuals, including the complainant.

**Senior Official:** either the Director of Human Resources (for staff members or members of the bargaining unit) or the Dean of the College (for faculty), or their designee(s).

**Sex---Stereotyping:** a form of sex discrimination, Title VII of the Civil Rights Act of 1964 prohibits sex---stereotyping. Sex stereotype discrimination is where an employer takes an “employment action” against someone based on that person's non---conformance with a gender stereotype. Sex---stereotyping applies equally to people of all genders.

**Sexual Assault:** having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Sexual assault includes the following acts:

- **Non---Consensual Sexual Intercourse:** Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth---to---genital contact.

- **Non---Consensual Sexual Contact:** Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts,
genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

**Sexual Exploitation:** An act or acts committed through non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses. Examples include, but are not limited to:

- Observing another individual’s nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- Non-consensual streaming of images, photography, video or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- Prostituting another individual;
- Exposing one’s genitals in non-consensual circumstances;
- Knowingly exposing another individual to a sexually transmitted disease or virus without his/her/hir knowledge; and/or
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**Sexual Harassment:** unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

**Sexual Violence:** any physical sexual act perpetuated against a person’s will or where the person is incapable of giving consent due to that person’s use of drugs or alcohol. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

**Slander:** a false and defamatory oral statement or representation about a person. See also: Libel.

**Stalking:** A course (i.e., more than once) of unwelcome conduct directed toward another person that could be reasonably regarded as likely to alarm, harass, and/or cause reasonable fear of harm or injury to that person, or to a third party, such as a roommate or friend.

**Statutorily-Protected or Designated Confidentiality:** trained professionals who are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others, or if there are allegations of child abuse.
Timely Notice: for the purposes of this policy, "timely notice" generally means within 48 hours after an incident has been brought to the attention of a "campus security authority" as defined in the Clery Act.

Title VII: Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on race, color, religion, sex and national origin.

Title IX: Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

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

Title IX Team: generally consists of the Title IX Coordinator, Title IX Deputy Coordinators, Dean of Students, Director of Campus Safety and Security and others as applicable, such as the Dean of the College or Director of Human Resources.
FLOWCHARTS

A. General Process

Draft 10/9/2013

[Flowchart diagram]

- Consider these suggestions:
  - Seek medical attention
  - Write down as much as you can remember about the incident
  - Preserve evidence
  - Don't change clothes/don't shower/bathe
  - Don't apply medication to injuries unless necessary
  - Don't disturb location of the assault

- Incident Occurs
  - If assault or physical violence has occurred:
    - Listener connects Complainant to Resources
    - Complainant chooses any or all resources

- Remedies/Resources
  - Offered to Complainant and Respondent
    - Counseling
    - Campus no-contact order
    - Residence modification
    - Academic schedule modification
    - Academic accommodations
    - Safety escort
    - Voluntary/without of absence
    - Explanation of retaliation prohibition

- Grinnell Police Department
  - Confidential Resources
    - SHACS, Chaplains, Campus Advocates
    - Off-Campus Confidential Resource
    - Completely confidential, except

- Non-Confidential Resources
  - RLCs, Student Staff, Faculty Staff, Title IX, Campus Security
  - Title IX Coordinator or other will help manage remedies and guide through process

- If there are any of the following, actions to protect the complainant and community will be taken:
  - Danger to community
  - Pattern of behavior
  - Physical assault or violence to complainant under 18

- Complainant chooses whether to name Respondent(s)
  - Respondent(s) named
  - Respondent(s) not named
  - Limited investigation

- Complainant chooses to pursue conduct charges
  - Dean of Students contacts Respondent
  - Full investigation
  - Security or outside investigator gathers evidence and conducts interviews
  - Could lead to a police investigation

- Dean of Students decides if threshold criteria to charge a student is met
  - Yes
    - Charges filed and statement of complaint created and explained to both parties
  - No
    - No charges filed
    - No hearing

- Informal resolution
  - Restorative justice dialogue or mediation (except in cases of sexual assault)

- Formal hearing (see hearing flowchart)
  - Findings and possible educational outcomes shared with both parties as applicable

- Administrative hearing
  - Complainant and Respondent have option to appeal to Vice President for Student Affairs within 3 business days upon receipt of the outcome letter

Last updated: 8/21/2014
B. Preparing for a Hearing

PREPARING FOR A HEARING

Remember that retaliation by anyone—including the complainant, respondent, witnesses, friends of either party, or friends of witnesses—is prohibited.

Consider Selecting an Adviser

You may consider selecting an adviser from a list of trained advisers from the Sinekse College Community. An adviser will be a guide through the process of preparing for a hearing.

An adviser will join each party during the hearing, but cannot speak on his/her behalf. The adviser may help clarify a question, raise a new issue, or prepare a cogent response. No outside legal counsel will be permitted to serve as an adviser.

Review Investigative Report and Statement of Complaint/Response

Complainant and Respondent have the right to review documentary evidence regarding the complaint at least 10 business days prior to the hearing, including the investigative report and the statements of complaint and response.

Suggest Witnesses

Complainant and Respondent may both suggest factual witnesses to give testimony at the hearing. Witnesses must be suggested at least 10 business days before the hearing. The list of witnesses will be shared with the both parties, except where the identity of a witness will not be revealed for compelling reasons. Character witnesses are typically not allowed.

Review Hearing Board Composition

Parties are informed of hearing board composition at least 48 hours prior to the hearing. Parties should review the list of board members to determine if any board member or the Presiding Officer may be unable to act as an impartial decision maker.

Objections should be submitted to the Presiding Officer in advance of the hearing. If the basis is against the Presiding Officer, the objection should be submitted to the Vice President for Student Affairs.

Objections may be submitted up to the opening statements of the hearing. Both parties will be asked during the procedural question phase of the hearing if there are any reasons for board members to recuse themselves.

Consider Writing an Impact Statement

The statement should include how the event has affected you personally and what educational outcomes you believe are appropriate.

The statement should be placed in a sealed envelope. It will only be reviewed if the hearing board determines a finding of "Responsible." Both parties' statements will be used to help determine educational outcomes, if applicable. If the respondent is found "Not Responsible," the impact statements will not be read and will be destroyed.
C. Hearing Process

HEARING PROCESS

Typical Hearing Timeline
- Hearing: 2 – 3 hours
- Finding Deliberation: 0 – 2 hours
- Outcome Deliberation: 0 – 1 hour
- Outcome Shared: Within 3 business days after hearing
- Appeal deadline: within 3 business days of outcome letter receipt
- Appeal Determination: Within 10 business days from date of submission.

Role of the Advisor During the Hearing
- The advisor may not speak during the hearing.
- The advisor may suggest quietly to the student to request a break, during which the advisor may help clarify a question, raise a new issue, or prepare a cogent response.
- Advisor must be someone from the Grinnell College community (no outside counsel at hearing).

Possible Educational Outcomes
- Restitution
- Warning
- Probation
- Deferred finding of responsibility
- Mandated assessment
- Behavioral expectations (e.g., no-contact order)
- Parental/Guardian notification
- Residence Hall Suspension
- Residence Hall Dismissal
- Suspension
- Dismissal (expulsion)
- Other

Grounds for Appeal
- New evidence
- Procedural error that impacted fundamental fairness
- Appeal must be filed within 3 business days to the Vice President for Student Affairs (VPISA)
- VPISA determines if the appeal will be granted on the basis of new evidence or a procedural error that impacted fairness
- VPISA may review the audio recording of the hearing and the presiding officer's report.
- VPISA’s response will be sent either electronically or in a sealed envelope within 10 business days from the date of submission.