



**PALMER**

College of Chiropractic

**2017-2018  
GUIDE TO CAMPUS  
SAFETY AND DRUG AND  
ALCOHOL ABUSE  
AWARENESS**

*The Trusted Leader in Chiropractic Education®*

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# **PART I: ABOUT THIS GUIDE**

## **CHAPTER 1: PREFACE**

This Guide to Campus Safety and Substance Abuse Awareness is provided in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989 (and associated U.S. Department of Education’s supporting regulations) and Crime Awareness & Campus Security Act of 1990, the Higher Education Opportunity Act 2008, Violence Against Women Act (VAWA) and Title IX requirements regarding sexual violence prevention, response and reporting.

As recipients of campus-based federal allocations, the College is responsible for complying with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989 (and the U.S. Department of Education’s supporting regulations), the Crime Awareness & Campus Security Act of 1990, the Higher Education Opportunity Act of 2008, the Violence Against Women Act (VAWA), Title IX and Campus Sexual Violence Act provision, Section 304. Sanctions for violation of the regulations of the Act are significant and could result in the suspension of federal aid payments, suspension or termination of grants or government-wide suspension or debarment. Such sanctions would dramatically affect the College’s ability to provide students and the profession with the level of excellence attributed to Palmer College of Chiropractic.

The term “College” as used throughout this Guide refers to the entire unit of Palmer College of Chiropractic, including operations on the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and West campus (Palmer College of Chiropractic West)

## CHAPTER 2: PURPOSE

The purpose of this Guide is to provide students and employees with an overview of the College's program for promoting campus safety and the prevention of substance abuse.

Each year the College distributes an annual security report to students and employees containing:

- The College's policies and associated rules regarding substance abuse;
- The College's policies and associated rules regarding campus violence;
- Educational information regarding substance abuse and crime prevention;
- The promotion of healthy choices concerning the use of alcohol and other drugs, emphasizing the elimination of illegal use, high-risk behavior, harmful use and related violence;
- Updated information regarding campus security;
- Updated information regarding local and campus crime statistics;
- Emergency response information; and
- Other relevant campus safety information

This Guide and associated reports are public information and can be found on the College's website at: [palmer.edu/security/](http://palmer.edu/security/).



# CHAPTER 3: THE COLLEGE'S COMMITMENT

## A. COMMITMENT

The College is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the College community. Further, the College recognizes the inherent risks to the total College community associated with substance abuse. As such, the College has published educational information and established a policy and associated processes to:

- Promote a safe, healthy and learning-conducive environment and productive workplace;
- Develop, disseminate, interpret and support the enforcement of College policies and processes that are consistent with local, state and federal law;
- Foster awareness about and prevent the unlawful possession, use or distribution of illicit drugs and alcohol by all students and employees on College premises or at College-related activities or service functions on or off College premises or at non-College activities on College premises that adversely affect the College community and/or the pursuit of its objectives;
- Promote healthy choices concerning the use of alcohol and other drugs, emphasizing the elimination of illegal use, high-risk behavior, harmful use and related violence; and
- Provide information about available intervention, evaluation, referrals and treatment services.

## B. BOARD POLICY – SAFETY

Palmer College of Chiropractic's Board of Trustees requires the College's Executive Administration to develop, institute and enforce institutional policies and processes to govern the operations of the College. The College's institutional policies apply to the entire unit of Palmer College of Chiropractic, including operations on the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and West campus (Palmer College of Chiropractic West).

The Board of Trustees policy (effective Oct. 31, 2009) regarding drug and alcohol use states in part:

*“Palmer College of Chiropractic is concerned for the safety and well-being of the Palmer community and is committed to providing a safe and productive environment for students, employees or other individuals conducting business with Palmer. As such, the College adheres to relevant health standards as specified by public health officials and maintains a drug-free, smoke-free work and education environment.*”

*“Further, the College does not tolerate violence or threats of violence toward or by any of its employees, students or others conducting business or otherwise associated with the College.”*

## **C. INSTITUTIONAL POLICIES REGARDING SAFETY**

- Campus Violence
- Drug and Alcohol Use
- Hazing
- Sexual Misconduct
- Smoke and Tobacco Free Environment
- Weapons

Institutional Policies may be reviewed in their entirety at: [palmer.edu/handbookpolicies/](http://palmer.edu/handbookpolicies/)

## **D. COMPLIANCE**

It is the responsibility of students (including student clubs and organizations registered by the College), employees and third parties to comply with the College’s policies as well as applicable laws and public ordinances. The College does not tolerate student, employee or third party conduct that is in violation of College policies or local, state or federal laws.

## **E. EDUCATION**

The College provides drug and alcohol awareness information to students and employees. Such information includes the College’s policies regarding drug and alcohol abuse, information on the magnitude and dangers of drug and alcohol abuse and the availability of counseling and treatment through student and employee assistance programs (see chapter 17 of this Guide).

## **F. CORRECTIVE ACTION**

An employee in violation of the College’s policies may be subject to corrective action, up to and including termination.

A student in violation of the College’s policies may be subject to disciplinary action, up to and including dismissal from the College.

Any club or organization found to be in violation of the College’s policies may face disciplinary action, up to and including suspension or loss of recognition as a College club or organization.

Disciplinary action up to and including dismissal may be taken against individuals who are members of a club or organization found to be in violation.

**PART II:**  
**SAFETY AWARENESS,**  
**CRIME PREVENTION AND**  
**CRIME REPORTING**

# **CHAPTER 4: CAMPUS SECURITY**

## **A. AUTHORITY**

Campus Security has the following authority and responsibility including, but not limited to:

- Locking, securing and patrolling campus buildings;
- Patrolling campus parking lots;
- Removing unauthorized persons from campus premises/buildings;
- Issuing vehicle parking tickets;
- Arranging for the towing of illegally parked vehicles;
- Providing escort service to individuals while on College premises when requested; and
- Contacting the local police and/or fire departments as needed.

Campus Security does not have the authority to make arrests. The local police department will be called by Campus Security when deemed necessary.

## **B. MUTUAL AGREEMENTS**

While there is no written memorandum of understanding between Campus Security and local emergency services personnel, the contracted security on each campus maintains a practical working relationship with local emergency services personnel. Campus Security works with law enforcement agencies when necessary. The officers of local police and fire departments and designated employees communicate regularly regarding incidents that occur in and around the campus area. When crime and/or other incidents arise that require joint efforts, resources and information is exchanged as deemed necessary.

## **C. INVESTIGATIVE SEARCHES**

The College may have designated individuals (e.g. law enforcement) conduct investigative searches on College premises without notice. Searches may be made of an individual, their property and of all areas of the College including those designated for personal use. Property includes, but is not limited to, personal effects, desks, file containers, storage lockers, lunch boxes and vehicles. Any student or employee who refuses to submit to a search will be subject to disciplinary/corrective action, up to an including termination/dismissal from the College. Investigative searches of this type may also be completed in the investigation of other potential policy violations.

## **D. CAMPUS SECURITY**

### ***Main campus, Davenport, Iowa***

SECURITY: (563) 884-5555

- Michael Brown  
Director of Campus Safety and Security  
(563) 884-5306  
[michael.brown@palmer.edu](mailto:michael.brown@palmer.edu)
- Security is provided by Per Mar and is supervised by:  
Michael Brown  
Director of Campus Safety and Security  
(563) 884-5306  
[michael.brown@palmer.edu](mailto:michael.brown@palmer.edu)
- First Aid Stations  
First aid stations are located in West Hall (rooms W12, W104) and all Clinic buildings.

### ***Florida campus, Port Orange, Fla.***

SECURITY: (386) 763-2777

- Security is provided by United American and is supervised by:  
George Oliveira  
Director of Safety and Security  
(386) 763-2608  
[george.oliveira@palmer.edu](mailto:george.oliveira@palmer.edu)
- First Aid Stations  
First aid stations are located in rooms 2220, 2177, 2170, 2270, 1103G, 1103H, 2175, 2120 and the Clinic building.

***West campus, San Jose, Calif.***

SECURITY INFORMATION

24-hour First Security Services: (800) 400-1110

After hours' desk (South entrance): (408) 944-6186

Cell phone (security on-site): (408) 568-5951

- Security is provided by First Security Services and is supervised by:  
Lonnie Contreras  
Director of Campus Administration  
(408) 944-6011  
[lonnie.contreras@palmer.edu](mailto:lonnie.contreras@palmer.edu)

First Aid Stations

First floor: room 231-A, outpatient clinic treatment room 14, microbiology lab and facilities office.

Second floor: faculty lounge and library.

# CHAPTER 5: SAFETY AWARENESS

## A. SAFETY AWARENESS

The College is concerned for the safety and well-being of the College community and its guests and is committed to providing a safe and secure environment. No campus is isolated from crime; however, the College has implemented policies and associated procedures regarding precautionary measures to be taken with regard to the well-being of persons on campus.

It is the responsibility of all employees, students and visitors to comply with the College's relevant policies and procedures regarding safety and to take precautions toward ensuring their own safety. Additionally, the College is not liable for any stolen or damaged property.

## B. SAFETY AND SECURITY OF FACILITIES

### *Campus Access – Request for Identification*

In an effort to promote the safety and well-being of students and employees and to protect College property, Palmer College of Chiropractic uses ID key-cards/badges that are issued to all students and employees. The ID cards/badges serve two purposes: 1) Safety – to quickly identify the wearer as part of the Palmer community and 2) Security – the cards provide key-card access to all locked exterior doors of Palmer buildings on all three campuses. The ID cards/badges must be:

- Easily visible
- Worn no lower than waist level
- Worn on the front of the body
- Worn at all times while on campus

Authorized College officials and/or Campus Security may, with reasonable cause, request valid evidence of identification from any individual found on College premises. If any person refuses or fails to present evidence of identification and it reasonably appears that the person has no legitimate purpose for being on College premises, that person may be removed from the facility and/or escorted off campus. The College reserves the right to deny access to its facilities/premises to anyone.



## ***Considerations Used in the Maintenance of Campus Facilities***

The College conducts regular maintenance of all broken or worn locks, alarms, fences, etc. to preserve a safe and secure learning and working environment.

### **C. ALLERGEN AWARENESS**

An allergy is characterized by an overreaction of the human immune system to a foreign protein substance (allergen) that is eaten, breathed into the lungs, injected or touched. This immune overreaction can result in symptoms such as coughing, sneezing, itchy eyes, runny nose and scratchy throat. In severe cases, an allergy can also result in rashes, hives, low blood pressure, difficulty breathing, asthma attacks and even death.

More Americans than ever before report they are suffering from allergies. It is among the country's most common, yet often overlooked, disease.

#### ***Most Common and Potentially Deadly Allergies***

<b>Food Allergies</b>	<b>Latex</b>	<b>Insects</b>
Examples: peanuts, gluten	Examples: Certain erasers, rubber bands, latex balloons, elastic hair ties, kitchen gloves	Examples: Bees
Account for 30,000 visits to the emergency room each year	Responsible for more than 200 cases of anaphylaxis	100 Americans die due to insect allergies each year
More than 200 deaths each year	10 deaths each year due to severe reactions to latex	

*“Anaphylaxis in the United States”, Archives of Internal Medicine, 2001”*

#### ***Allergy Prevention***

The College recognizes that there are ways to prevent allergic reaction, including but not limited to:

- Refraining from eating in instructional areas or classrooms;
- Washing hands before/after eating to prevent cross-contamination of public surfaces;
- Using latex-free gloves, bandages, erasers and other office/clinic supplies;
- Providing designated space(s) that are as close to latex-free as possible where affected students may meet with professors and/or staff members;

- Leaving windows without screens closed; and/or
- Using latex-free balloons and other decorations at College events.

### ***More Information***

For more information about allergy-related safety, visit:

- [Asthma and Allergy Foundation of America](#)
- [Center for Disease Control, Fast Facts: Allergies and Hay fever:](#)

# CHAPTER 6: CRIME PREVENTION

## A. YOUR EFFORTS

You are the main ingredient in the prevention of crime on campus. Your efforts can greatly add to or detract from the College's efforts to eliminate crime on our campus. To that end, here are some DO's and DON'Ts for you to follow:

- DO report all incidents and/or suspicious activities.
- DO protect your personal property just as you would your money.
- DO mark your property such as phones, tablets, calculators, etc., with some form of identification.
- DO call Security when you need an escort.
- DON'T leave books, jewelry, purses, wallets, backpacks or other valuables unattended.
- DON'T leave personal property in a locker without locking it.
- DON'T leave money, purses or wallets in desks or file cabinets unattended unless the cabinet or desk is locked.
- DON'T leave property (purses, bags, cell phones, tablets, etc.) in plain view in your car. Put these items out of sight in the trunk or don't leave them in the vehicle at all.
- DON'T leave valuables on a chair behind you while at a study carrel.

**Remember, YOU are the main ingredient in the prevention of crime on campus. By protecting yourself and your property, you reduce the opportunity for a crime to be committed.**

### *Personal Safety Tips*

The following are some simple suggestions to keep you safe on campus:

#### *In a vehicle*

- Park in well-lighted areas.
- Walk to your vehicle with your key ready.
- Check beneath the vehicle and in the back seat before getting into the vehicle to make sure no one is hiding.
- Keep doors locked at all times.
- Keep your gas tank at least half-full, in case of emergency.

- Keep your vehicle in good running condition.
- If your vehicle breaks down, raise the hood, put on emergency lights and sit inside with the doors locked. If a cell phone is available, call for help. If not, then wait for help.
- Secure your valuables in the trunk of the vehicle or otherwise out of sight.

### *Walking Around Campus*

- Avoid isolated places at night. Walk in areas where there are people.
- Don't walk alone after dark.
- Stay on populated, well-lighted streets.
- Be alert and look around you.
- Keep your purse or book bag close to your body.
- Yell "Fire!" rather than "Help!" for faster results.
- Call Campus Security to request escorts to all parking lots.

## **B. CODE BLUE TELEPHONES (DAVENPORT, IOWA CAMPUS ONLY)**

"Code Blue" telephones are located in Davenport campus parking lots for use in requesting emergency assistance or escort services from Campus Security. Press the button, listen for the recording, and once you hear a response from a dispatcher, state the nature of the emergency. A Campus Security officer will respond to your location.

## **C. PALMER ALERT**

The College uses the Palmer Alert emergency notification system only for emergency situations that threaten the safety of the College community.

In order to immediately notify the campus community of a significant campus emergency or dangerous situation, the College issues messages through Palmer Alert systems using; landline phones, cellular phones, voicemail, e-mail and text messages.

## **D. EARLY ALERT RESPONSE SYSTEM (EARS)**

Early Alert Response System (EARS) is a web-based reporting system that allows faculty, staff and students to submit concerns about students regarding: academic performance, mental and physical health, behavior/conduct and community inclusion and socialization. The program strives

to positively impact an individual's experience through identifying challenges early on before they become a hindrance.

Addressing such challenges will assist in maintaining both College safety and employee and student retention. EARS reports are maintained as confidential information except where disclosure is required by law or are necessary to facilitate legitimate College processes.

## **E. ANNUAL COMPLIANCE TRAINING**

Completion of a mandatory training module(s) is required for students and employees to promote safety and prevent violation of applicable law and/or Palmer policies and rules.

# **CHAPTER 7: CRIME REPORTING**

## **A. CRIME REPORTING**

It is the responsibility of all students, employees and visitors to comply with the College's relevant policies, rules and procedures regarding safety and to take precautions toward ensuring their own safety.

If you are a victim of, or a witness to, a crime committed on campus, it is your responsibility to report the crime immediately to Campus Security. If necessary, Campus Security will notify local emergency assistance organizations. Campus security information is located in Chapter 4 of this handbook, or you may access it online at [www.palmer.edu/security](http://www.palmer.edu/security). You may also report a crime online at [palmer.edu/students/resources-offices/security/report-crime/](http://palmer.edu/students/resources-offices/security/report-crime/).

## **B. CRIME REPORT LOGS**

Contact your Campus Security office to review a log of crimes reported to the College within the last 60 days.

## **C. REFERRING CRIME REPORTS**

Employees, students, administrators, other college officials or any other representatives of the College who witness; are directly advised of; or become aware of a possible crime are to immediately advise (without exception) campus security.

## **D. CAMPUS SECURITY AUTHORITIES (CSAs)**

Many crimes, especially sexual assaults, are often not reported to police. Instead, they are reported to individuals with whom a student feels most comfortable: a staff doctor, teacher, advisor, financial aid representative, work-study supervisor, clinic staff member . . . you!

CSA's are defined as college employees whose functions involve significant contact with students and those individuals with significant responsibility for student and campus activities.

ALL employees, without exception, are required to report any crimes that are reported to them by anyone (e.g. students, patients, visitors, vendors or other employees).

### ***What does being a CSA mean?***

If it is brought to your attention that a crime is occurring, might occur or might have occurred on College premises:

- Step #1: Gather the facts
- Step #2: Record the facts
- Step #3: Report the facts

For crimes in progress and other emergencies, immediately contact campus security on your campus.

### ***Report ALL crimes or potential crimes.***

Examples of things you should report include, but are not limited to:

- Any kind of violence
- Assault
- Theft/robbery
- Sex offenses/rape
- Arson/fires
- Weapons possession
- Vandalism
- Suspicious activity
- Alcohol violations
- Drug violations
- Destruction of property

#### ***Step #1: Gather the Facts***

Use the “Fact-Gathering Checklist” provided by the College to assist you in ensuring you get all pertinent facts.

Just get the facts, record the facts and report the facts. Experts will do the analysis.

## **Fact-Gathering Checklist**

- WHEN the crime or incident occurred (date and time).
- DATE that the crime or incident was REPORTED to you.
- WHERE the crime or incident occurred (be as specific as possible).
- WHO was involved in the crime or incident.
- WHAT happened during the incident.

**IF A CRIME IS IN PROGRESS, CALL CAMPUS SECURITY IMMEDIATELY.**

Besides using the “Fact-Gathering Checklist”, you may want to ask some of the following questions:

- Has somebody already reported the incident to the police or to another source at the College?
- Has the victim sought or is the victim in need of assistance/services?

### *Step #2: Record the Facts*

- Record specific, detailed information as accurately and completely as possible.
- Such documentation should not contain jargon and/or personal opinions (e.g. “this person seems like they have a screw loose” or “this person is overreacting”).
- If the victim wishes to remain anonymous, you still need to submit a report, but DO NOT identify the victim.

### **DO’s and DON’Ts of Recording the Facts**

DO:

Do ask questions and get the facts; Do record the fact;  
Do report the facts to Security;  
and Do let the victim know about options for reporting to police (however, the victim is not required to report to police).

DON’T:

Don’t try to prove what happen or who was at fault; and  
Don’t attempt to find the perpetrator.



### *Step #3: Report the Facts*

- Use the “Fact-Gathering Checklist”;
- Answer questions on the checklist as accurately and completely as possible;
- Call Campus Security and submit information on the completed checklist or make a report online at [palmer.edu/students/resources-offices/security/report-crime/](http://palmer.edu/students/resources-offices/security/report-crime/).

### **Campus Security Authority (CSA) Offices**

Crimes may be reported to any of the following designated Campus Security Authority Offices:

Davenport campus:

- Office of Compliance (563) 884-5246
- Clinics (563) 884-5801/5580
- Human Resources (563)-884-5276
- Student Academic Support Center (563) 884-5655
- Student Services (563) 884-5643

West campus:

- Facilities (408) 944-6147 or (408) 944-6148
- Student Services (408) 287-4411

Florida campus:

- Facilities (386) 763-2690
- Human Resources (386) 763-2665
- Student Services (386) 763-2783

**PART III:  
SEXUAL MISCONDUCT  
PREVENTION AND  
REPORTING**

**(e.g. sexual harassment,  
sexual violence, dating violence,  
domestic violence, stalking)**

# CHAPTER 8: SEXUAL MISCONDUCT PREVENTION

## A. NOTICE OF NONDISCRIMINATION

The College is committed to establishing and maintaining an environment free of any form of legally prohibited discrimination or harassment for all College community members, as well as those associated with or conducting business with the College. The College prohibits discrimination on the basis of age, ancestry, citizenship status, color, creed, disability, national origin, race, religion, sex, sexual orientation, gender identity, veteran status or other legally protected status.

Sexual misconduct, as defined in the College's [Policy & Procedures Handbook for the Resolution of Sexual Misconduct Complaints](#), violates the College policy and may be a form of sex discrimination that violates applicable law. It includes conduct prohibited by Title IX of the Education Amendments of 1972, which states:

“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 misconduct is also prohibited under Title VII of the Civil Rights Act of 1964; the Violence Against Women Reauthorization Act of 2013 (“VAWA”); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”); Iowa Civil Rights Act, Davenport Civil Rights Ordinance, Chapter 760 of Florida Statutes, California Fair Employment and Housing Act, California Education Code and/or Illinois Human Rights Act.

## B. PROHIBITED SEXUAL MISCONDUCT

The College prohibits sexual misconduct by or against any member of the College community. Sexual misconduct consists of a range of unacceptable behaviors that could impact the employment or educational environment. The following identifies behaviors that violate the College's Sexual Misconduct Policy. Sexual misconduct is a broad term that includes but is not limited to:

- Sexual harassment;
- Non-consensual sexual contact;
- Non-consensual sexual intercourse;
- Sexual violence (includes dating and domestic sexual violence);
- Sexual exploitation;

- Stalking and cyber-stalking;
- Bullying and cyber-bullying;
- Other misconduct behaviors that are sex or gender based;
- Aiding or facilitating sexual misconduct; and
- Retaliation.

Consistent with the values of an educational and employment environment free from discrimination based on sex, the College also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility, based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

## **C. POLICY**

The College’s policy regarding sexual misconduct may be reviewed at: [Policy and Procedures Handbook for the Resolution of Sexual Misconduct](#).

The College’s additional Institutional Policies may be reviewed at: [Handbook and Policies](#).

The College seeks to prevent and foster awareness about sexual misconduct, through education, training, resources and the establishment and enforcement of policies and procedures.

The College informs students, employees and the community through multiple mediums including, but not limited to:

- Disseminating information about how to access important College information in new student and employee orientation;
- Providing annual training;
- Participating in Sexual Assault Awareness Month activities;
- Displaying educational and informative posters;
- Palmer Website:
  - [Sexual Misconduct Prevention and Response](#),
  - [Health and Wellness Resources](#)
- Sexual misconduct awareness and prevention information brochures:
  - [Title IX: Addressing Sexual Harassment/Sexual Violence](#)

- [Sexual Assault, Dating Violence, Domestic Violence & Stalking on Campus](#)

## **D. CONVICTED SEX OFFENDER REGISTRATION**

Information on convicted sex offenders can be found at the following:

National

U.S. Department of Justice  
Office of Justice Programs  
National Sex Offender Public Website (NSOPW)  
Phone: (202) 514-2000  
<http://www.nsopr.gov/>

Iowa

Department of Public Safety  
Phone: (515) 725-6050  
[www.iowasexoffender.com](http://www.iowasexoffender.com)

Illinois

Illinois State Police  
Phone: (888) 414-7678  
[www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

California

Department of Justice  
Office of the Attorney General  
Phone: (916) 227-4974  
<https://oag.ca.gov/sex-offender-reg>

Florida

Florida Department of Law Enforcement  
Phone: (888) 357-7332 for TTY Accessibility - (877) 414-7234  
<http://offender.fdle.state.fl.us/offender/homepage.do>

# CHAPTER 9: PROCEDURES FOR SEXUAL MISCONDUCT REPORTING

## A. CONTACT A TITLE IX COORDINATOR

Allegations of sexual violence or other sexual misconduct or harassment are to be reported to the College's designated Title IX Coordinator or Deputy Title IX Coordinator for the relevant campus:

### *Davenport campus*

Earlye Julien, PHR, M.S. Ed., CQIA  
Senior Director for Compliance  
Also serving as Title IX Coordinator  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5476  
[earlye.julien@palmer.edu](mailto:earlye.julien@palmer.edu)

Lori Larsen, B.A.  
Lead Coordinator also serving as  
Title IX Coordinator Deputy  
Office of Compliance  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5246 or (800) 722-2586  
[lori.larsen@palmer.edu](mailto:lori.larsen@palmer.edu)

### *Florida campus*

Cheryl Shaw, M.B.A., PHR  
Human Resources  
Also serving as Deputy Title IX Coordinator  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2665  
[cheryl.shaw@palmer.edu](mailto:cheryl.shaw@palmer.edu)

### ***West campus***

Michael Crump, M.Ed.  
Director of Student Services  
Also serving as Deputy Title IX Coordinator  
90 E. Tasman Drive  
San Jose, CA 95134  
(408) 944-6122  
[michael.crump@palmer.edu](mailto:michael.crump@palmer.edu)

### ***Anonymous Reporting***

- 24-hour hotline:  
English-speaking USA and Canada:  
(844) 990-0002  
  
Spanish-speaking USA and Canada:  
(800) 216-1288
- Website: <https://www.lighthouse-services.com/palmer/IncidentLandingPageV2.asp>
- Email: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com)
- Fax: (215) 689-3885

## **B. PROCEDURES FOR ASSISTANCE**

If you are sexually assaulted, it is important that you seek assistance immediately.

The College's [Policy and Procedures Handbook for the Resolution of Sexual Misconduct Complaints](#) contains current procedures for assistance for victims of sexual misconduct.

# **CHAPTER 10: SEXUAL MISCONDUCT VICTIM RESOURCES**

## **A. LOCAL AND NATIONAL RESOURCES**

The College's [Policy and Procedures Handbook for the Resolution of Sexual Misconduct Complaints](#) contains a current list of local and national resources.

## **B. ADDITIONAL EMPLOYEE RESOURCES (ALL THREE CAMPUSES)**

The Employee Assistance Program (EAP) is an employer-sponsored benefit intended to provide confidential, short-term counseling and referral services that will help employees and immediate family members.

ComPsych Guidance Resources (the College's EAP) can be accessed 24 hours a day by calling (800) 272-7255 or logging onto [www.guidanceresources.com](http://www.guidanceresources.com). If, upon assessment, the counselor feels that outside assistance is necessary, a subsequent referral will be made. Please contact the Human Resources Department at (563) 884-5276 for a password to access the web-based benefits.



**PART IV:  
MISSING STUDENTS  
REPORTING**

# CHAPTER 11: MISSING STUDENTS REPORTING

## A. POLICY – MISSING STUDENTS

The College is concerned for the safety and well-being of its students and is committed to taking prompt, appropriate action when students are reported to be at risk. As such, the College has implemented policies and associated rules and procedures to ensure prompt, appropriate measures are taken with regard to reports of missing students.

The College's Missing Student Notification Policy may be reviewed in Student Affairs section of the [Policy Library](#). You may also request a copy of the policy in Student Services.

## B. EMERGENCY CONTACT DESIGNATION

It is the responsibility of each individual student to designate an individual or individuals to be contacted by the College in the event of an emergency during new student orientation.

Designations may be made or updated at any time via the student portal.

The designated emergency contact will be notified no more than **24 hours** after the time that the student is determined to be missing.

## C. REPORTING A MISSING STUDENT TO THE COLLEGE

Employees or students who believe a student may be missing are to report such information to the appropriate designated College officials below so the College may respond promptly and appropriately. Any person who files a report should be prepared to be interviewed by an investigator(s).

Such reports shall include as much specific information as possible including, but not limited to acquaintances (i.e. description, clothes last worn, where the student might be, who the student might be with, vehicle description, cell phone records, class schedule, information about the student's physical and mental well-being, up-to-date photograph, etc.).

### *Davenport campus*

Michael Brown  
Director of Safety and Security  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5306  
[michael.brown@palmer.edu](mailto:michael.brown@palmer.edu)

***Florida campus***

George Oliveira  
Director of Safety and Security  
4777 City Center Parkway  
Port Orange, FL 32129  
(386) 763-2608

[george.oliveira@palmer.edu](mailto:george.oliveira@palmer.edu)

***West campus***

Lonnie Contreras  
Director of Campus Administration  
90 E. Tasman Drive  
San Jose, CA 95134  
(408) 944-6011

[lonnie.contreras@palmer.edu](mailto:lonnie.contreras@palmer.edu)

**PART V:  
SUBSTANCE ABUSE  
AWARENESS, PREVENTION  
AND RESOURCES**

# **CHAPTER 12: SUBSTANCE ABUSE POLICY AND CONVICTIONS**

## **A. POLICY**

The College's Institutional Policy regarding Drug and Alcohol Use may be reviewed in its entirety at: [www.palmer.edu/HandbookPolicies](http://www.palmer.edu/HandbookPolicies).

## **B. REQUIREMENT FOR NOTIFICATION OF DRUG-RELATED CONVICTIONS**

Any employee who has been convicted of, pled guilty to, did not contest, forfeited bail, or was granted a deferred judgment to any drug or alcohol-related conduct under law or ordinance is to notify the institution in writing through Human Resources within five days of the applicable event. Failure to promptly report such violations may result in disciplinary action up to and including termination of employment.

Any student who has been convicted of, pled guilty to, did not contest, forfeited bail, or was granted a deferred judgment to any drug or alcohol-related conduct under law or ordinance is to notify the institution in writing through the Dean of Student Academic Affairs on the Davenport and West campuses and through the Director of Student Services on the Florida campus within five days of the applicable event. Failure to promptly report such violations may result in disciplinary action up to and including dismissal.

## **C. DRUG CONVICTIONS**

Students convicted of various drug offenses will lose their student aid eligibility for specified periods of time depending upon whether the conviction was for use or sale and by how many times they have been convicted.

Students may resume eligibility upon completion of a D.O.E.-approved rehabilitation program.

## **D. LEGAL ACTION**

Any student or employee found in violation of the College's policy regarding alcohol or other drug use may be referred for prosecution and subject to legal action in addition to disciplinary action initiated by the College. Such legal action may include criminal charges that can limit an individual's ability to obtain a license to practice chiropractic in certain states.

## **CHAPTER 13: SUBSTANCE ABUSE SCREENING**

The following information is provided to create awareness of issues surrounding drug use and to assist individuals that may require assistance in dealing with substance abuse.

How do you know if you or someone you know has a drug or alcohol problem? Experts estimate that as many as 20 percent of the population may be chemically dependent. Generally speaking, someone who has more than three drinks during a drinking occasion or drinks heavily more than once a week, most likely has some sort of dependency problem.

Data from the “Special Report to the U.S. Congress on Alcohol and Health, 1997” indicates that while one in 10 may develop alcohol dependency, alcohol abuse is much more frequent and may be part of occasional drinking behavior.

### **DO I HAVE A PROBLEM?**

- Do alcohol or drugs interfere with your life or the life of someone you care about?
- Do you miss work or class because you were drinking or using drugs?
- Have you ever regretted what you said or did while you were drinking or using drugs?
- Do you drink or take drugs to escape your worries or troubles?
- Have you ever felt that your life would be much better if you didn’t drink or take drugs?
- Do you find it impossible to stop drinking or using?
- Do you feel compelled to drink or use drugs at social occasions?

If you answered “yes” to any of these questions, you may be at risk. In this guide, see Chapter 17: Substance Abuse Resources for more information regarding the risks of substance use and where to get help.

## CHAPTER 14: DRUGS & ALCOHOL MYTHS AND FACTS

Each year illegal drug use and the abuse of alcohol are the number one causes of death for persons aged 15-25. No one is immune to chemical dependency and the only way to prevent addiction to drugs or alcohol is through either total abstinence or controlled use. Before you use drugs or alcohol, learn the facts.

- “Marijuana is a safe drug because it isn’t addictive.”

**FACT:** People can become psychologically dependent on pot and have physical withdrawal symptoms after stopping heavy use.

- “I only drink heavily on the weekends when I party. How does this affect my health?”

**FACT:** Even weekend-only use of alcohol can result in liver damage and disease, ulcers, heart disease, brain damage and malnutrition if done regularly.

- “The limited use of cocaine or amphetamines isn’t as dangerous as long-term heavy use.”

**FACT:** The use of cocaine and amphetamines, even in limited amounts, results in an increased risk of heart attack.

- “What about the use of hallucinogens?”

**FACT:** Hallucinogen use, especially PCP, can result in an irreversible drug-induced psychotic state or delusions of omnipotence, which may trigger life-threatening behavior.

- “I don’t do 'heavy' drugs, just sniff a little glue now and then.”

**FACT:** Even infrequent use of inhalants (poppers, rush, laughing gas, glue and paint thinner) may cause mental confusion, mood swings, delusions and hallucinations.

# CHAPTER 15: DRUGS & ALCOHOL HEALTH RISKS

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

Following is a list of common symptoms associated with alcohol and drugs. If you have any of these symptoms, or know of someone on campus who does, please talk to the Substance Abuse Counselor about getting help.

### *Alcohol*

- Alcohol odor on breath and clothes;
- Slurred speech, loss of coordination;
- Sleeping more than usual or at odd times;
- Physical complaints that fit the “hangover” description (e.g. morning nausea, headache, “woolly” mouth, fatigue and thirst); and
- Memory loss.

### *Steroids*

#### MEN

Hair loss  
Deep depression  
Severe acne  
Decreased sperm production  
Stunted growth  
Decrease in testicular size  
Increase in penis size  
Abnormal liver function  
Heart disease  
Acute schizophrenia

#### WOMEN

Decreased female hormones  
Acute schizophrenia  
Severe acne  
Hair loss  
Increased clitoris size  
Deepened voice  
Increased chance of cancer  
Heart disease  
Abnormal liver function  
Deep depression





# CHAPTER 17: SUBSTANCE ABUSE RESOURCES

## A. SUBSTANCE ABUSE ASSISTANCE

The College recognizes that substance abuse is a significant public health problem. Further, the College recognizes that drug and alcohol abuse can be successfully treated and is committed to helping employees and students who suffer from these problems, while holding them responsible for their own recovery.

Thus, the College offers both employee and student assistance programs for employees, students and their dependents.

Employees and students who recognize they may have a drug- or alcohol-related problem are encouraged to seek help for substance abuse issues before a policy violation and corrective action becomes necessary. Student or employee eligibility for individuals voluntarily requesting assistance in the diagnosis and/or treatment for substance abuse will not be jeopardized by College officials if the student or employee requests diagnosis and/or treatment for his/her substance abuse concerns.

## B. CAMPUS RESOURCES

### *Employee Assistance Program (EAP)*

The Employee Assistance Program (EAP) is an employer-sponsored benefit intended to provide confidential assessment, short-term counseling, referral and follow-up services that will help employees and immediate family members resolve personal problems, large and small.

ComPsych Guidance Resources, the College's EAP, can be accessed 24 hours a day by calling (800) 272-7255 or online at [www.guidanceresources.com](http://www.guidanceresources.com). If, upon assessment, the counselor feels that outside assistance is necessary, a subsequent referral will be made. Please contact the Human Resources Department at (563) 884-5276 for a password to access the web-based benefits.

### *Student Resource and Assistance Program (SRAP)*

Student Resource and Assistance Program, a free and confidential community-based counseling service, is available for all Palmer students and immediate family members. Palmer students seeking personal counseling resources for assistance with relationship issues, substance abuse, grief and loss, depression, anxiety or any other mental health issues are encouraged to make an appointment.

For specific instructions, choose your campus:

- [Davenport, Iowa, campus](#)
- [Florida campus, Port Orange, Fla.](#)
- [West campus, San Jose, Calif.](#)

## **C. COMMUNITY RESOURCES**

### ***Davenport, Iowa, campus (and surrounding Quad-Cities area)***

Counseling:

Family Resources

805 W. 35th St., Ste. 100

Davenport, IA 52806

(563) 445-0557

Vera French Community Mental Health

1441 W. Central Park Avenue

Davenport, IA 52802

(563) 383-1900

Treatment:

Center for Alcohol and Drug Services

1523 South Fairmont St.

Davenport, IA 52802

(563) 322-2667

Riverside Retreat

Trinity Medical Center, West Campus

2701 17th St.

Rock Island, IL 61201

(309) 779-3000

Genesis Medical Center Addictions Recovery

1401 W. Central Park Ave.

Davenport, IA 52804

(563) 421-2900

Rock Island County Council on Addictions  
1607 John Deere Road  
East Moline, IL 61244  
(309) 792-0292

Support Groups:

Narcotics Anonymous  
(563) 328-5228

Alcoholics Anonymous  
1702 15th St. Pl.  
Moline, IL 61265  
(309) 764-1016

Al-Anon/Alateen  
P.O. Box 152  
East Moline, IL 61244  
(309) 797-5126 (24 hours)  
(563) 323-1521

***Florida campus (and surrounding Port Orange, Fla., area)***

Alcoholics Anonymous  
(386) 756-2930 or (888) 756-2930

Club Yana  
(386) 761-3533

Crisis Intervention  
(800) 539-4228

Narcotics Anonymous  
(386) 831-16602

***West campus (South Bay area)***

Alcoholics Anonymous  
(408) 374-8511

Al-Anon Information Service (Mid-Peninsula)  
(650) 592-7935

The Bridge (Rape Crisis Hotline)  
(408) 779-2115

Center for Substance Abuse Treatment  
(800) 662-4357

Cocaine Anonymous  
(408) 496-9107

Family & Children's Services  
Main number: (408) 292-9353

Narcotics Anonymous  
(408) 998-4200

Rape, Abuse and Incest National Network (RAINN)  
(800) 656-4673

Santa Clara County Alcohol & Drug Quality Improvement Division  
(408) 792-5670

Santa Clara Valley Medical Center  
(408) 885-6950

Suicide & Crisis Hotline  
(408) 279-3312

YWCA Rape Hotline  
(408) 287-3000

# **CHAPTER 18: ALCOHOL USE AT COLLEGE EVENTS**

## **A. LIMITED ALCOHOL USE**

The College limits the presence, use, consumption, possession, sale, manufacturing, solicitation or distribution of alcohol by students, employees or visitors to approved activities.

## **B. ALCOHOL USE APPROVAL REQUIRED**

All student clubs and organizations or employee committees, organizations or other groups are required to obtain written approval to serve alcoholic beverages at any College-sponsored event. Written approval must be obtained at least 20 business days prior to the scheduled event from the following:

- Davenport campus - Vice Chancellor for Student Affairs
- Florida campus – Campus President
- West campus – Campus President

## **C. GUIDELINES**

The following guidelines will govern all student events where alcoholic beverages are available:

- The abuse of alcohol will not be tolerated at any College event.
- All persons are obligated to abide by the laws of the state regarding the use and distribution of alcoholic beverages. Federal, state and local laws, as well as College procedures, guidelines and regulations, must be observed at all events where alcoholic beverages are served.
- It is unlawful to serve alcoholic beverages to any individual under the legal drinking age of 21.
- It is unlawful for any person under the legal age of 21 to consume alcohol.
- Photographic proof of identification with a birthdate (driver's license, student ID or another photographic ID) is required as proper proof of age for all persons attending any approved College event where alcoholic beverages are served.
- All persons of legal age to consume alcoholic beverages must be identified by a hand stamp (or other method of identification approved by the relevant College official above at all campus events and activities where alcoholic beverages have been approved, to be served).
- Outside organizations sponsoring events on campus where alcoholic beverages are served, must require proper proof of age, (a photo ID) and utilize an approved method of identifying persons eligible to consume alcoholic beverages (e.g. hand stamps, wristbands, etc.).

- Any type of alcoholic beverage used as an award or prize may not be consumed at the event at which the award or prize is presented and may be presented only to a person who is of legal drinking age.
- No person who appears to be intoxicated will be served alcoholic beverages at a College event.
- Alcohol shall not be used in ways that may be harmful to either an individual or the community.
- Alcohol is not to be used to demean or degrade any person.
- The promotion and utilization of alcohol in hazardous drinking activities; i.e., competitive drinking, “chugging” and other activities that employ peer pressure to force or persuade participants to consume alcohol, is prohibited.
- Only a vendor holding a valid license can serve the alcohol. There are no exceptions to this, unless prior written approval is obtained from the relevant College official above.
- Advertising to promote (or even suggest) the availability of alcoholic beverages at a College event is strictly prohibited.
- Non-alcoholic beverages of equal quantity will be made available at all functions where alcoholic beverages are served.
- Food must be served at all functions where alcoholic beverages are served. Such food services shall be free or at a nominal fee.
- All sponsors and hosts of events where alcoholic beverages are served are to make arrangements to provide designated driver services or alternative supervised transportation and must either announce or post readily visible signs at the event to inform guests that such services are available.
- At events where alcoholic beverages are served, the host group must make arrangements for appropriate security. Security is to include a member(s) of the host group as well as a faculty and/or staff representative.
- Security professionals or police officers must be employed and on the premises during all events where alcoholic beverages are served. The number of security professionals or police officers required will be based on projected attendance.
- Club and organization funding requests cannot be used to purchase alcohol on or off College premises. This includes any clubs budgeted under Student Services.
- Alcohol cannot be purchased and distributed free of charge to members of any club or organization on College premises. There are no exceptions to this, unless prior written approval is obtained from the relevant College official above or the event is a campus event.

## **D. COMPLIANCE AND DISCIPLINARY ACTION**

All student clubs and organizations registered by the College and third parties allowed to use College facilities must adhere to these guidelines. Any club or organization found to be in violation of the rules in this document may face suspension or loss of recognition as a College club or organization. Disciplinary action up to and including dismissal may be taken against individuals who are members of a club or organization found to be in violation.



# CHAPTER 19: LEGAL Responsibilities and Penalties for the Misuse of Alcohol and Controlled Substances

Students and employees at the College are subject to all regulations governing the use of alcohol and other drugs on the College’s campus. Students and employees should also be aware that city and state laws define unlawful use of controlled substances. The College recognizes the statutes in the states of Iowa, California and Florida and the cities of Davenport, Iowa; San Jose, Calif.; and Port Orange, Fla.; and fully abides by them.

## A. FEDERAL LAWS

### *Federal Trafficking Penalties*

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 years and not more than 40 years If death or serious bodily injury, not less than 20 years or more than life.  <b>Second Offense:</b> Not less than 10 years and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 years and not more than life. If death or serious bodily injury, not less than 20 years or more than life.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	Fine of not more than \$10 million if an individual, \$50 million if not an individual.
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	<b>Second Offense:</b> Not less than 20 years and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>Two or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

<b>Substance/Quantity</b>	<b>Penalty</b>
Any Amount of Other Schedule I and II Substances	<b>First Offense:</b> Not more than 20 years. If death or serious bodily injury, not less than 20 years or more than life. Fine \$1 million if an individual, \$5 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	<b>Second Offense:</b> Not more than 30 years. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount of Other Schedule III Drugs	<b>First Offense:</b> Not more than 10 years. If death or serious bodily injury, not more than 15 years. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 years If death or serious injury, not more than 30years Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.

### ***Federal Trafficking Penalties - Marijuana***

<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
Marijuana  1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<b>First Offense:</b> Not less than 10 years or more than life. If death or serious bodily injury, not less than 20 years, or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.  <b>Second Offense:</b> Not less than 20 years or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana  100 to 999 kilograms marijuana  Mixture or 100 to 999 marijuana plants	<b>First Offense:</b> Not less than 5 years or more than 40 years If death or serious bodily injury, not less than 20 years or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.  <b>Second Offense:</b> Not less than 10 years or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana  50 to 99 kilograms marijuana mixture,  Hashish  More than 10 kilograms	<b>First Offense:</b> Not more than 20 years If death or serious bodily injury, not less than 20years or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.  <b>Second Offense:</b> Not more than 30 years If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Hashish Oil More than 1 kilogram	individual.
Marijuana Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	<b>First Offense:</b> Not more than 5 years Fine not more than \$250,000, \$1 million if other than an individual. <b>Second Offense:</b> Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish	
Hashish Oil	

Source: [https://www.dea.gov/druginfo/ftp\\_chart1.pdf](https://www.dea.gov/druginfo/ftp_chart1.pdf)

## B. IOWA LAWS

### *Alcohol*

#### *Summary of Iowa Laws Governing the Use and Sale of Alcohol*

Legal Drinking Age: As of May 1986, the legal drinking age in the state of Iowa is 21.

- Sale or Gift to a Minor. It is unlawful for any person to sell, give or otherwise supply alcoholic beverages to a minor.
- Motor Vehicle. Persons who are driving motor vehicles may not possess alcoholic beverages in open containers in their vehicles on public highways.
- Sale or Gift to an Intoxicated Person. No person may sell or give alcohol beverages to an intoxicated person.
- Dram Shop Liability. The Dram Shop Act generally states that any person injured by an intoxicated person has a right of action of all damages sustained against the vendor who sold or served the intoxicated person, knowing that they were intoxicated, or served them to a point where they know they would become intoxicated.
- Social Host Liability. Any person, without a license, who provided alcoholic beverages to an intoxicated person is not civilly liable to anyone injured as a result of the acts of the intoxicated person. Advice of counsel is suggested for questions concerning social host liability.

## *Controlled Substances*

Chapter 204 of the Code of Iowa Uniform Controlled Substances Act. Controlled substances are categorized in schedules, one through five. Various substances classified as narcotics, hallucinogens, depressants, stimulants, solvents or other chemicals are specified in each schedule.

Manufacture, distribution, dispensing and administration of controlled substances (including counterfeit substances) are governed by state registration. Any person who participates in these activities without state registration is subject to criminal penalty. The manufacture, delivery and possession with intent to deliver a controlled substance is a prohibited act. A person violating this act with a Schedule 1 or 2 controlled substance (specifically narcotic drugs and cocaine) is guilty of a class “C” felony.

Violations of other Schedule 1, 2 or 3 substances is considered a class “D” felony. Violations of Schedule 4 or 5 substances is considered a serious misdemeanor.

Simple possession of any controlled substance, unless obtained with a valid practitioner's prescription, is considered a serious misdemeanor. Possession of the controlled substance marijuana can result in imprisonment in the county jail for not more than six months or a fine of not more than \$1,000 or both.

A person over age 18 who illegally distributes Schedule 1 and 2 substances (narcotics and cocaine) to persons under age 18, is guilty of a class “B” felony and must serve a minimum of five years in prison before parole. Distribution of other Schedule 1, 2 or 3 substances to persons under age 18 is considered a class “C” felony.

Persons who sponsor, promote or assist the sponsorship of gatherings (concerts, etc.) designed with the intent to distribute, use or possess controlled substances, in violation under chapter 204, and are subject to penalties of a class “D” felony.

When a person is charged with any of the criminal offenses described above, and is found to be addicted to, dependent upon or a chronic abuser of controlled substances, the person can be ordered for commitment to a licensed drug rehabilitation facility. The offender must make arrangements to pay for the rehabilitation services. After maximum services have been offered, the offender must report to the court for the disposition of criminal charges.

The Davenport City Code states that a person who is in possession of drug paraphernalia with intent to plant, harvest, process or consume an illegal controlled

substance is in violation of the law. This violation constitutes a misdemeanor with a fine of up to one hundred dollars.

\*Chapter 204 of the Code of Iowa and the Davenport City Code are available for review in the Personal Counseling Office, the Student Affairs Office, the Davenport Library and the Davenport Police Department.

## C. FLORIDA LAWS

### *Alcohol*

#### *Summary of Florida Laws Governing the Use and Sale of Alcohol*

The following information is taken from selected Florida statutes concerning alcohol and drug abuse:

**FSS 562.11 (1):** It is unlawful for any person under the age of 21 years to have in his/her possession an alcoholic beverage. The penalty for violating this section can include a period of imprisonment not exceeding 60 days and a fine of \$500.

**FSS 562.11 (2):** It is unlawful for any person to misrepresent or misstate his age or the age of any other person for the purpose of inducing anyone to sell, give or serve any alcohol beverage to a person under 21 years of age. The penalty for violating this section can include a period of imprisonment not exceeding 60 days and a fine of \$500.

**FSS 316.193:** A person is guilty of the offense of driving under the influence of alcohol if he/she is driving or in actual physical control of a vehicle and has a blood alcohol level of 0.08 or more. The penalty for the first offense can include six months imprisonment, impoundment of vehicle, \$500 fine, one year of probation and suspension of driver's license. The penalties for repeat violations and offenses involving vehicle accidents are considerably more severe.

**FSS 322.2616:** As of January 1997, it is illegal for someone under 21 years of age to drive or be in actual physical control of a motor vehicle while having a measurable breath level of 0.02 or higher. The legal consequences can include a fine as well as suspension of driving privileges for six months.

**FSS 316.1936:** It is unlawful for any person to possess an open container of an alcoholic beverage while operating a vehicle or while traveling as a passenger in any vehicle. The penalty for violating this section can include a fine of \$500.

## *Controlled Substances*

**FSS 893.13 (1):** It is unlawful for any person to possess, sell, manufacture or deliver any controlled substances. An exhaustive list of controlled substances is detailed within FSS 893.03. This list includes, but it is not limited to: Marijuana (cannabis), mescaline, psilocybin, magic mushrooms, cocaine, PCP, heroin, ecstasy, LSD, Rohypnol, peyote, GHB.

Many common prescription medications are considered controlled substances and the mere possession of such a substance without a valid prescription is a violation of this statute. Depending on the substance, quantity and associated behavior, the penalties for violating this statute range from probation to life imprisonment.

According to Section 893.13 (1) Florida Statutes, effective October 1, 1990, “it is unlawful for any person to sell, purchase, manufacture or deliver a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university or other post-secondary educational institution. Individuals who violate this law commit a felony in the first degree, shall be sentenced to a minimum term of imprisonment for three calendar years and shall not be eligible for parole or release under the Control Release Authority pursuant to s. 947.146 or statutory gain-time under s. 944.275 prior to serving such minimum sentence.”

**FSS 893.147:** It is unlawful for any person to use, or to possess with intent to use, any drug paraphernalia. The penalty for violating this section can include a term of imprisonment not exceeding one year along with a \$1,000 fine.

**FSS 569.11:** It is unlawful for any person under the age of 18 years to possess tobacco products and misrepresent age to purchase tobacco products. The penalty for violating this section can include but is not limited to 16 hours of community service or a \$25 fine; and, required attendance to a school approved anti-tobacco program, if locally available.

**FSS 569.101:** It is unlawful for any person to sell, deliver, barter, furnish or give tobacco products to persons under 18 years of age. The penalty for violating this section can include but is not limited to the same sanctions defined under F.S.S. 569.11

## **D. CALIFORNIA LAWS**

### ***Alcohol***

#### *Summary of California Laws Governing the Use and Sale of Alcohol*

Legal Drinking Age: 21

- **Sale or Gift to a Minor:** Any person who sells, furnishes, gives; or causes to be sold, furnished, or given away, any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor.
- **Use or Purchase by a Minor:** Any person under the age of 21 years who purchases any alcoholic beverage in any on-sale premise, is guilty of a misdemeanor. Any person under the age of 21 years who attempts to purchase any alcoholic beverage from a licensee, or the licensee's agent or employee, is guilty of an infraction and shall be punished by a fine.
- **Gift or Sale to an Intoxicated Person:** No person may sell or give alcoholic beverages to an intoxicated person. Every person who sells, furnishes, gives or causes to be sold, furnished or given, any alcoholic beverage to any obviously intoxicated person is guilty of a misdemeanor.

### **Driving Under the Influence (DUI) Penalties**

#### *First Conviction:*

- License suspended one year.
- County jail, not less than 96 hours, nor more than six months.
- Fine: Not less than \$360 nor more than \$1,000
- Attend county alcohol program at least 30 hours/probation.
- Remember: You will be handcuffed, placed in a police car and placed behind bars.

#### *Second Conviction (within seven years of first conviction):*

- License revoked two years
- County jail, not less than 90 days, nor more than one year
- Fine: Not less than \$360, nor more than \$1,000
- Participate in 18 months of D.U.I. programs
- Probation

*Third Conviction (within seven years of first conviction):*

- License revoked three years; suspended one year
- Possibility of imprisonment for a term of two to four years
- Fine: Not less than \$1,015, nor more than \$5,000
- Probation; parole

***Controlled Substances***

Students and employees at Palmer College of Chiropractic's West campus are subject to all College regulations governing the use of alcohol and other drugs on the campus. Students and employees should also be aware that city and state laws define unlawful use of controlled substances. Palmer College recognizes and fully abides by the statutes in the Code of California and the city codes of San Jose and Santa Clara.

***Alcoholic Beverage Act:***

The Alcoholic Beverage Act was enacted in 1953. This Act is intended to protect the safety, welfare, health, peace and morals of Californians, eliminate the unlicensed and unlawful manufacture, sale and disposal of alcoholic beverages and promote temperance in the consumption and use of alcoholic beverages. (Bus. and Prof. Code 23001) A person convicted of a violation of the Alcohol and Beverage Control Act is guilty of a misdemeanor or felony depending on the violation.

***Uniform Controlled Substances Act:***

The Uniform Controlled Substances Act may be found in the Health and Safety Code, Section 11000 - 11651. Controlled substances are divided into five "Schedules" and the substances under each Schedule may be found in Sections 11053 - 11058. Penalties for possession and sale of controlled substances in California may be found in Sections 11350 - 11351. The Uniform Controlled Substances Act is available for review in Student Services for detailed descriptions of the laws governing the possession, sale, manufacturing, distribution, and trafficking of "controlled substances" in California.



**PART VI:  
EMERGENCY/CRIME  
NOTIFICATIONS AND  
TIMELY WARNINGS**

# **CHAPTER 20: EMERGENCY/CRIME NOTIFICATION WARNINGS**

## **A. PALMER ALERT**

The College uses the Palmer Alert emergency notification system for emergency situations that threaten the safety of the College community.

In order to immediately notify the campus community of a significant campus emergency or dangerous situation, the College issues messages through Palmer Alert systems using: landline phones, cellular phones, voicemail, email and text messages.

## **B. INTERNAL NOTIFICATION PROCESS AND PROCEDURES**

Following confirmation of a reported incident and an assessment, which indicates a need for issuing an emergency message, Palmer Alert messages are approved and distributed by the Marketing & Communication Department to the College community. A Palmer Alert will be issued in the following ways:

The caller ID on your cell phone will show you are receiving a call from (563) 884-5406. Palmer Alert will try to contact each phone number a maximum of three (3) times if there is no answer or a busy signal. The “from” address field of a Palmer Alert email message will appear as Palmer Alert [no-reply@omnilert.com](mailto:no-reply@omnilert.com).

When you receive an emergency message via Palmer Alert:

- Listen to or read the entire message;
- Take the message seriously; and
- Follow any instructions given in the message.

## **C. NOTIFICATION TO THE COMMUNITY**

Currently, the College makes use of any or all of the following systems to notify the public depending on the specific emergency:

- Announcements on the home page of the College’s website;
- Palmer Communications email announcements;
- Fire alarm systems; and
- Local media for weather-related emergencies.

## **D. TESTING**

The College conducts full tests of all the emergency communication systems on an as-needed basis.

## **E. ENROLLMENT IN PALMER ALERT**

Students and employees who wish to enroll in the Palmer Alert system must complete a sign-up form. Visit <http://www.palmer.edu/students/resources-offices/palmer-alert/> to open a copy of the form, and then print it out. After completing the form, students should forward the completed form to the Registrar's Office, while employees should forward the completed form to the Human Resources Department.

Students are also provided an opportunity to enroll in Palmer Alert during the new-student orientation process.

## **F. MORE INFORMATION ABOUT PALMER ALERT**

For more information regarding Palmer Alert, visit <http://www.palmer.edu/PalmerAlert/>.

## **G. PARTIES RESPONSIBLE FOR PALMER ALERT**

Parties responsible for Palmer Alert processes and messages include:

- [Davenport campus Security](#)
- [Florida campus Security](#)
- [West campus Security](#)
- Marketing & Communication Department

Palmer College of Chiropractic  
1000 Brady Street  
Davenport, IA 52803  
Phone number: (563) 884-5726  
Fax number: (563) 884-5393  
Email: [lori.leipold@palmer.edu](mailto:lori.leipold@palmer.edu)

# CHAPTER 21: EMERGENCY CONSIDERATION FOR PERSONS WITH SPECIAL NEEDS

## A. EMPLOYEES

Employees with disabilities who may require assistance in the event of an emergency/evacuation are to contact Human Resources to request a reasonable accommodation to plan in advance for such events.

### *Davenport, Iowa campus*

Employee Relations Specialist/Serving as Disability Services  
Office of Human Resources  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5258

### *Florida campus*

Cheryl Shaw, M.B.A., PHR  
Human Resources Manager  
Serving as Disability Services Coordinator Designee  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2665  
[cheryl.shaw@palmer.edu](mailto:cheryl.shaw@palmer.edu)

### *West campus*

Senior Director for Human Resources  
Serving as Disability Services Coordinator Designee  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5866

## **B. STUDENTS**

Students with disabilities who may require assistance in the event of an emergency/evacuation are to contact Disability Services to request a reasonable accommodation to plan in advance for such events.

### ***Davenport, Iowa campus***

Alex Margrave, D.C.  
Student Support Services  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5408  
[margrave\\_a@palmer.edu](mailto:margrave_a@palmer.edu)

### ***Florida campus***

Victor Hidalgo, M.S.  
Academic Counselor  
Serving as Disability Services  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2780  
[victor.hidalgo@palmer.edu](mailto:victor.hidalgo@palmer.edu)

### ***West campus***

Mannal Kamal  
Student Academic Affairs  
Serving as Disability Services  
90 E. Tasman Drive  
San Jose, CA 95134  
(408) 944-6025  
[mannal.kamal@palmer.edu](mailto:mannal.kamal@palmer.edu)

# CHAPTER 22: EMERGENCY RESPONSE

## A. EMERGENCY RESPONSE PROCEDURES

The College maintains action plans designed to support effective emergency management in various situations. Responses to emergencies vary based on the severity, magnitude, duration and intensity of the event. The College's Emergency Action Plan applies to the College community and establishes procedures and responsibilities for emergency situations including, but not limited to:

- Active shooter/Workplace violence
- Chemical release
- Criminal behavior
- Electrical utility failure
- Evacuation procedures
- Fire
- General crime tips
- Medical emergency
- Personal safety
- Severe weather
- Sexual misconduct
- Suspicious person/criminal behavior
- Suspicious packages
- Weather-related campus closures
- What to do in an emergency

The College's Emergency Action Plan provides guidance in the response to an emergency with specific procedures that are outlined in detail.

The College's Emergency Action Plan is updated annually.

Find emergency procedures for students at: [palmer.edu/WhatToDoInAnEmergency](http://palmer.edu/WhatToDoInAnEmergency)

For a hard copy of the complete emergency response procedures, contact:

- Michael Brown  
Director of Safety and Security  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5306  
[michael.brown@palmer.edu](mailto:michael.brown@palmer.edu)

## **B. QUESTIONS OR COMMENTS**

Any questions or comments regarding campus plans or their implementations should be directed to the appropriate contacts listed below:

### ***Davenport campus***

Michael Brown  
Director of Safety and Security  
(563) 884-5306  
[michael.brown@palmer.edu](mailto:michael.brown@palmer.edu)

### ***Florida campus***

George Oliveira  
Director of Safety and Security  
(386) 763-2608  
[george.oliveira@palmer.edu](mailto:george.oliveira@palmer.edu)

### ***West Campus***

Lonnie Contreras  
Director of Campus Administration  
(408) 944-6011  
[lonnie.contreras@palmer.edu](mailto:lonnie.contreras@palmer.edu)

**PART VII:**  
**CLERY ACT DEFINITIONS**  
**AND CRIME STATISTICS**



# CHAPTER 23: CRIME DEFINITIONS

## A. CRIME STATISTICS

The College is required to publish three calendar years of campus crime statistics. The College's crime statistics follow for each campus.

### *Davenport Campus Crime Statistics*

CRIMINAL OFFENSES  DAVENPORT CAMPUS	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
RAPE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
FONDLING	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
INCEST	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
STATUTORY RAPE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
ROBBERY	2016	0	0	0	1
	2015	0	0	0	0
	2014	0	0	0	0
AGGRAVATED ASSAULT	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
BURGLARY	2016	1	0	0	0
	2015	0	0	0	0
	2014	2	2	0	0
MOTOR VEHICLE THEFT	2016	0	0	0	1
	2015	0	0	0	0
	2014	0	0	0	0
ARSON	2016	1	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS DAVENPORT CAMPUS	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
<b>ARRESTS</b>					
WEAPONS	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
DRUG ABUSE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
LIQUOR LAW	2016	0	0	0	1
	2015	0	0	0	0
	2014	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>					
WEAPONS	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
DRUG ABUSE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
LIQUOR LAW	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0

VAWA OFFENSES DAVENPORT CAMPUS	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2016	0	0	0	0
	2015	0	0	0	0
	2014	1	0	0	0
DATING VIOLENCE	2016	1	0	0	0
	2015	0	0	0	0
	2014	2	0	0	0
STALKING	2016	0	0	0	0
	2015	1	0	0	0
	2014	1	0	0	0

UNFOUNDED CRIMES  DAVENPORT CAMPUS	YEAR		
	2014	2015	2016
TOTAL UNFOUNDED CRIMES	0	0	0
<p><b>If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is unfounded. Only by sworn or commissioned by law enforcement personnel may unfound a crime.</b></p>			

*Hate Crimes Defined*

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purpose of the Clery Act, the following categories of bias are reported by the College: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability.

Hate Crimes include any of the following offenses that are motivated by bias: murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

*Hate Crime Statistics – Davenport Campus (2014-2016)*

2014 – There were no hate crimes reported.

2015 – There were no hate crimes reported.

2016 – There were no hate crimes reported.

***Florida Campus Crime Statistics***

CRIMINAL OFFENSES	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
FLORIDA CAMPUS					
MURDER/NON-NEGLIGENT MANSLAUGHTER	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
RAPE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
FONDLING	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
INCEST	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
STATUTORY RAPE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
ROBBERY	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
AGGRAVATED ASSAULT	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
BURGLARY	2016	1	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
MOTOR VEHICLE THEFT	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
ARSON	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS  FLORIDA CAMPUS	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
<b>ARRESTS</b>					
WEAPONS	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
DRUG ABUSE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
LIQUOR LAW	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>					
WEAPONS	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
DRUG ABUSE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
LIQUOR LAW	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0

VAWA OFFENSES  FLORIDA CAMPUS	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
DATING VIOLENCE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
STALKING	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0

UNFOUNDED CRIMES	YEAR		
	2014	2015	2016
FLORIDA CAMPUS			
TOTAL UNFOUNDED CRIMES	0	0	0
<p><b>If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is unfounded. Only by sworn or commissioned by law enforcement personnel may unfind a crime.</b></p>			

*Hate Crimes Defined*

A Hate Crime is a *criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.* For the purpose of the Clery Act, the following categories of bias are reported by the College: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability.

Hate Crimes include any of the following offenses that are motivated by bias: murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

*Hate Crime Statistics – Florida Campus (2014-2016)*

2014 – There was one intimidation hate crime based on Race reported for 2014.

2015 – There were no hate crimes reported.

2016 – There were no hate crimes reported.

*West Campus Crime Statistics*

CRIMINAL OFFENSES	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
WEST CAMPUS					
MURDER/NON-NEGLIGENT MANSLAUGHTER	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
RAPE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
FONDLING	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
INCEST	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
STATUTORY RAPE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
ROBBERY	2016	0	0	0	1
	2015	0	0	0	0
	2014	0	0	0	0
AGGRAVATED ASSAULT	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
BURGLARY	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
MOTOR VEHICLE THEFT	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
ARSON	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS  WEST CAMPUS	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
<b>ARRESTS</b>					
WEAPONS	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
DRUG ABUSE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
LIQUOR LAW	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>					
WEAPONS	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
DRUG ABUSE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
LIQUOR LAW	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0

VAWA OFFENSES  WEST CAMPUS	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
DATING VIOLENCE	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
STALKING	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0



UNFOUNDED CRIMES  WEST CAMPUS	YEAR		
	2014	2015	2016
TOTAL UNFOUNDED CRIMES	0	0	0
<b>If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is unfounded. Only by sworn or commissioned by law enforcement personnel may unfound a crime.</b>			

*Hate Crimes Defined*

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purpose of the Clery Act, the following categories of bias are reported by the College: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability.

Hate Crimes include any of the following offenses that are motivated by bias: murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

*Hate Crime Statistics – West Campus (2014-2016)*

2014 – There were no hate crimes reported.

2015 – There were no hate crimes reported.

2016 – There were no hate crimes reported.

## **B. CRIME DEFINITIONS**

Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions. Excerpted from the Implementing Regulations of the Campus Security Act Federal Register, April 29, 1994, Vol. 59, No. 82.

In accordance with the Clery Act, the following definitions are used for reporting crimes based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR). For sex offenses only, definitions are used from the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

Although the law states that institutions must use the UCR for defining and classifying crimes, it doesn't require Clery Act crime reporting to meet all UCR standards.

### ***Criminal Offense***

- Criminal Homicide

#### *Murder and non-negligent manslaughter*

Defined as the willful (non-negligent) killing of one human being by another.

#### *Manslaughter by negligence*

Defined as the killing of another person through gross negligence.

- Sexual Assault (sex offenses)

Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. Includes sexual assault with an object and forcible fondling. This offense includes incidents of unlawful, non-forcible sexual intercourse. This offense includes rape of both males and females.

#### *Rape*

Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

### *Fondling*

Touching of the private body part of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental incapacity.

### *Incest*

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### *Statutory Rape*

Sexual intercourse with a person who is under the statutory age of consent.

- Robbery

Defined as 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

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.

- Burglary

Unlawful entry of a structure to commit a felony or a theft.

- Motor Vehicle Theft

Theft or attempted theft of a motor vehicle.

- Arson

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

***Required by the Violence Against Women Reauthorization Act (“VAWA”) by March 7, 2014***

- Domestic violence - Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- Dating violence - Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.
- Stalking - Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress.

***Hate Crimes***

Any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived:

- National origin;
- Gender identity;
- Race;
- Gender;
- Religion;
- Sexual Orientation; and/or
- Ethnicity or disability

Any crime that includes any of the following; and any other crime involving bodily injury:

- Murder and non-negligent manslaughter;
- Negligent manslaughter;
- Sexual assault (sex offenses);
- Robbery;
- Aggravated assault;
- Burglary;

- Motor vehicle theft;
- Larceny-theft;
- Simple assault (no weapon(s) displayed);
- Intimidation (placed in fear of bodily harm through threatening words); and/or
- Destruction/damage/vandalism of property.

**PART VIII:  
FIRE SAFETY REPORT**

# CHAPTER 24: FIRE SAFETY

## A. INTRODUCTION

The Higher Education Opportunity Act (HEOA) became public law 110-315 in August 2008. The Act requires all institutions of higher education with College-owned housing to develop an annual fire safety report. The contents of this report reflect the requirements outlined in HEOA.

The annual fire safety report summarizes the elements of the campus fire safety program, which is administered and maintained by Environmental Health and Safety.

This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at the College, and the institution's state of readiness to detect and respond appropriately to fire-related emergencies.

## B. POLICIES AND PRACTICES – FIRE PREVENTION

### *Policies*

- Safety (refer to Chapter 3 of this guide)
- Smoke-free Environment, Institutional Policy
- <http://www.palmer.edu/HandbookPolicies/>
- Student Code of Ethics as published in the Student Handbook (refer to page 24 of this guide) [http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/student\\_handbook.pdf](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/student_handbook.pdf)

### *Practices*

[http://www.palmer.edu/students/resources-offices/security/what-to-do-in-an-emergency/#Fire\\_Plan/Evacuation](http://www.palmer.edu/students/resources-offices/security/what-to-do-in-an-emergency/#Fire_Plan/Evacuation)

Additional practices are outlined in detail during the annual fire safety education and training.

## C. EDUCATION AND TRAINING

All College employees receive fire safety training annually. Topics include a review of the fire prevention practices, weather safety and emergency evacuation procedures. In addition, each on-campus student housing facility has emergency evacuation maps posted to direct occupants to primary and secondary exits.

## D. RESPONSE TO FIRE ALARMS

Students residing in an on-campus housing facility must employ a proper response to fire alarms. At the sound of a fire alarm, students and their guests must evacuate the housing facility as illustrated in emergency evacuation maps. Individuals may re-enter the building only upon receiving permission from Campus Security. Tampering with fire safety equipment is prohibited. Violations may include, but are not limited to, disengaging a smoke alarm (e.g., removing the batteries or covering a smoke alarm). Triggering a fire alarm or activating a fire extinguisher in the absence of a fire will result in appropriate disciplinary action.

## E. FIRE SAFETY SYSTEMS IN ON-CAMPUS STUDENT HOUSING

Descriptions of fire protection equipment for students residing in on-campus housing on the Davenport Campus may be reviewed in the chart below. There is no on-campus student housing on the Florida and West campuses.

ON-CAMPUS HOUSING FACILITY/ ADDRESS	FIRE SAFETY SYSTEMS FOR ON-CAMPUS STUDENT HOUSING DAVENPORT CAMPUS						
	Fire Alarm Monitoring Done On-site	Partial 1 Sprinkler System	Full 2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year
Argyle 1/ 732 Brady Street	X		X	X	X		
Argyle 2/ 734 Brady Street	X		X	X	X		
Brady Manor 1/ 722 Brady Street	X		X	X	X		
Brady Manor 2/ 724 Brady Street	X		X	X	X		
711 Brady/ 711 Brady Street	X		X	X	X		
Carriage House/ 723 ½ Brady Street	X		X	X	X		
College Courts/ 1039 Perry Street	X		X	X	X		



<b>715 Main/ 715 Main Street</b>	X			X	X		
<b>719 Main/ 719 Main Street</b>	X			X	X		
<b>705 Main/ 705 Main Street</b>	X			X	X		
<b>Eight Gables/ 1117 Perry Street</b>	X		X	X	X		
<b>Perry Hills – 520/ 520 N. Perry Street</b>	X		X	X	X		
<b>Perry Hills – 521/ 521 N. Perry Street</b>	X		X	X	X		
<b>1118 Pershing/ 1118 Pershing Street</b>	X			X	X		
<b>218 E. 7<sup>th</sup>/ 218 E. 7<sup>th</sup> Street</b>	X			X	X		
<b>613 Perry/ 613 Perry Street</b>	X			X	X		
<b>704 Pershing/ 704 Pershing Street</b>	X			X	X		
<b>720 Pershing/ 720 Pershing Street</b>	X			X	X		
<b>722 Pershing/ 722 Pershing Street</b>	X			X	X		
<b>724 Pershing/ 724 Pershing Street</b>	X			X	X		
<b>Palmer Villas/ 809 Perry Street</b>	X		X	X	X		

## F. FIRE EVACUATION PROCEDURES

- Notify Campus Security immediately.
- Give your name, building location, room number, phone number and a description of the fire.
- Evacuate the area when an alarm sounds continuously or when alerted by Campus Security officers.
- To reduce fire or smoke damage, close all doors and windows when leaving the room if you have the time.
- Follow the previously outlined evacuation procedures. Once outside, proceed to nearest designated safe area.
- Only properly trained and authorized Palmer employees will be allowed to extinguish a fire. If the fire is beyond their control, Campus Security will contact the Fire Department.

## G. PLANS FOR FUTURE IMPROVEMENTS

Plans for any future fire safety improvements to on-campus student housing fire safety programs will be included in the College’s Master Facilities Plan.

## H. FIRE STATISTICS

The College is required to publish three calendar years of fire statistics for all on-campus student housing facilities. The College’s fire statistics for the Davenport campus follow. There is no on-campus student housing on the Florida and West campuses.

### *Davenport Campus Fire Statistics*

ON-CAMPUS HOUSING FACILITY/ ADDRESS	FIRE STATISTICS DAVENPORT CAMPUS					
	YEAR	# REPORTED FIRES	# INJURIES REQUIRING MEDICAL TREATMENT	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE	CAUSE OF FIRE
Argyle 1 732 Brady Street	2016	0	0	0	0	
	2015	0	0	0	0	
	2014	0	0	0	0	
Argyle 2 734 Brady Street	2016	0	0	0	0	
	2015	0	0	0	0	
	2014	0	0	0	0	

<b>Brady Manor 1 722 Brady Street</b>	<b>2016</b>	0	0	0	0	
	<b>2015</b>	0	0	0	0	
	<b>2014</b>	0	0	0	0	
<b>Brady Manor 2 724 Brady Street</b>	<b>2016</b>	0	0	0	0	
	<b>2015</b>	0	0	0	0	
	<b>2014</b>	0	0	0	0	
<b>711 Brady 711 Brady Street</b>	<b>2016</b>	0	0	0	0	
	<b>2015</b>	0	0	0	0	
	<b>2014</b>	0	0	0	0	
<b>Carriage House 723 ½ Brady Street</b>	<b>2016</b>	0	0	0	0	
	<b>2015</b>	0	0	0	0	
	<b>2014</b>	0	0	0	0	
<b>College Court 1039 Perry Street</b>	<b>2016</b>	0	0	0	0	
	<b>2015</b>	0	0	0	0	
	<b>2014</b>	0	0	0	0	
<b>715 Main 715 Main Street</b>	<b>2016</b>	0	0	0	0	
	<b>2015</b>	0	0	0	0	
	<b>2014</b>	0	0	0	0	
<b>719 Main 719 Main Street</b>	<b>2016</b>	0	0	0	0	
	<b>2015</b>	0	0	0	0	
	<b>2014</b>	0	0	0	0	
<b>705 Main 705 Main Street</b>	<b>2016</b>	0	0	0	0	
	<b>2015</b>	0	0	0	0	
	<b>2014</b>	0	0	0	0	
<b>Eight Gables 1117 Perry Street</b>	<b>2016</b>	0	0	0	0	
	<b>2015</b>	0	0	0	0	
	<b>2014</b>	0	0	0	0	
<b>Perry Hills - 520 520 N. Perry Street</b>	<b>2016</b>	0	0	0	0	
<b>Perry Hills – 521 521 N. Perry Street</b>	<b>2016</b>	1	0	0	\$50,000 - \$99,999	Unintentional - Smoking materials
<b>1118 Pershing 1118 Pershing Ave.</b>	<b>2016</b>	0	0	0	0	
<b>218 E. 7<sup>th</sup> 218 E. 7<sup>th</sup> Street</b>	<b>2016</b>	0	0	0	0	
<b>613 Perry 613 Perry Street</b>	<b>2016</b>	0	0	0	0	
<b>704 Pershing 704 Pershing Ave.</b>	<b>2016</b>	0	0	0	0	
<b>720 Pershing 720 Pershing Ave.</b>	<b>2016</b>	0	0	0	0	

<b>722 Pershing 722 Pershing Ave.</b>	<b>2016</b>	0	0	0	0	
<b>724 Pershing 724 Pershing Ave.</b>	<b>2016</b>	0	0	0	0	
<b>Palmer Villas 809 Perry Street</b>	<b>2016</b>	0	0	0	0	

# QUICK REFERENCE CONTACTS

## A. SECURITY

- ***Davenport, Iowa campus***  
Office phone: (563) 884-5555
- ***Florida campus, Port Orange, Fla.***  
United American Security: (386) 763-2777
- ***West campus, San Jose, Calif.***  
First Security Services: (408) 568-5951

### DAVENPORT CAMPUS

Michael Brown  
Director of Safety and Security  
(563) 884-5306  
[michael.brown@palmer.edu](mailto:michael.brown@palmer.edu)

### FLORIDA CAMPUS

George Oliveira  
Director of Safety and Security  
(386) 763-2608  
[george.oliveira@palmer.edu](mailto:george.oliveira@palmer.edu)

### WEST CAMPUS

Lonnie Contreras  
Director of Campus Administration  
(408) 944-6011  
[lonnie.contreras@palmer.edu](mailto:lonnie.contreras@palmer.edu)

## B. COUNSELING REFERRALS FOR STUDENTS

### ***Davenport campus***

Alex Margrave, D.C.  
Senior Director of Student Academic Services  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5408  
[margrave\\_a@palmer.edu](mailto:margrave_a@palmer.edu)

***Florida campus***

Victor Hidalgo, M.S.  
Academic Counselor  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2780  
[victor.hidalgo@palmer.edu](mailto:victor.hidalgo@palmer.edu)

***West campus***

Michael Crump, M.Ed.  
Director of Student Services  
90 E. Tasman Drive  
San Jose, CA 95134  
(408) 944-6122  
[michael.crump@palmer.edu](mailto:michael.crump@palmer.edu)

**C. COUNSELING REFERRALS FOR EMPLOYEES**

***Davenport campus***

Office of Human Resources  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5258

***Florida campus***

Office of Human Resources  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2665

***West campus***

Office of Human Resources  
90 E. Tasman Drive  
San Jose, CA 95134  
(408) 944-6011

# APPENDIX: A

# Annual Security Report Policy

## PURPOSE

Palmer College of Chiropractic is committed to maintaining the safest environment possible for its students, employees, and visitors. The Clery Act and the United States Department of Education's regulations require Title IV participating institutions to have statements of policy regarding procedures for maintaining safety and including disclosing crime and fire statistics. This policy sets forth those requirements and outlines the steps taken by the College to comply with the requirements as well as the programs and services provided by the College to enhance the safety of the Palmer community.

## AMENDMENT OF POLICY

The College reserves the right to amend this Policy from time to time as the interest of the College may require.

## SCOPE

This Policy applies to the entire College community, which is defined as including the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), West campus (Palmer College of Chiropractic West) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus.

## REPORTING CRIMES AND OTHER EMERGENCIES

### STATEMENT(S) OF POLICY

It is the responsibility of all students, employees, and visitors to comply with the College's relevant policies, rules, and procedures regarding safety of the campus and to take the precautions toward ensuring their own safety.

All members of the campus community are encouraged to immediately report criminal actions or other emergencies to the Safety and Security Department and/or the local police department. When a victim is unable to report a crime, the Safety and Security Department will notify local law enforcement/emergency response agencies.

### *LOCATION*

Relevant information is published as follows:

<http://www.palmer.edu/students/resources-offices/security/report-crime>



## TIMELY WARNING AND EMERGENCY NOTIFICATIONS

### STATEMENT(S) OF POLICY

The College uses the Palmer Alert emergency notification system to issue timely warnings for emergencies that threaten the safety of the College community. A timely warning shall be issued via Palmer Alert within a reasonable amount of time after the incident has been reported to the Safety and Security Department or a Campus Security Authority. The warning shall be issued by the Senior Director of Safety and Security or his/her designee. A Palmer Alert will be issued using: landline phones; cell phones; voicemail; e-mail; text messages; computer desktops; and video monitors for the occurrence of any Clery Act crimes or any other emergency that jeopardizes the safety of the campus community.

#### *LOCATION*

Relevant information is published as follows:

- [http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/guide\\_to\\_campus\\_safety.pdf#page=56](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/guide_to_campus_safety.pdf#page=56)
- [http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=29](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=29)

## ANNUAL SECURITY REPORT

### STATEMENT(S) OF POLICY

By October 1 of each year, the Annual Security and Fire Safety Report must be distributed to all enrolled and prospective students and current and prospective employees. Distribution is completed by electronic mail and is posted on the Palmer College of Chiropractic website at <http://www.palmer.edu/student/resources-offices/security>

The Palmer College of Chiropractic Annual Security and Fire Safety Report, known as the Guide to Campus Safety and Drug and Alcohol Abuse Awareness, contains the following four general categories of crime statistics for the most recent calendar year and the two preceding years:

#### *CRIMINAL OFFENSES*

Murder and Non-negligent Manslaughter; Sexual Assault, including Rape, Fondling, Incest, and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson;.

#### *HATE CRIMES*

Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.

### *VAWA OFFENSES*

Any incidents of Domestic Violence, Dating Violence and Stalking. Arrests and Referrals for Disciplinary Action for Weapons – Carrying, Possessing, Etc. law violations.

### *DRUG ABUSE VIOLATIONS, AND LIQUOR LAW VIOLATIONS*

The Senior Director for Safety and Security and the Directors of Safety and Security are responsible for gathering crime statistics from the department's report records and other college officials that have significant responsibility for student and campus activities. On an annual basis, the Safety and Security Department makes every attempt to collect crime statistics for non-campus, and public property surrounding college property from the local law enforcement agencies.

### *LOCATION*

Relevant information is published as follows:

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf)

## CONTACTS AND VOLUNTARY/CONFIDENTIAL REPORTING

### **STATEMENT(S) OF POLICY**

For the purpose of making timely warning reports and the annual statistical disclosure, criminal offenses are to be reported to the Director of Campus Safety and Security on each respective campus.

### *LOCATION*

Relevant information is published as follows:

[http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/guide\\_to\\_campus\\_safety.pdf#page=13](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/guide_to_campus_safety.pdf#page=13)

### **STATEMENT(S) OF POLICY**

If a victim or witness of a crime wish to report a crime on a voluntary, confidential basis, they may report a crime online through the Palmer College of Chiropractic website at:

<http://www.palmer.edu/students/resources-offices/security/report-crime>

### *LOCATION*

Relevant information is published as follows:

[http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/guide\\_to\\_campus\\_safety.pdf#page=21](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/guide_to_campus_safety.pdf#page=21)

## SECURITY OF AND ACCESS TO CAMPUS FACILITIES

### STATEMENT(S) OF POLICY

#### *CAMPUS ACCESS – REQUEST FOR IDENTIFICATION*

In an effort to promote the safety and well-being of students and employees and to protect College property, Palmer College of Chiropractic use ID/Access Control cards/badges that are issued to all students and employees. The ID cards/badges serve two purposes: 1) Safety – to quickly identify the wearer as part of the Palmer community and 2) Security – the card provides key-card access to all locked doors of the Palmer Buildings on three campuses. The ID cards/badges must be:

- Easily visible
- Worn no lower than waist level
- Worn on the front of the body
- Worn at all times while on campus.

Authorized College officials and/or Campus Security may, with reasonable cause, request valid evidence of identification from any individual found on College premises. If any person refuses or fails to present evidence of identification and it reasonably appears that the person has no legitimate purpose for being on College premises, that person may be removed from the facility and/or escorted off campus. The College reserves the right to deny access to its facilities/premises to anyone.

All doors equipped have access control locks/readers are also monitored by video surveillance cameras, which are recorded and monitored by Safety and Security Department personnel.

The Facilities Department, with the assistance of the Safety and Security Department, routinely check for and maintain proper lighting on pathways, hallways, and stairwells.

#### *VISITORS*

All College visitors must check-in at the Welcome Center front desk of each campus, where they will be identified and issued a Visitor's badge. The visitor will then be escorted to their destination on campus.

#### *CONTRACTORS*

All outside contractors performing work on the campus will be property vetted by the campus department responsible for the contractor, with assistance from the Safety and Security Department. Contractors will then be issued a Contractor badge that will give them access to only those areas on campus where the Contractor needs to perform their duties.

## *CAMPUS RESIDENCIES*

None of the three Palmer College campuses has campus residences (dormitories).

## *LOCATION*

Relevant information is published as follows:

[http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/guide\\_to\\_campus\\_safety.pdf#page=15](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/guide_to_campus_safety.pdf#page=15)

## CAMPUS LAW ENFORCEMENT

### **STATEMENT (S) OF POLICY**

#### *LAW ENFORCEMENT AUTHORITY AND JURISDICTION OF SECURITY PERSONNEL*

The Safety and Security Department officers are third-party security officers who are non-sworn and unarmed. Campus security officers do not have the authority to make arrests. Campus Security when deemed necessary will call the local police departments. Campus Security officers have various responsibilities and authority including, but not limited to the following:

- Locking, securing and patrolling campus buildings;
- Patrolling campus parking lots;
- Removing unauthorized persons from campus premises/buildings;
- Issuing vehicle parking tickets;
- Arranging for the towing/booting of illegally parked vehicles;
- Providing escort service to individuals while on College premises when requested; and
- Contacting the local police and/or fire departments as needed.

#### *WORKING RELATIONSHIP WITH STATE AND LOCAL LAW ENFORCEMENT*

While there is no written memorandum of understanding between Campus Security and local law enforcement/emergency services personnel, the contracted security on each campus maintains a practical working relationship with all state and local law enforcement/emergency services personnel. Campus Security works with law enforcement agencies when necessary. The officers of local police and fire departments and designated employees communicate regularly regarding incidents that occur in and around the campus area. When crime and/or other incidents arise that require joint efforts, resources and information is exchanged as deemed necessary.

## *LOCATION*

A confidential incident report may be filed through the Palmer College of Chiropractic website at <http://www.palmer.edu/students/resources-offices/security/report-crime>

## STATEMENT (S) OF POLICY

### *CRIME REPORTING*

It is the responsibility of all students, employees and visitors to comply with the College's relevant policies, rules and procedures regarding safety and to take precautions toward ensuring their own safety. If you are a victim of, or a witness to, a crime committed on campus, it is your responsibility to report the crime immediately to Campus Security. If necessary, Campus Security will notify local emergency assistance organizations.

### *LOCATION*

Relevant information is published as follows:

[http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/guide\\_to\\_campus\\_safety.pdf#page=21](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/guide_to_campus_safety.pdf#page=21)

## STATEMENT (S) OF POLICY

### *COMMUNITY RESOURCES & CONFIDENTIAL REPORTING CONTACTS*

The College encourages members of the College community to seek the support of community resources as needed. Individuals impacted by sexual misconduct are encouraged to seek appropriate help through available community resources, regardless of whether the individual chooses to formally report the misconduct or whether the incident occurred recently or in the past.

### *LOCATION*

Relevant information is published as follows:

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/pdf/IP-Sexual-Misconduct.pdf#page=33](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/pdf/IP-Sexual-Misconduct.pdf#page=33)

## SAFETY AWARENESS PROGRAMS AND CRIME PREVENTION

## STATEMENT (S) OF POLICY

### *NEW STUDENT ORIENTATION*

At the beginning of each term, the Safety and Security Department meets with the new, incoming class of students during New Student Orientation, informs them of the campus security procedures and practices, and provides them with crime prevention and personal safety tips.

### *IN-SERVICE PRESENTATIONS*

Throughout the year, the Senior Director for Safety and Security and the Directors meet with the various student organizations; the Faculty Senate; and the entire faculty during in-service conferences and provide training on various safety and security topics.

### *ANNUAL COMPLIANCE SAFETY TRAINING*

In addition, all students and employees are required to complete annual, on-line training regarding campus safety and security.

### *SAFETY TIPS*

Throughout, students and employees are provided with crime prevention and personal safety tips through College newsletters and a mobile app. Palmer College also offers Self Defense/Personal Safety classes several times a year.

The Safety and Security Department maintains regular contact with state and local law enforcement agencies regarding criminal activity occurring in and around any of the Palmer campuses. The Safety and Security Department, with the assistance of the Marketing and Communication Department, will then publish crime bulletins and crime prevention information when appropriate.

### *DAILY CRIME LOGS*

The Safety and Security Department maintains Daily Crime/Incident Report Logs that can be viewed by the Palmer Community upon request.

### *LOCATION*

A confidential incident report may be filed through the Palmer College of Chiropractic website at: <http://www.palmer.edu/students/resources-offices/security/report-crime>

## CRIME MONITORING

### **STATEMENT (S) OF POLICY**

#### *MUTUAL AGREEMENTS*

While there is no written memorandum of understanding between Campus Security and local emergency services personnel, the contracted security on each campus maintains a practical working relationship with local emergency services personnel. Campus Security works with law enforcement agencies when necessary. The officers of local police and fire departments and designated employees communicate regularly regarding incidents that occur in and around the campus area, to include communicating about any possible criminal activity by students at off-campus locations for student organizations officially recognized by Palmer College,

including student organizations with off-campus housing facilities. When crime and/or other incidents arise that require joint efforts, resources and information is exchanged as deemed necessary.

Location

Relevant information is published as follows:

[http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/guide\\_to\\_campus\\_safety.pdf#page=12](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/guide_to_campus_safety.pdf#page=12)

## DRUG AND ALCOHOL USE

### STATEMENT(S) OF POLICY

The College strictly prohibits the unlawful manufacture, sale, distribution, dispensing, possession, solicitation or use of alcohol or controlled substances. Additionally, the College limits the presence, use, consumption, possession, sale, manufacturing, solicitation or distribution of alcohol by students, employees or visitors to approved activities. At no time is any individual under legal drinking age or who is operating institution vehicles, machinery or equipment allowed to possess, use or consume alcohol. At no time is abuse of alcohol permissible.

The College will publish educational information to develop, disseminate, interpret and support the enforcement of College policies and rules that are consistent with local, state and federal law.

#### *LOCATION*

Relevant information is published as follows:

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/pdf/IP-Drug-and-Alcohol-Use.pdf#page=1](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/pdf/IP-Drug-and-Alcohol-Use.pdf#page=1)

### STATEMENT(S) OF POLICY

#### *BIENNIAL REVIEW*

The College publishes a Biennial Review of Compliance with the Drug Free Schools and Campuses Regulations, which outlines a description of drug and alcohol-abuse education programs.

#### *LOCATION*

See Palmer College's Biennial Review of Compliance with Drug Free Schools and Campuses Regulations:

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Security\\_and\\_Palmer\\_Alert/Biennial-Review-for-Drug-and-Alcohol-Abuse.pdf#page=30](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Security_and_Palmer_Alert/Biennial-Review-for-Drug-and-Alcohol-Abuse.pdf#page=30)

## SEXUAL MISCONDUCT PREVENTION

### STATEMENT (S) OF POLICY

The College is committed to increasing the awareness and prevention of sexual misconduct and conducts educational programs for both students and employees to increase awareness and to attempt to minimize incidents of sexual misconduct to include dating violence, domestic violence, sexual assault and stalking.

Educational programs to promote the awareness of sexual misconduct, including dating violence, domestic violence, sexual assault and stalking include:

- Mandatory on-line annual training for all students and employees regarding the awareness and prevention of sexual misconduct.
- Mandatory on-line annual training for all employees regarding Responsible Employee training as the College has designated all employees as Responsible Employees.
- Dedicated to Our Campus (DOC) Sexual Misconduct Prevention and Awareness Program

The College's prevention and awareness program providing education to students and employees regarding:

- Awareness of interpersonal violence
- College policies
- How to report incidents
- Resources (confidential resources, criminal prosecution options)
- Prevention (risk reduction and bystander intervention)

### STATEMENT (S) OF POLICY

All incoming students are required to complete an on-line training program that includes information regarding awareness and prevention of sexual misconduct. Training must be completed before the student is permitted to register for classes.

New employees are required to immediately complete the annual on-line training program upon employment that includes information regarding awareness and prevention of sexual misconduct.

### STATEMENT (S) OF POLICY

The College prohibits sexual misconduct by or against any member of the College community. Sexual misconduct consists of a range of unacceptable behaviors that could impact the employment or educational environment including sexual harassment, sexual assault, sexual



violence, sexual exploitation, stalking and bullying. An act of sexual misconduct represents a fundamental failure to respect the intrinsic worth and dignity of another individual that will not be tolerated.

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. This includes rape, sexual assault, battery and sexual coercion. Sexual violence may involve individuals who are known to one another or have an intimate and/or sexual relationship (e.g. domestic violence, dating violence) or may involve individuals not known to one another.

### *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=15](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=15)

## **STATEMENT (S) OF POLICY**

### *DOMESTIC VIOLENCE*

The crime of domestic violence can be committed by:

- A current or former spouse or intimate partner
- A person with whom you share a child
- A person against whom you have an order of protection

In most abusive relationships, possessive and controlling behaviors are present. These may include controlling money, put-downs, keeping you away from friends or family, destroying your property, threatening to hurt/kill your pets, controlling who you see/where you go/what you do, preventing you from working or attending school, pressuring you sexually, intimidating you with weapons, threatening to harm your kids or take them away, scaring you with looks and actions, driving dangerously when you're in the car, preventing you from leaving, forcing drug or alcohol use, physically hurting you and/or your children, someone threatening to harm himself/herself if you leave and more.

These actions are all about having power and control over an intimate partner. Domestic violence can happen to people of all genders, races, abilities, ages, nationalities, sexual orientations, religions, socioeconomic and educational levels. Domestic Violence is a crime.

### *DATING VIOLENCE*

If someone you are in a romantic/intimate relationship with pinches, kicks, slaps, hits or shoves you, those are examples of physical instances of dating violence. If that person keeps you away from friends and family, shames you, calls you names, bullies or publicly embarrasses you on purpose, those are psychological and emotional examples of abuse. And if that person forces or coerces you to engage in sexual activity when you're unable to consent — or don't want to consent — that's an example of sexual abuse. All of these actions and more constitute dating violence. It's violence committed by a person who is or has been in a romantic/intimate relationship with you. It can include the types of abuse mentioned above or the threat of such abuse.

### *SEXUAL ASSAULT*

Non-consensual sexual intercourse refers to any sexual intercourse, however slight, with parts of the body or any object, by a man or woman upon a man or a woman that is without consent and/or by force.

### *SEXUAL 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), no matter how slight the penetration or contact.

### *STALKING*

The term “stalking” refers to extreme or repeated conduct involving unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of harm or injury, including physical, emotional, or psychological harm. Stalking is not only a form of sexual misconduct but also a type of harassment, which may be based upon other legally protected classes.

Stalking includes 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 make unwelcome contact with another person. This can be done through email, instant messaging, text messages, web pages, chat rooms, or even interactive game sites.

Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

### *LOCATION*

Relevant information is published as follows:

- [http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=15](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=15)
- [http://www.palmer.edu/uploadedFiles/Pages/About\\_Us/Compliance/palmer-vawa-brochure.pdf](http://www.palmer.edu/uploadedFiles/Pages/About_Us/Compliance/palmer-vawa-brochure.pdf)

## **STATEMENT (S) OF POLICY**

1. Consent is affirmative, conscious and voluntary. Consent means affirmative, conscious and voluntary agreement by the parties to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity.
2. Silence is not consent. Lack of protest or resistance does not constitute consent, nor does silence constitute consent. Consent consists of an outward demonstration indicating that

an individual has agreed to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness 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 active response. A person who does not physically resist or verbally refuse sexual activity is not giving consent. In the absence of an outward demonstration, consent does not exist. If at any time it is reasonably apparent that either party is hesitant, confused or uncertain, both parties should stop and obtain mutual verbal consent before continuing sexual activity.

3. Affirmative consent must be ongoing throughout a sexual activity. 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 to one form of sexual contact does not constitute consent to other forms of sexual contact. For example, an individual may agree to kiss but choose not to engage in fondling or sexual intercourse. An individual should obtain consent before moving from one act to another.
4. Consent can be revoked by either party at any time. Once withdrawal of consent has been expressed, sexual activity must cease.
5. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates willingness to engage in sexual activity each time such activity occurs.
6. Consent is not effective 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 or her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm, severe and/or pervasive emotional intimidation, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity.
7. There is no requirement that an individual resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual.
8. An individual who is incapacitated is not able to make rational, informed judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give knowing consent, because the individual is mentally and/or physically impaired due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unable to understand or is unaware of what is occurring. In addition, an individual is incapacitated if he/she is unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate for any reason. An individual may experience a blackout state in which he/she appears to be giving consent, but does not actually have conscious awareness or the ability to consent. It is especially important,

therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. The relevant standard that will be applied is whether the respondent knew, or a sober reasonable person in the same position should have known, that the other party was incapacitated and therefore could not consent to the sexual activity.

9. Providing alcohol and other drugs to another person. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. Providing alcohol or other substances to another person, without their knowledge or for the purpose of incapacitation and sexual activity, is a violation of this policy.
10. An individual is never at fault for being sexually assaulted. The personal use of alcohol and other drugs never makes someone at fault for being sexually assaulted.

#### *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/pdf/IP-Sexual-Misconduct.pdf#page=21](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/pdf/IP-Sexual-Misconduct.pdf#page=21)

#### **STATEMENT (S) OF POLICY**

In order to be a proactive bystander who helps prevent cases of sexual harassment or sexual violence, you can...

- Work to create an environment where sexual violence is unacceptable
- Treat people with respect
- Speak up when you hear people making statements that blame victims
- Talk openly with friends about the issues and how to confront them
- Encourage friends to trust their instincts in order to stay safe
- Be a knowledgeable resource for survivors
- Don't laugh at sexist jokes or comments
- Look out for friends at parties and bars
- Educate yourself and your friends
- Use campus resources
- Attend an awareness event
- Empower survivors to tell their stories

#### *LOCATION*

<http://www.palmer.edu/about-us/office-of-compliance/bystander-intervention/>

#### **STATEMENT (S) OF POLICY**

To protect yourself and your friends from incidents of sexual assault, dating violence, domestic violence and stalking, there are preventive measures you can take to reduce risk...

- Trust your instincts
- Don't worry about offending someone — just get out of there
- Make your limits known as early as possible
- Say "NO" clearly and firmly

- Notice when your boundaries aren't being respected
- Assert your right to have those boundaries respected
- Be "situationally aware" by taking note of your surroundings and who is present
- Don't be afraid to ask for help in situations where you don't feel safe
- Take responsibility for your alcohol/other drug intake, and acknowledge these substances can lower your inhibitions, making you vulnerable to someone who views a drunk/high person as a sexual opportunity
- Walk with others
- Lock doors and windows in your car and living space
- Look out for your friends and ask that they look out for you, too
- Respect a friend who challenges you if you're about to make a poor decision

And NEVER blame yourself if an act of sexual or relationship violence occurs! The Only person responsible in that situation is the assaulter.

#### *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/About\\_Us/Compliance/palmer-vawa-brochure.pdf](http://www.palmer.edu/uploadedFiles/Pages/About_Us/Compliance/palmer-vawa-brochure.pdf)

#### **STATEMENT (S) OF POLICY**

The College is committed to increasing the awareness and prevention of sexual misconduct and conducts ongoing educational programs for both students and employees to increase awareness and to attempt to minimize incidents of sexual misconduct to include dating violence, domestic violence, sexual assault and stalking.

Ongoing programs include education and awareness regarding:

- The College's policies prohibiting sexual misconduct to include domestic violence, dating violence, sexual assault and stalking.
- The definition of sexual misconduct to include domestic violence, dating violence, sexual assault and stalking.
- The definition of consent.
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual misconduct to include domestic violence, dating violence, sexual assault or stalking against another person.
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks

#### *LOCATION*

A confidential incident report may be filed through the Palmer College of Chiropractic website at: <http://www.palmer.edu/students/resources-offices/security/report-crime>

## STATEMENT (S) OF POLICY

Employees or students found to have violated the sexual misconduct policy may be subject to disciplinary action up to and including termination of employment and/or dismissal as a student.

Third parties who commit sexual misconduct may have their relationship with the College terminated, have their privilege of being on College premises withdrawn or be subject to other appropriate action.

In determining discipline, the designated deciding official may consider prior sexual misconduct issues involving the respondent; and the disciplinary and performance record of the respondent as appropriate. Disciplinary or remedial actions imposed may include those provided for under applicable collective bargaining agreements; handbooks; or College policies and procedures.

### ***A. STUDENTS: THE FOLLOWING DISCIPLINE OR REMEDIATION MAY BE IMPOSED FOR STUDENTS VIOLATING THE SEXUAL MISCONDUCT POLICY:***

1. A written reprimand for misconduct.
2. Loss of privileges: denial of specified privileges for a defined period of time.
3. Restitution: compensation for loss, damage or injury. This may take the form of appropriate services and/or monetary or material replacement.
4. Discretionary sanctions: educational remediation, psychological evaluation, counseling, treatment or other appropriate sanctions.
5. Clinic suspension: separation from the clinic for a defined period of time. Conditions for readmission may be specified.
6. College suspension: separation from the College for a defined period of time. Conditions for readmission may be specified.
7. College residential premises suspension: separation from any College-owned residential premises for a defined period of time. Conditions for readmission may be specified.
8. College residential premises expulsion: permanent separation from any College-owned residential premises.
9. College dismissal: permanent separation from the College.

### ***B. EMPLOYEES: THE FOLLOWING DISCIPLINE OR REMEDIATION MAY BE IMPOSED FOR EMPLOYEES VIOLATING THE SEXUAL MISCONDUCT POLICY:***

1. A written reprimand for misconduct.
2. Loss of privileges: denial of specified privileges for a defined period of time.
3. Restitution: compensation for loss, damage or injury. This may take the form of appropriate services and/or monetary or material replacement.
4. Discretionary sanctions: educational remediation, psychological evaluation, counseling, treatment or other appropriate sanctions.
5. Clinic suspension: separation from the clinic for a defined period of time. Conditions for readmission may be specified.

6. College suspension with or without pay: separation from the College for a defined period of time. Conditions for readmission may be specified.
7. College residential premises suspension: separation from any College-owned residential premises for a defined period of time. Conditions for readmission may be specified.
8. College residential premises expulsion: permanent separation from any College-owned residential premises.
9. Termination: discharge from College employment.

### *LOCATION*

The Policy & Procedures Handbook for the Resolution of Sexual Misconduct Complaints can be found at:

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=46](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=46)

### **STATEMENT (S) OF POLICY**

Upon receipt of a report of sexual misconduct, the College will make an initial assessment of any risk of harm to individuals or to the College community and will take reasonable steps necessary to address those risks.

In response to a report of sexual misconduct, the College may impose any interim remedial and/or protective measures it considers appropriate to prevent potential acts of misconduct; limit the effects of the alleged misconduct on the complainant or others in the College community; and to provide a safe educational and work environment.

The College will determine the necessity and scope of any interim measures. Even when a complainant or respondent does not specifically request such measures be taken, the College may choose to impose interim measures at its discretion.

Complainants seeking interim measures should contact the Title IX coordinator or a deputy Title IX coordinator.

The range of interim measures may include, but is not limited to, the following:

#### ***A. NO-CONTACT DIRECTIVE***

A complainant or respondent may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in-person, telephone, electronic or third party communications.

### ***B. INTERIM SEPARATION***

The College may place an individual or organization on interim suspension or impose administrative leave. Pending resolution of the complaint, the individual or organization may be denied access to campus.

### ***C. RESTRICTED ACCESS***

The College may limit an individual or organization's access to certain College facilities or activities as part of a no-contact directive.

### ***D. FACILITATION OF ON-CAMPUS COMPLIANCE WITH A COURT ORDER***

In some cases, a complainant may consider seeking an Abuse Prevention Order or a Harassment Prevention Order from the local courts. These civil proceedings are independent of the College. If the College is provided with a copy of a court order, the College will, to the extent feasible, attempt to facilitate on-campus compliance with the order.

### ***E. ACADEMIC OR EMPLOYMENT MODIFICATIONS***

An individual who requests assistance with modifications to academic or employment conditions after a report of sexual misconduct may obtain appropriate and reasonably available interim measures. These may include, but are not limited to:

- i. Academic adjustments, such as a change in class schedule, taking an incomplete, dropping a course without penalty, or extending deadlines for assignments;
- ii. Change in work assignment or schedule.

### ***F. RESIDENCE MODIFICATIONS***

An individual who requests assistance with modifications to College owned and/or controlled residence assignments after a report of sexual misconduct may obtain appropriate and reasonably available interim measures.

### ***G. SECURITY ASSISTANCE***

Complainants may request assistance from Security to help identify and implement safety measures such as assigned parking or requesting an escort on campus for movement between classes and activities.

### ***H. EMOTIONAL SUPPORT***

The College may assist in identifying Campus Support Services. Additionally, the College may assist in identifying and referring complainants to community services for counseling, emotional support and other helpful community resources as outlined in the Sexual Misconduct Handbook.



## *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=37](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=37)

## **STATEMENT (S) OF POLICY**

### *IMPORTANT STEPS*

Professionals at various universities suggest that individuals who have been sexually assaulted...

- Get to a place where you feel safe
- Seek a friend you can trust
- Don't shower, bathe any part of your body, douche, urinate, defecate, use medications or brush your teeth, if possible
- Stay in the clothes you are wearing or, if you've already changed, bring clothes, sheets and anything that was in contact with you during the assault in a paper bag (not plastic!) or wrapped in a clean sheet — don't clean or straighten the area
- Don't touch anything the accused may have touched or left behind — this physical evidence can help if a criminal charge is pursued
- Get medical help to check for internal injuries you might not be aware of, treat external injuries, be treated for certain STDs, and get information about HIV/AIDS and pregnancy prevention
- Consider having a rape kit done at the hospital — even if you don't think you want to press charges, having a rape kit allows you to have evidence collected should you change your mind later
- Seek counseling support
- Consider your legal options and ask questions for clarification

## *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/About\\_Us/Compliance/palmer-title-ix-brochure.pdf](http://www.palmer.edu/uploadedFiles/Pages/About_Us/Compliance/palmer-title-ix-brochure.pdf)

## **STATEMENT (S) OF POLICY**

Allegations of sexual violence or other sexual misconduct or harassment are to be reported to the College's designated Title IX Coordinator or Deputy Title IX Coordinator for the relevant campus:

*DAVENPORT CAMPUS*

Earlye Julien, PHR, M.S. Ed., CQIA  
Senior Director for Compliance  
Also serving as Title IX Coordinator  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5476  
[earlye.julien@palmer.edu](mailto:earlye.julien@palmer.edu)

Lori Larsen, B.A.  
Lead Coordinator also serving as  
Title IX Coordinator Deputy  
Office of Compliance  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5246 or (800) 722-2586  
[lori.larsen@palmer.edu](mailto:lori.larsen@palmer.edu)

*FLORIDA CAMPUS*

Cheryl Shaw, M.B.A., PHR  
Human Resources  
Also serving as Deputy Title IX Coordinator  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2665  
[cheryl.shaw@palmer.edu](mailto:cheryl.shaw@palmer.edu)

*WEST CAMPUS*

Michael Crump, M.Ed.  
Director of Student Services  
Also serving as Deputy Title IX Coordinator  
90 E. Tasman Drive  
San Jose, CA 95134  
(408) 944-6122  
[michael.crump@palmer.edu](mailto:michael.crump@palmer.edu)

*ANONYMOUS REPORTING*

- 24-hour hotline:  
English-speaking USA and Canada:  
(844) 990-0002  
Spanish-speaking USA and Canada:  
(800) 216-1288
- Website: <https://www.lighthouse-services.com/palmer/IncidentLandingPageV2.asp>

- Email: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com)
- Fax: (215) 689-3885

#### *PROCEDURES FOR ASSISTANCE*

If you are sexually assaulted, it is important that you seek assistance immediately.

The College's [Policy and Procedures Handbook for the Resolution of Sexual Misconduct Complaints](#) contains current procedures for assistance for victims of sexual misconduct.

#### *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/guide\\_to\\_campus\\_safety.pdf#page=26](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/guide_to_campus_safety.pdf#page=26)

### **STATEMENT (S) OF POLICY**

#### *EMERGENCY/IMMEDIATE REPORTING OPTIONS*

##### **1. Local Law Enforcement**

Individuals who have experienced sexual misconduct have the right to notify or decline to notify law enforcement. In keeping with its commitment to taking all appropriate steps to prevent, eliminate, and remedy any sexual misconduct, the College encourages all impacted individuals with concerns about potential criminal conduct to seek assistance from law enforcement immediately after an incident of sexual misconduct.

Local law enforcement agencies do not typically notify the College of reports of criminal activity, so the College will not have notice of an incident of misconduct unless a report is also made to the College. Accordingly, the College encourages impacted individuals to notify the College of sexual misconduct that has been reported to law enforcement. Campus Security may be contacted *at any time* to provide assistance in contacting local law enforcement.

##### **2. Campus Security**

The College encourages all members of the College community to contact Campus Security *at any time* to seek security assistance on campus or to provide assistance in contacting the Title IX coordinator as appropriate after an incident of sexual misconduct. For information or questions regarding Campus Security, as outlined in the Sexual Misconduct Handbook.

#### *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=28](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=28)

## **STATEMENT (S) OF POLICY**

### *FACILITATION OF ON-CAMPUS COMPLIANCE WITH A COURT ORDER*

In some cases, a complainant may consider seeking an Abuse Prevention Order or a Harassment Prevention Order from the local courts. These civil proceedings are independent of the College. If the College is provided with a copy of a court order, the College will, to the extent feasible, attempt to facilitate on-campus compliance with the order.

### *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/pdf/IP-Sexual-Misconduct.pdf#page=37](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/pdf/IP-Sexual-Misconduct.pdf#page=37)

## **STATEMENT (S) OF POLICY**

### *PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION*

The College seeks to foster a climate free from sexual misconduct through a coordinated education and prevention program, clear and effective policies, as well as investigative and complaint procedures that are prompt, equitable and accessible to all.

### **TRAINING**

Investigations and complaint procedures concerning allegations of sexual misconduct are conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

### **INVESTIGATION**

In conducting the investigation:

1. The investigator(s) may interview the filer and/or complainant, the respondent, any witnesses named by the filer, complainant and/or respondent and other persons the investigator believes may have relevant information.
2. The complaint will be investigated thoroughly and impartially by the investigator(s). Determination of the scope of the investigation and relevance of witnesses, documents and other information is at the sole discretion of the investigator.
3. The investigation will afford the complainant and/or filer an opportunity to provide detailed information regarding the allegations raised, and will provide the respondent an opportunity to respond to the allegations.

### **ADVISORS AND ATTORNEYS**

During investigation meetings related to a sexual misconduct complaint, the complainant and the respondent may be assisted by an advisor they choose, at their own expense. The advisor may be an attorney. If either party retains an attorney, such party shall notify the coordinator at least three academic days in advance of any meeting to allow the other party and the College an opportunity to obtain their own attorney.

The only appropriate role for the advisor is to provide support to a party in a manner which does not interfere with the College's processes. While advisors may provide support and advice at any meeting, they may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt such meetings.

### **NOTIFICATION OF OUTCOME DECISION**

The outcome decision of the designated deciding official will be communicated to the Title IX coordinator in a written outcome letter. The coordinator or deputy will provide each party simultaneously with a copy of the written outcome letter, which may include findings of fact; remedial actions; safety measures for the College community; or specified disciplinary action.

While an outcome letter will be provided to both parties, the content of each letter may differ based on considerations such as FERPA requirements and confidentiality interests.

Both parties will be notified of any change to the results that occur prior to the time that such results become final.

### **APPEALS**

The outcome decision by the designated deciding official may be appealed by the complainant or respondent within 10 academic days of the written decision. Such appeal shall be in writing, state the remedy sought by the appealing party and be timely delivered to the Title IX coordinator.

### ***LOCATION***

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=36](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=36)

### **STATEMENT (S) OF POLICY**

#### ***CONFIDENTIAL REPORTING***

The College recognizes that the decision whether or not to report sexual misconduct is personal. Not every individual will choose to report sexual misconduct to the College or to law enforcement. Individuals are not required to pursue a specific course of action.

The College encourages all members of the College community who have experienced sexual misconduct to report such incidents to the College. For those individuals who elect not to make a report to the College, there are several confidential support resources

available. Impacted individuals seeking to talk to someone about an incident of sexual misconduct in a confidential manner without making a report to the College or triggering an investigation or action by the College may utilize the confidential medical, mental health, and other confidential resources, as outlined in the Sexual Misconduct Handbook. These resources can provide crisis intervention services, counseling, medical attention and assistance in interfacing with the criminal justice system. All individuals impacted by sexual misconduct are encouraged to utilize the resources that are the best suited to their needs.

### ***CLERY ACT STATISTICAL REPORTING OBLIGATIONS***

Individuals reporting crimes may remain anonymous. However, the College includes statistics about the occurrence of campus crimes in its annual security report and provides those statistics to the United States Department of Education. In such cases, all personally identifiable information is kept confidential. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to enhance greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the impacted individual.

### ***LOCATION***

The Policy & Procedures Handbook for the Resolution of Sexual Misconduct Complaints can be found at:

- [http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=26](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=26)
- [http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=29](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=29)

### **STATEMENT (S) OF POLICY**

The College encourages College community members to seek the support services listed below as needed.

### ***CAMPUS SUPPORT SERVICES***

#### **Davenport, Ia. Campus**

1. Academic Support Services & Resource Referrals for Students  
Academic Support Services  
Alex Margrave, D.C.  
(563) 884-5257  
[margrave\\_a@palmer.edu](mailto:margrave_a@palmer.edu)
2. Employment Support Services & Resource Referrals for Employees  
Human Resources  
Pat Hardaway

(563) 884-5866  
[pat.hardaway@palmer.edu](mailto:pat.hardaway@palmer.edu)

**West Campus, San Jose, Calif.**

1. Academic Support Services & Resource Referrals for Students  
Student Academic Affairs  
Michael Crump  
(408) 944-6122  
[michael.crump@palmer.edu](mailto:michael.crump@palmer.edu)
  
2. Employment Support Services & Resource Referrals for Employees  
Human Resources  
Pat Hardaway  
(563) 884-5866  
[pat.hardaway@palmer.edu](mailto:pat.hardaway@palmer.edu)

**Florida Campus, Port Orange, Fla.**

1. Academic Support Services & Resource Referrals for Students  
Academic Support Services  
Victor Hidalgo, M.S.  
(386) 763-2780  
[victor.hidalgo@palmer.edu](mailto:victor.hidalgo@palmer.edu)
  
2. Employment Support Services & Resource Referrals for Employees  
Human Resources  
Cheryl Shaw, PHR, M.B.A.  
(386) 763-2665  
[cheryl.shaw@palmer.edu](mailto:cheryl.shaw@palmer.edu)

***COMMUNITY RESOURCES & CONFIDENTIAL REPORTING CONTACTS***

The College encourages members of the College community to seek the support of community resources as needed. Individuals impacted by sexual misconduct are encouraged to seek appropriate help through available community resources, regardless of whether the individual chooses to formally report the misconduct or whether the incident occurred recently or in the past.

**A. Local Resources**

**Davenport, Ia. campus**

- a. SafePath Survivor Resources  
<http://www.famres.org/services/safepath-domestic-abuse>  
Iowa: (563) 326-9191  
Illinois: (309) 797-1777
- b. Violence Intervention Counseling Services  
(309) 797-1777
- c. [Personal Counseling Brochure](#)

**West campus, San Jose, Calif. area**

- a. YWCA Rape Crisis Center in Santa Clara County  
(408) 287-3000  
(650) 493-7273
- b. Domestic Violence Crisis Line  
(800) 572-2782
- c. [Personal Counseling Brochure](#)

**Florida campus, Port Orange, Fla. area**

- a. Sexual Assault Response Team  
(888) 956-RAPE (7273)
- b. [Personal Counseling Brochure](#)

**B. Additional Employee Resources (all three campuses)**

The Employee Assistance Program (EAP) is a Palmer-sponsored benefit intended to provide confidential, short-term counseling and referral services that will help employees and immediate family members.

ComPsych Guidance Resources (the College’s EAP) can be accessed 24 hours a day by calling (800) 272-7255 or logging onto <http://www.guidanceresources.com/>. If, upon assessment, the counselor feels that outside assistance is necessary, a subsequent referral will be made. Please contact the Human Resources department at (563) 884-5276 for a password to access the web-based benefits.

**C. Other Resources**

**1. Rape and Sexual Violence**

- a. National Sexual Assault Hotline  
(800) 656-HOPE (4673)
- b. Rape Abuse Incest National Network  
[www.rainn.org](http://www.rainn.org)

**2. Domestic Violence**

National Domestic Violence hotlines:  
(800) 799-SAFE (7233)  
(800) 787-3224 (TTY)

**3. Suicide Prevention**

- a. Lifeline Suicide Prevention  
(800) 273-TALK (8255)
- b. Jed Foundation  
[www.jedfoundation.org](http://www.jedfoundation.org)
- c. National Suicide Prevention Lifeline  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

**4. Gay Lesbian Bisexual Transgender Resources**

- a. GLTB National Hotline  
(888) 843-4564
- b. [www.GLBTFNationalHelpCenter.org](http://www.GLBTFNationalHelpCenter.org)



#### **D. Other Mental Health and Well-being Resources**

1. Ulifeline (<http://www.ulifeline.org>). An anonymous, confidential, online resource center developed especially for college students. Find help and information regarding mental health and suicide prevention.
2. American Psychological Association ([www.apa.org](http://www.apa.org)). The APA is the premier professional psychological association in the United States, which provides information on a wide variety of topics.
3. Graduate Student Hotline: (800) GRAD-HELP (472-3457). Provides 24/7 support for urgent mental health care needs.
4. The Learn Psychology Guide to College Student Mental Health (<http://www.learnpsychology.org/college-students-and-mental-health/>). Gives tips and strategies for addressing stress, sleep issues and other mental health needs and concerns.

#### ***LOCATION***

The Policy & Procedures Handbook for the Resolution of Sexual Misconduct Complaints can be found at:

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=32](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=32)

### **STATEMENT (S) OF POLICY**

#### ***REMEDIAL MEASURES***

Upon receipt of a report of sexual misconduct, the College will make an initial assessment of any risk of harm to individuals or to the College community and will take reasonable steps necessary to address those risks. In response to a report of sexual misconduct, the College may impose any interim remedial and/or protective measures it considers appropriate to prevent potential acts of misconduct; limit the effects of the alleged misconduct on the complainant or others in the College community; and to provide a safe educational and work environment. The College will determine the necessity and scope of any interim measures. Even when a complainant or respondent does not specifically request such measures be taken, the College may choose to impose interim measures at its discretion. Complainants seeking interim measures should contact the Title IX coordinator or a deputy Title IX coordinator. The range of interim measures may include, but is not limited to, the following:

#### **A. No-Contact Directive**

A complainant or respondent may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in-person, telephone, electronic or third party communications.

#### **B. Interim Separation**

The College may place an individual or organization on interim suspension or impose administrative leave. Pending resolution of the complaint, the individual or organization may be denied access to campus.

### **C. Restricted Access**

The College may limit an individual or organization's access to certain College facilities or activities as part of a no-contact directive.

### **D. Facilitation of On-Campus Compliance with a Court Order**

In some cases, a complainant may consider seeking an Abuse Prevention Order or a Harassment Prevention Order from the local courts. These civil proceedings are independent of the College. If the College is provided with a copy of a court order, the College will, to the extent feasible, attempt to facilitate on-campus compliance with the order.

### **E. Academic or Employment Modifications**

An individual who requests assistance with modifications to academic or employment conditions after a report of sexual misconduct may obtain appropriate and reasonably available interim measures. These may include, but are not limited to:

1. Academic adjustments, such as a change in class schedule, taking an incomplete, dropping a course without penalty, or extending deadlines for assignments;
2. Change in work assignment or schedule.

### **F. Residence Modifications**

An individual who requests assistance with modifications to College owned and/or controlled residence assignments after a report of sexual misconduct may obtain appropriate and reasonably available interim measures.

### **G. Security Assistance**

Complainants may request assistance from Security to help identify and implement safety measures such as assigned parking or requesting an escort on campus for movement between classes and activities.

### **H. Emotional Support**

The College may assist in identifying Campus Support Services as outlined in Chapter 9 of this handbook. Additionally, the College may assist in identifying and referring complainants to community services for counseling, emotional support and other helpful community resources outlined in Chapter 10 of this handbook.

### ***LOCATION***

The Policy & Procedures Handbook for the Resolution of Sexual Misconduct Complaints can be found at:

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=37](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=37)

## STATEMENT (S) OF POLICY

### *POLICY & PROCEDURES HANDBOOK FOR THE RESOLUTION OF SEXUAL MISCONDUCT COMPLAINTS*

Employees or students found to have violated the sexual misconduct policy may be subject to disciplinary action up to and including termination of employment and/or dismissal as a student. Third parties who commit sexual misconduct may have their relationship with the College terminated, have their privilege of being on College premises withdrawn or be subject to other appropriate action. In determining discipline, the designated deciding official may consider prior sexual misconduct issues involving the respondent; and the disciplinary and performance record of the respondent as appropriate. Disciplinary or remedial actions imposed may include those provided for under applicable collective bargaining agreements; handbooks; or College policies and procedures.

#### **A. Students: The following discipline or remediation may be imposed for students violating the sexual misconduct policy:**

1. A written reprimand for misconduct.
2. Loss of privileges: denial of specified privileges for a defined period of time.
3. Restitution: compensation for loss, damage or injury. This may take the form of appropriate services and/or monetary or material replacement.
4. Discretionary sanctions: educational remediation, psychological evaluation, counseling, treatment or other appropriate sanctions.
5. Clinic suspension: separation from the clinic for a defined period of time. Conditions for readmission may be specified.
6. College suspension: separation from the College for a defined period of time. Conditions for readmission may be specified.
7. College residential premises suspension: separation from any College-owned residential premises for a defined period of time. Conditions for readmission may be specified.
8. College residential premises expulsion: permanent separation from any College-owned residential premises.
9. College dismissal: permanent separation from the College.

#### **B. Employees: The following discipline or remediation may be imposed for employees violating the sexual misconduct policy:**

1. A written reprimand for misconduct.
2. Loss of privileges: denial of specified privileges for a defined period of time.
3. Restitution: compensation for loss, damage or injury. This may take the form of appropriate services and/or monetary or material replacement.
4. Discretionary sanctions: educational remediation, psychological evaluation, counseling, treatment or other appropriate sanctions.
5. Clinic suspension: separation from the clinic for a defined period of time. Conditions for readmission may be specified.
6. College suspension with or without pay: separation from the College for a defined period of time. Conditions for readmission may be specified.

7. College residential premises suspension: separation from any College-owned residential premises for a defined period of time. Conditions for readmission may be specified.
8. College residential premises expulsion: permanent separation from any College-owned residential premises.
9. Termination: discharge from College employment.

### *LOCATION*

The Policy & Procedures Handbook for the Resolution of Sexual Misconduct Complaints can be found at:

[http://www.palmer.edu/uploadedFiles/Pages/Students/Resources\\_and\\_Offices/Handbook\\_and\\_Policies/\\_pdf/IP-Sexual-Misconduct.pdf#page=46](http://www.palmer.edu/uploadedFiles/Pages/Students/Resources_and_Offices/Handbook_and_Policies/_pdf/IP-Sexual-Misconduct.pdf#page=46)

## **STATEMENT (S) OF POLICY**

### *CONVICTED SEX OFFENDER REGISTRATION*

Information on convicted sex offenders can be found at the following:

#### **National**

U.S. Department of Justice  
Office of Justice Programs  
National Sex Offender Public Website (NSOPW)  
Phone: (202) 514-2000  
<http://www.nsopr.gov/>

#### **Iowa**

Department of Public Safety  
Phone: (515) 725-6050  
[www.iowasexoffender.com](http://www.iowasexoffender.com)

#### **Illinois**

Illinois State Police  
Phone: (888) 414-7678  
[www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

#### **California**

Department of Justice  
Office of the Attorney General  
Phone: (916) 227-4974  
<https://oag.ca.gov/sex-offender-reg>

#### **Florida**

Florida Department of Law Enforcement  
Phone: (888) 357-7332 for TTY Accessibility - (877) 414-7234  
<http://offender.fdle.state.fl.us/offender/homepage.do>

## *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/guide\\_to\\_campus\\_safety.pdf#page=28](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/guide_to_campus_safety.pdf#page=28)

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

### STATEMENT (S) OF POLICY

A campus emergency is designated as any situation that significantly disrupts regular College functions for any period of time. The Chancellor of Palmer College or any designee may designate a situation as a campus emergency. The validity of existing emergencies will be confirmed by credible eyewitness reports from police, Safety and Security Department personnel, or other college employees. Other officials or emergency management personnel may need to be consulted regarding incidents such as severe weather conditions, hazardous spills, or facility-related issues.

A campus evacuation is when a building or campus must be immediately vacated due to an imminent threat to personal health or safety. The Safety and Security Department will be responsible for directing all campus evacuation procedures.

Campus emergency notifications will be sent out immediately upon recognition of a campus emergency by the Chancellor or designee unless sending such a message will compromise the effort to deal with the emergency or to rescue a victim. The campus will be notified of a campus emergency or campus evacuation by use of the following systems:

- a. Palmer Alert notification network, which transmits the notification to landline phones; cell phones; voicemail; e-mail; text messages; computer desktops; video monitors, and the Palmer mobile app.
- b. Messages posted to the College web page. Initiated by the Marketing and Communication Department.
- c. Press Releases to local news media and radio stations. Initiated by the Marketing and Communication Department.

Individuals tasked with the authority to send emergency notifications are as follows:

- a. Chancellor
- b. Vice Chancellors and Campus Presidents.
- c. Senior Director of Safety and Security or designee.

Testing emergency response and evacuation system.

- a. Testing should occur once per year under the direction of the Safety and Security Department.
- b. Records will be kept and maintained by the Safety and Security Department. The record will include the following information:
  - i. A description of the test.
  - ii. The date and time of the test.
  - iii. Whether the test was announced or unannounced.

Publicizing the procedures for emergency response and evacuation process.

- a. Process will be in the college catalog.
- b. Process will be in the student handbook.
- c. Process will be in the college's policies and procedures manual.

#### *LOCATION*

A confidential incident report may be filed through the Palmer College of Chiropractic website at <http://www.palmer.edu/students/resources-offices/security/report-crime>

## MISSING STUDENTS

### **STATEMENT (S) OF POLICY**

The College is concerned for the safety and well-being of its students and is committed to taking prompt, appropriate action when students are reported to be at risk. As such, the College has implemented policies and associated rules and procedures to ensure prompt, appropriate measures are taken with regard to reports of missing students.

The College's Missing Student Notification Policy may be reviewed in Student Affairs section of the Policy Library. You may also request a copy of the policy in Student Services.

#### *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/guide\\_to\\_campus\\_safety.pdf#page=33](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/guide_to_campus_safety.pdf#page=33)

### **STATEMENT (S) OF POLICY**

#### *DESIGNATED CAMPUS SAFETY AND SECURITY OFFICIALS*

##### **MAIN CAMPUS, DAVENPORT, IA.**

- **Michael Brown**  
Director of Safety and Security  
1000 Brady Street Davenport, IA 52803-5214  
(563) 884-5306  
[michael.brown@palmer.edu](mailto:michael.brown@palmer.edu)

##### **FLORIDA CAMPUS, PORT ORANGE, FLA.**

- **George Oliveira**  
Director of Safety and Security  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2608

[george.oliveira@palmer.edu](mailto:george.oliveira@palmer.edu)

**WEST CAMPUS, SAN JOSE, CALIF.**

- **Lonnie Contreras**  
Director of Campus Administration  
90 E. Tasman Drive  
San Jose, CA 95134  
(408) 944-6011  
[lonnie.contreras@palmer.edu](mailto:lonnie.contreras@palmer.edu)

*CAMPUS SECURITY*

In the absence of designated Campus Safety and Security officials above, contact Campus Security:

**Davenport Campus Security**

(563) 884-5555

**Florida Campus Security**

(386) 763-2777

**West Campus Security**

(800) 400-1110

After hours' desk (South entrance): (408) 944-6186

Cell phone (security on-site) (408) 568-5951

*POLICE DEPARTMENTS*

In the absence of campus security personnel, contact the local Police Department:

**Davenport Campus**

Davenport Police Department  
416 N Harrison St, Davenport, IA 52801  
Phone: (563) 326-7979  
Website: [www.cityofdavenportiowa.com/](http://www.cityofdavenportiowa.com/)

**Florida Campus**

Port Orange Police Department  
Port Orange City Police Department  
Address: 1395 Dunlawton Ave, Port Orange, FL 32127  
Phone: (386) 506-5800  
Website: [port-orange.org](http://port-orange.org)

## **West Campus**

Santa Clara Police Department - Northside

Address: 3992 Rivermark Pkwy, Santa Clara, CA 95054

Phone: (408) 327-9166

Website: [scpd.org](http://scpd.org)

### *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/guide\\_to\\_campus\\_safety.pdf#page=33](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/guide_to_campus_safety.pdf#page=33)

## **STATEMENT (S) OF POLICY**

### *REPORTING A MISSING STUDENT TO THE COLLEGE*

Employees and students who believe a student may be missing are to report such information **immediately** to the appropriate local [Campus Safety and Security official](#) listed below in this Policy so the College may respond promptly and appropriately. Any person who files a report should be prepared to be interviewed by investigator(s).

### *REFERRING REPORTS OF POSSIBLE MISSING STUDENTS TO LOCAL POLICE*

Reports of students missing from off-campus premises residents will be referred to the police department having jurisdiction over the student's local residence if known, or the student's permanent residence if a local residence cannot be determined. This reporting referral requirement is not limited to off-college premises residents, but also includes students who are participating in off-college premises preceptorships, internships and other programs.

### *LOCATION*

[http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/guide\\_to\\_campus\\_safety.pdf#page33](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/guide_to_campus_safety.pdf#page33)

## **STATEMENT (S) OF POLICY**

### *MISSING PERSONS CONTACT DESIGNATION BY STUDENTS*

All students have the option to designate a confidential contact person or persons who will be notified within 24 hours in the event that a determination is made by one of the College's Campus Safety and Security officials listed above that a student is missing. Should they choose to do so, it is the responsibility of each individual student to designate an individual or individuals to be contacted by the College strictly in the event of a missing person's report. This contact person can be anyone and can either be the same or a different contact than the student's designated emergency contact.



Initial designations will be made during new student orientation. Notifications to review designations for revisions will be made annually; however, students may update this information at any time by contacting the Registrar's Office.

## **STATEMENT (S) OF POLICY**

### *CONFIDENTIALITY OF MISSING PERSONS CONTACT DESIGNATION*

The College shall comply with all pertinent statutes and regulations that protect the privacy of students except where disclosure is required by law or is necessary to facilitate legitimate College processes, including the investigation of missing students.

Confidential contact information will only be disclosed to authorized College officials or law enforcement authorities in furtherance of a missing person investigation in the event the student is reported to be missing.

## **STATEMENT (S) OF POLICY**

For students who are under the age of 18 and not emancipated, the College will notify both the student's custodial parent or guardian and the student's designated contact person.

## **STATEMENT (S) OF POLICY**

### *NOTIFICATION TO LOCAL/STATE/NATIONAL AUTHORITIES*

Local law enforcement will be notified by Campus Safety and Security no more than 24 hours after the time that the student is determined to be missing in accordance with Campus Safety and Security procedures.

If the missing student resides in College-owned student housing, Campus Safety and Security regardless of age or status, and regardless of whether he or she registered a confidential missing student contact person.

An exception to this notification requirement is when the law enforcement agency has first determined that the student was missing.

## **STATEMENT (S) OF POLICY**

The procedures that the College will institute when a student has been determined to be missing includes:

- The designated contact will be notified no more than 24 hours after the time that the student is determined to be missing in accordance with procedures of this Policy.
- For students who are under the age of 18 and not emancipated, the College will notify both the student's custodial parent or guardian and the student's designated contact person.

- Local law enforcement will be notified by Campus Safety and Security no more than 24 hours after the time that the student is determined to be missing in accordance with Campus Safety and Security procedures.
- If the missing student resides in College-owned student housing, Campus Safety and Security regardless of age or status, and regardless of whether he or she registered a confidential missing student contact person.
- An exception to this notification requirement is when the law enforcement agency has first determined that the student was missing.

## APPENDICES

Campus Security Annual Security Report Checklist

## PROCESSES AND/OR PROCEDURES

Guide to Campus Safety and Drug and Alcohol Abuse Awareness

## CONTACTS

### CAMPUS SAFETY AND SECURITY

#### *MAIN CAMPUS, DAVENPORT, IA.*

- **Michael Brown**  
Director of Safety and Security  
1000 Brady Street Davenport, IA 52803-5214  
(563) 884-5306  
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[george.oliveira@palmer.edu](mailto:george.oliveira@palmer.edu)

#### *WEST CAMPUS, SAN JOSE, CALIF.*

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