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College of Chiropractic

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College of Chiropractic

David D. Palmer  
Learning Commons

# 2025 ANNUAL SECURITY AND FIRE SAFETY REPORT



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# SECTION I: ABOUT THIS REPORT

## CHAPTER 1: INTRODUCTION

Palmer College of Chiropractic prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“the Clery Act”) and the Violence Against Women Reauthorization Act (“VAWA”). This report includes statistics for the previous three years concerning reported crimes that occurred on any of Palmer College’s three campuses; in certain non-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to the campus. The report also includes policy statements on campus security, such as how students and others should report crimes or other emergencies occurring on campus; security of and access to campus facilities; crime prevention; campus law enforcement and security; alcohol and drugs; emergency response and evacuation procedures; sexual assault; domestic violence; dating violence; stalking; and other matters.

The full text of this report is available online at [www.palmer.edu/student-life/safety-and-security/](http://www.palmer.edu/student-life/safety-and-security/). This report is prepared in cooperation with local law enforcement agencies and the College’s Student Affairs Division. Further, various departments within Student Affairs provide updated information on their educational efforts and programs to comply with the Clery Act.

Campus crime, arrest, and referral statistics include those reported to the College’s Safety and Security Department, designated Campus Security Authorities as defined under the Clery Act, and local law enforcement agencies. Each year, an e-mail notification is sent to all enrolled students, faculty, and staff. The e-mail provides information on how to access the Annual Security and Fire Safety Report online. A hard copy of the report can be viewed at the Safety and Security office at each of the three campuses.

The term “College” as used throughout this report refers to the entire unit of Palmer College of Chiropractic, including operations on the Main 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 the West campus (Palmer College of Chiropractic West).

## CHAPTER 2: POLICY STATEMENTS

### 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 Main campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic) and Palmer Florida (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.

Palmer West (Palmer College of Chiropractic West), referenced in this report, closed on June 30, 2025.

### POLICY STATEMENTS

#### 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.

[www.palmer.edu/student-life/safety-and-security/report-a-security-incident/](http://www.palmer.edu/student-life/safety-and-security/report-a-security-incident/)

##### **Statement(s) of Policy**

##### **Timely Warnings**

The Clery Act requires issuance of a timely warning for all Clery crimes that occur on Palmer's Clery property that are reported to campus security authorities or local police agencies and are considered by Palmer to represent a serious or continuing threat to students and employees and their property. Timely warnings are only mandated for Clery crimes, but Palmer may issue timely warnings for other non-Clery crimes that may pose a serious or continuing threat to the campus community.



The College uses the PALMER ALERT emergency notification system to issue timely warnings for Clery Act identified crimes 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.

[www.palmer.edu/student-life/safety-and-security/report-a-security-incident/](http://www.palmer.edu/student-life/safety-and-security/report-a-security-incident/)

[www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf)

## **Statement(s) of Policy**

### **Annual Security Report**

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:

[www.palmer.edu/student-life/safety-and-security/report-a-security-incident/](http://www.palmer.edu/student-life/safety-and-security/report-a-security-incident/)

The Palmer College of Chiropractic Annual Security and Fire Safety Report 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, law violations, etc.

### **Drug Abuse Violations, and Liquor Law Violations**

The Senior Director of 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.

## **Statement(s) of Policy**

### **Contacts and voluntary/confidential reporting**

For the purpose of making timely warning reports and the annual statistical disclosure, criminal offenses are to be

reported to the Senior Director of Campus Safety and Security and/or the Manager of Safety and Security on each respective campus. [www.palmer.edu/student-life/safety-and-security/](http://www.palmer.edu/student-life/safety-and-security/)

### **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: [www.palmer.edu/student-life/safety-and-security/](http://www.palmer.edu/student-life/safety-and-security/)

## **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 uses 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 and 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 checks for and maintains 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 properly 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).

## **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.

[www.palmer.edu/student-life/safety-and-security/report-a-security-incident/](http://www.palmer.edu/student-life/safety-and-security/report-a-security-incident/)

### **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.

Campus security information is located in Chapter 5 of this report, or you may access it online at [www.palmer.edu/student-life/safety-and-security/](http://www.palmer.edu/student-life/safety-and-security/)

You may also report a crime online at [www.palmer.edu/student-life/safety-and-security/report-a-security-incident/](http://www.palmer.edu/student-life/safety-and-security/report-a-security-incident/)

## **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.

<https://www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf>

## **SAFETY AWARENESS PROGRAMS AND CRIME PREVENTION**

### **Statement (s) of Policy**

#### **New Student Orientation**

Every 90 days, the Safety and Security Department meets with the new, incoming class of students during New Student Orientation and 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**

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

## **CRIME PREVENTION**

### **Safety Tips**

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.

## 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.

[www.palmer.edu/student-life/safety-and-security/](http://www.palmer.edu/student-life/safety-and-security/)

## DRUGS AND ALCOHOL

### 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.

[www.palmer.edu/wp-content/uploads/2021/12/ip-drug-and-alcohol-use.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/ip-drug-and-alcohol-use.pdf)

### 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.

[www.palmer.edu/wp-content/uploads/2021/12/biennial-review-for-drug-and-alcohol-abuse.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/biennial-review-for-drug-and-alcohol-abuse.pdf)

## 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.

The College's prevention and awareness program, Dedicated to Our Campus (DOC) Sexual Misconduct Prevention and Awareness Program provides 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.

[www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf)

### **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, and 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 you are in a romantic/intimate relationship with someone that 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 are 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. Dating violence is 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.

<https://www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf>

Further information regarding Dating Violence can be found at:

[www.palmer.edu/wp-content/uploads/2021/12/palmer-vawa-brochure.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/palmer-vawa-brochure.pdf)

### **Statement(s) of Policy**

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.

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.

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.

Consent can be revoked by either party at any time. Once withdrawal of consent has been expressed, sexual activity must cease.

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.

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 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 to engage in sexual activity.

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.

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.

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.

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.

<https://www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf>

### **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

[www.palmer.edu/about-us/office-of-compliance/sexual-misconduct-prevention-and-response/bystander-intervention/](http://www.palmer.edu/about-us/office-of-compliance/sexual-misconduct-prevention-and-response/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 are not 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
- Respect a friend who challenges you if you are 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.

[www.palmer.edu/wp-content/uploads/2021/12/palmer-vawa-brochure.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/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

A confidential incident report may be filed through the Palmer College of Chiropractic website at:

<https://www.palmer.edu/student-life/safety-and-security/report-a-security-incident/>

### **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.

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

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

- College suspension: separation from the College for a defined period of time. Conditions for readmission may be specified.
- College residential premises suspension: separation from any College-owned residential premises for a defined period of time. Conditions for readmission may be specified.
- College residential premises expulsion: permanent separation from any College-owned residential premises.
- College dismissal: permanent separation from the College.

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

- A written reprimand for misconduct.
- Loss of privileges: denial of specified privileges for a defined period of time.
- Restitution: compensation for loss, damage, or injury. This may take the form of appropriate services and/or monetary or material replacement.
- Discretionary sanctions: educational remediation, psychological evaluation, counseling, treatment, or other appropriate sanctions.
- Clinic suspension: separation from the clinic for a defined period of time. Conditions for readmission may be specified.
- College suspension with or without pay: separation from the College for a defined period of time. Conditions for readmission may be specified.
- College residential premises suspension: separation from any College-owned residential premises for a defined period of time. Conditions for readmission may be specified.
- College residential premises expulsion: permanent separation from any College-owned residential premises.
- Termination: discharge from college employment.

The Policy & Procedures Handbook for the Resolution of Sexual Misconduct Complaints can be found at:  
<https://www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf>

**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:

### **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.

### **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.

### **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.

### **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.

### **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:

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

### **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.

### **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.

### **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.

<https://www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf>

## **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 have 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

[www.palmer.edu/wp-content/uploads/2021/12/palmer-title-ix-brochure.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/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:

### **Main 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)

### **Palmer Florida**

Angela Carter  
Human Resources  
Also serving as Deputy Title IX Coordinator  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2665  
[angela.carter@palmer.edu](mailto:angela.carter@palmer.edu)

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

### **Anonymous Reporting**

24-hour hotline:  
English-speaking USA and Canada:  
(844) 990-0002

Website:  
[www.lighthouse-services.com/reporting-hotlines/](http://www.lighthouse-services.com/reporting-hotlines/)  
Fax: (215) 689-3885

Spanish-speaking USA and Canada:  
(800) 216-1288

### **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.  
[www.palmer.edu/student-life/safety-and-security/](http://www.palmer.edu/student-life/safety-and-security/)

### **Statement(s) of Policy**

#### **Emergency/Immediate Reporting Options**

##### ***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.

### ***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, see Chapter 8 in this handbook:

[www.palmer.edu/wp-content/uploads/2021/12/palmer-title-ix-brochure.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/palmer-title-ix-brochure.pdf)

### **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.

[www.palmer.edu/wp-content/uploads/2021/12/palmer-title-ix-brochure.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/palmer-title-ix-brochure.pdf)

### **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:**

- 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.
- 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.

- 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.

### ***Advisers 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 adviser 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.

[www.palmer.edu/wp-content/uploads/2021/12/palmer-title-ix-brochure.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/palmer-title-ix-brochure.pdf)

## **Statement(s) of Policy**

### ***Confidential Reporting***

The College recognizes that the decision whether 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 listed in Chapter 10: Community Resources & Confidential Reporting Contacts. 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 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.

The Policy & Procedures Handbook for the Resolution of Sexual Misconduct Complaints can be found at:  
[www.palmer.edu/wp-content/uploads/2021/12/palmer-title-ix-brochure.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/palmer-title-ix-brochure.pdf)

### **Statement(s) of Policy**

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

### ***Campus Support Services***

#### **Main Campus**

Academic Support Services & Resource  
Referrals for Students  
Academic Support Services  
Holly Fischer  
(563) 884-5257  
[holly.fischer@palmer.edu](mailto:holly.fischer@palmer.edu)

Employment Support Services & Resource  
Referrals for Employees  
Human Resources  
Lisa Schneider  
(563) 884-5866  
[lisa.schneider@palmer.edu](mailto:lisa.schneider@palmer.edu)

#### **Palmer Florida**

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)

Employment Support Services & Resource  
Referrals for Employees  
Human Resources  
Angela Carter  
(386) 763-2665  
[angela.carter@palmer.edu](mailto:angela.carter@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.

### ***Local Resources***

#### **Main Campus**

Survivor Services of Family Resources  
[www.famres.org/services/survivor-services](http://www.famres.org/services/survivor-services)  
Iowa: (563) 326-9191  
Illinois: (309) 797-1777

Violence Intervention Counseling Services  
(309) 797-1777  
[Personal Counseling Brochure](#)

### **Palmer Florida**

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

### ***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 [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.

### ***Other Resources***

#### **Rape and Sexual Violence**

National Sexual Assault Hotline  
(800) 656-HOPE (4673)

Rape Abuse Incest National Network  
[www.rainn.org](http://www.rainn.org)

#### **Domestic Violence**

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

#### **Suicide Prevention**

Lifeline Suicide Prevention  
(800) 273-TALK (8255)

Jed Foundation  
<https://jedfoundation.org/>

National Suicide Prevention  
Lifeline  
<https://988lifeline.org/>

#### **Gay Lesbian Bisexual Transgender Resources**

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

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

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.

American Psychological Association (<https://www.apa.org/>). The APA is the premier professional psychological association in the United States, which provides information on a wide variety of topics.

Graduate Student Hotline: (800) GRAD-HELP (472-3457). Provides 24/7 support for urgent mental health care needs.

The Policy & Procedures Handbook for the Resolution of Sexual Misconduct Complaints can be found at: [www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf)

## **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:

### ***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.

### ***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.

### ***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.

### ***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.



### ***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:

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

### ***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.

### ***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.

### ***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.

The Policy & Procedures Handbook for the Resolution of Sexual Misconduct Complaints can be found at: [www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf](http://www.palmer.edu/wp-content/uploads/2021/12/ip-tix-sexual-misconduct-handbook.pdf)

### **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.

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

- A written reprimand for misconduct.
- Loss of privileges: denial of specified privileges for a defined period of time.

- Restitution: compensation for loss, damage, or injury. This may take the form of appropriate services and/or monetary or material replacement.
- Discretionary sanctions: educational remediation, psychological evaluation, counseling, treatment, or other appropriate sanctions.
- Clinic suspension: separation from the clinic for a defined period of time. Conditions for readmission may be specified.
- College suspension: separation from the College for a defined period of time. Conditions for readmission may be specified.
- College residential premises suspension: separation from any College-owned residential premises for a defined period of time. Conditions for readmission may be specified.
- College residential premises expulsion: permanent separation from any College-owned residential premises.
- College dismissal: permanent separation from the College.

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

- A written reprimand for misconduct.
- Loss of privileges: denial of specified privileges for a defined period of time.
- Restitution: compensation for loss, damage, or injury. This may take the form of appropriate services and/or monetary or material replacement.
- Discretionary sanctions: educational remediation, psychological evaluation, counseling, treatment, or other appropriate sanctions.
- Clinic suspension: separation from the clinic for a defined period of time. Conditions for readmission may be specified.
- College suspension with or without pay: separation from the College for a defined period of time. Conditions for readmission may be specified.
- College residential premises suspension: separation from any College-owned residential premises for a defined period of time. Conditions for readmission may be specified.
- College residential premises expulsion: permanent separation from any College-owned residential premises.
- Termination: discharge from college employment.

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

## **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

[www.nsopw.gov/](http://www.nsopw.gov/)

#### **Illinois**

Illinois State Police

Phone: (888) 414-7678

<https://isp.illinois.gov/Sor/Disclaimer>

#### **Iowa**

Department of Public Safety

Phone: (515) 725-6050

[www.iowasexoffender.gov/](http://www.iowasexoffender.gov/)

#### **Florida**

Florida Department of Law Enforcement

Phone: (888) 357-7332 for TTY Accessibility - (877)

414-7234

<https://offender.fdle.state.fl.us/offender/sops/offenderSearch.jsf>

A confidential incident report may be filed through the Palmer College of Chiropractic website at:

<https://www.palmer.edu/student-life/safety-and-security/report-a-security-incident/>

## **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 of Chiropractic 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, which are listed in the Palmer Emergency Operations Plan. The Clery Act requires every institution to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An immediate threat is defined as an imminent or impending threat. Below are some examples of an

immediate threat:

- active intruder/shooter;
- bomb threat;
- civil unrest or rioting;
- approaching tornado, hurricane, or extreme weather conditions;
- earthquake;
- gas leak;
- outbreak of meningitis, norovirus, or other serious illness;
- fire or explosion;
- nearby chemical or hazardous waste spills;
- terrorist incident

Campus emergency notifications will be sent out immediately upon recognition of a campus emergency by the Senior Director of Safety and Security 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:

- PALMER ALERT emergency 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.
- Messages posted to the College web page. Initiated by the Marketing and Communication Department.
- 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:

- Chancellor
- Vice Chancellors and Campus Presidents.
- Senior Director of Safety and Security or designee.
- Testing emergency response and evacuation system.
- Testing should occur once per year under the direction of the Safety and Security Department.
- Records will be kept and maintained by the Safety and Security Department. The record will include the following information:
  - A description of the test.
  - The date and time of the test.

- Whether the test was announced or unannounced.

Publicizing the procedures for emergency response and evacuation process.

- Process will be in the College catalog.
- Process will be in the Student Handbook.
- Process will be in the College's Policies and Procedures manual.

## **Statement(s) of 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.

#### **Main Campus**

Brian Sharkey  
Sr. Director of Safety and Security  
1000 Brady Street Davenport,  
IA 52803-5147  
(563) 884-5306  
[brian.sharkey@palmer.edu](mailto:brian.sharkey@palmer.edu)

**Main Campus Security**  
(563) 884-5555

#### **Palmer Florida**

Don Taylor  
Manager of Safety and Security  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2608  
[don.taylor@palmer.edu](mailto:don.taylor@palmer.edu)

**Palmer Florida Security**  
(386) 763-2777

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

A confidential incident report may be filed through the Palmer College of Chiropractic website at:  
<https://www.palmer.edu/student-life/safety-and-security/report-a-security-incident/>

## **Statement(s) of Policy**

### **Designated Campus Safety and Security Officials**

#### **Police Departments**

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

#### **Main Campus**

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

#### **Palmer Florida**

Port Orange Police  
1395 Dunlawton Ave,  
Port Orange, FL 32127  
(386) 506-5800  
[www.port-orange.org/439/Police-Department](http://www.port-orange.org/439/Police-Department)

[www.palmer.edu/student-life/safety-and-security/report-a-security-incident/](http://www.palmer.edu/student-life/safety-and-security/report-a-security-incident/)

### **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.

[www.palmer.edu/student-life/safety-and-security/report-a-security-incident/](http://www.palmer.edu/student-life/safety-and-security/report-a-security-incident/)

### **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 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.

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.

## **HAZING**

### **Statement(s) of Policy**

The Stop Campus Hazing Act (SCHA), enacted on December 23, 2024, amends the Clery Act to prioritize the prevention of and transparency about hazing incidents at colleges and universities.

Palmer College of Chiropractic (College) strictly prohibits hazing in any form across all programs, activities, athletic teams, organizations, and student groups at both the Main and the Florida campuses. Hazing undermines the safety, dignity, and well-being of our students and community and is inconsistent with our mission of fostering a respectful and inclusive educational environment.

The College is committed to providing a safe educational and work environment for all members of the College



community. Therefore, hazing is strictly prohibited and will not be tolerated by any student club, its student officers, student members, or any individual or organization in association with the student club and/or affiliated with the College.

This Policy and associated rules, processes and procedures apply to conduct that occurs on College premises or at College-sponsored or College-related activities or service functions on or off premises or at non-College activities on or off College premises that adversely affects the College, members of the College community and/or the pursuit of its objectives. See the full policy at <https://www.palmer.edu/wp-content/uploads/2021/12/ip-hazing.pdf>.

- Definition of Hazing

The term “hazing” refers to a reckless or intentional act that is an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization. This includes any activity, whether it is presented as optional or required.

a. Hazing is a broad term encompassing any action or activity, which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades or disgraces any person regardless of location, intent or consent of participants.

b. Hazing includes any mental or physical requirement, request or obligation placed upon any person (pledge, new member, associate member, member, affiliate, guest), which could cause discomfort, pain, fright, disgrace, humiliation, embarrassment, injury or which is personally degrading, or which violates any federal, state, local statute or college policy or rule. Any activity described in the definition of this Policy upon which the initiation, or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be "forced" activity.

- Reporting Hazing

1. Reporting Hazing Misconduct to the College

The College encourages any member of the College community who is impacted by or has witnessed or has become aware of suspected activities in violation of this policy to immediately report such misconduct to the Office of Compliance through the following options:

a. Contact the Office of Compliance via telephone, email or in person:

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

Lori Larsen, BA Compliance Specialist  
1000 Brady Street Davenport, IA 52803  
563-884-5246  
[lori.larsen@palmer.edu](mailto:lori.larsen@palmer.edu)

b. Online at: [Hazing Complaint Form](#)

c. Through Lighthouse, the College's confidential third-party online reporting service at: [Lighthouse Reporting](#)

## 2. Reporting Hazing to Law Enforcement Authorities

A Complainant may pursue criminal action for incidents of hazing misconduct that may also be crimes. Not all hazing misconduct is criminal behavior. Law enforcement authorities can assist a Complainant in determining whether conduct experienced was criminal in nature. The definition in this policy differs from criminal law. The Complainant may seek resolution under this policy; pursue criminal action; or choose to pursue both.

## 3. Clery Act Crime Reporting Obligations

a. Under the Clery Act, crimes occurring on College premises must be reported to College Security. Such reports may remain anonymous.

b. The College is obligated to report crime statistics in its Annual Security Report and provide those statistics to the United States Department of Education. In such cases, all personally identifiable information is kept confidential.

c. This report provides the community with information regarding the extent and nature of crime on College premises and in the vicinity.

d. The information reported under this policy is defined by the SCHAs. For purposes of reporting statistics on unlawful hazing incidents:

1. A "student organization" is an organization in which two or more of the members are students enrolled at the College, whether or not the organization is established or recognized by the College.

2. "Unlawful hazing" includes any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that: 1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and 2) causes or creates a risk of physical or psychological injury above the reasonable risk encountered in the course of participation in the institution of higher education or the organization.

## 4. Transparency Reporting Obligations

In accordance with the SCHAs, the College is obligated to publish detailed information about violations of this Policy on its website including:

- a. the name of the student organization;
- b. a description of the violation;
- c. whether the violation involved the abuse or illegal use of alcohol or drugs;
- d. date(s) of the incident;
- e. investigation start and end dates;
- f. the date the student organization received notice of the finding; and

g. any sanctions placed on the student organization.

- Hazing Awareness and Prevention Program

1. Annual Awareness and Prevention Training - Palmer College students and employees are required to complete annual training on the Clery Act which includes hazing awareness, prevention, intervention and the College's Hazing Policy.

2. New Student Training - Hazing awareness and prevention training is required for all new students prior to matriculation into the College.

3. Student Leader and Club Advisor Hazing Awareness and Prevention Training - The College requires specialized annual training regarding hazing awareness and prevention for all students that hold leadership positions in any of the College's clubs and/or organizations and their advisors.

4. Hazing Awareness and Prevention Campaigns - Each trimester, information regarding hazing, prevention and bystander intervention is provided to the College community during a campuswide event such as the Experience Palmer event that is open to all students and employees.

5. Hazing Awareness and Prevention Webpage

The College has created a dedicated webpage to hazing awareness and prevention that can be accessed at: <https://www.palmer.edu/about-us/office-of-compliance/hazing-awareness-and-prevention/>

6. Hazing Prevention Week

The College participates in the national Hazing Prevention Week that takes place every September by providing programming around hazing prevention, education and awareness for students and employees.

## 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.

## 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 main campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic) and Palmer Florida (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida).

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.”

## 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/](https://palmer.edu/handbookpolicies/)

## 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.

## 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).

## 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.

# SECTION II: SAFETY AWARENESS, CRIME PREVENTION AND CRIME REPORTING

## CHAPTER 4: CAMPUS SECURITY

### 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
- 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.

### 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.

### INVESTIGATIVE SEARCHES

The College may have designated individuals (e.g., law enforcement) to 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 and including termination/dismissal from the College. Investigative searches of this type may also be completed in the investigation of other potential policy violations.



## CAMPUS SECURITY

### Main campus, Davenport, Iowa

**Security is provided by Per Mar Security and is supervised by:**

Brian Sharkey  
Sr. Director, Safety and Security  
(563) 884-5147  
[brian.sharkey@palmer.edu](mailto:brian.sharkey@palmer.edu)

#### **First Aid Stations**

First aid stations are located in West Hall (rooms W129), the Welcome Center, and the Clinic.

**Security:** (563) 884-5555

### Palmer Florida, Port Orange, Florida.

**Security is provided by Allied Universal Security Services and is supervised by:**

Don Taylor  
Manager of Safety and Security  
(386) 763-2608  
[don.taylor@palmer.edu](mailto:don.taylor@palmer.edu)

#### **First Aid Stations**

First aid stations are located in rooms 2220, 2177, 2170, 2270, 1103G, 1103H, 2175, 2120 and the Clinic building.

**Security:** (386) 763-2777

## CHAPTER 5: SAFETY AWARENESS

### 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 people 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.

### 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 keycards/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.

### 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**

Food Allergies	Latex	Insects
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 each year.	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 allergy.	

*“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

### 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-lit 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-lit 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.

### **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.

### **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.

### **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

### 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: [www.palmer.edu/students/resources-offices/security/report-crime/](http://www.palmer.edu/students/resources-offices/security/report-crime/).

### CRIME REPORT LOGS

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

### 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.

### 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!

CSAs 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
- 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: [www.palmer.edu/student-life/safety-and-security/report-a-security-incident/](http://www.palmer.edu/student-life/safety-and-security/report-a-security-incident/)

### **CAMPUS SECURITY AUTHORITY (CSA) OFFICES**

In addition to the campus Safety and Security Department, crimes may also be reported to any of the following designated Campus Security Authority Offices:

#### **Main 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) 884-5857

#### **Palmer Florida:**

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

# SECTION III: SEXUAL MISCONDUCT PREVENTION AND REPORTING

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

## CHAPTER 8: SEXUAL MISCONDUCT PREVENTION

### 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 sexual 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.

### 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
- 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.

## 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](#)
- [A Culture of Consent](#)

## CONVICTED SEX OFFENDER REGISTRATION

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

## **National**

U.S. Department of Justice  
National Sex Offender Public Website (NSOPW)  
Phone: (202) 514-2000  
[www.nsopw.gov/](http://www.nsopw.gov/)

## **Iowa**

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

## **Illinois**

Illinois State Police  
Phone: (888) 414-7678  
<https://isp.illinois.gov/Sor/Disclaimer>

## **Florida**

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

## CHAPTER 9: PROCEDURES FOR SEXUAL MISCONDUCT REPORTING

### 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:

#### **Main 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.  
Compliance Specialist  
Also serving as Deputy Title IX Coordinator  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5246 or (800) 722-2586  
[lori.larsen@palmer.edu](mailto:lori.larsen@palmer.edu)

#### **Anonymous Reporting**

24-hour hotline:  
English-speaking USA and Canada:  
(844) 990-0002  
  
Spanish-speaking USA and Canada:  
(800) 216-1288

#### **Palmer Florida**

Angela Carter  
Human Resources Manager  
Also serving as Deputy Title IX Coordinator  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2665  
[angela.carter@palmer.edu](mailto:angela.carter@palmer.edu)

Website:  
[www.lighthouse-services.com/reporting-hotlines/](http://www.lighthouse-services.com/reporting-hotlines/)  
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.

## CHAPTER 10: SEXUAL MISCONDUCT VICTIM RESOURCES

### 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.

### 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.



# SECTION IV: MISSING STUDENTS REPORTING

## CHAPTER 11: MISSING STUDENTS REPORTING

### 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, <https://www.palmer.edu/wp-content/uploads/2021/12/missing-student.pdf>. You may also request a copy of the policy in Student Services.

### 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.

### 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.).

#### Main Campus

Brian Sharkey  
Sr. Director of Safety and Security  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5147  
[brian.sharkey@palmer.edu](mailto:brian.sharkey@palmer.edu)

#### Palmer Florida

Don Taylor  
Manager of Safety and Security  
4777 City Center Parkway  
Port Orange, FL 32129  
(386) 763-2608  
[don.taylor@palmer.edu](mailto:don.taylor@palmer.edu)

# SECTION V: SUBSTANCE ABUSE AWARENESS, PREVENTION AND RESOURCES

## CHAPTER 12: SUBSTANCE ABUSE POLICY AND CONVICTIONS

### 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/).

### 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 Main Campus, and through the Director of Student Services at Palmer Florida within five days of the applicable event. Failure to promptly report such violations may result in disciplinary action up to and including dismissal.

### 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.

### 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

## 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

### 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.

### 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:

- Main Campus, Davenport, Iowa
- Palmer Florida, Port Orange, Florida

## COMMUNITY RESOURCES

### Main 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

Genesis Medical Center Addictions Recovery  
1401 W. Central Park Ave.  
Davenport, IA 52804  
(563) 421-2900

Riverside Retreat  
Trinity Medical Center, Palmer West  
2701 17th St.  
Rock Island, IL 61201  
(309) 779-3000

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

#### Support Groups:

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

Narcotics Anonymous  
(563) 328-5228

### Palmer Florida (and surrounding Port Orange, FL., 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

## CHAPTER 18: ALCOHOL USE AT COLLEGE EVENTS

### 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.

### 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:

- Main Campus - Vice Chancellor for Student Affairs
- Palmer Florida – Campus President

### 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.

## 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, California and Port Orange, Florida and fully abides by them.

### FEDERAL LAWS

#### FEDERAL TRAFFICKING PENALTIES

Drug/Schedule	Quantity	Penalty	Quantity	Penalties
Cocaine (Schedule II)	500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life.  <b>Second Offense:</b> Not less than 10 yrs. 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.	5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 15 yrs., 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>2 or More Prior Offenses:</b> Not less than 25 years. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40-399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10-99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100-999 grams mixture		1 kilogram or more mixture	
LSD (Schedule I)	1-9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5-49 grams pure or 50-499 grams mixture		50 grams or more, pure or 500 grams or more mixture	
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture		100 grams or more, pure or 1 kilogram or more mixture	
PENALTIES				
Other Schedule I & II Drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. 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			

Other Schedule III	Any amount	<b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Other than 1 gram or more	<b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Schedule V Drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

## FEDERAL TRAFFICKING PENALTIES - MARIJUANA

Drug	Quantity	1st Offense	2nd Offense *
Marijuana (Schedule I)	1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Second Offense: Not less than 15 yrs. 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 (Schedule I)	100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. 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 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.
Marijuana (Schedule I)	More than 10 kilograms hashish; 50 to 99 kilograms marijuana mixture, > 1 kg of hashish oil 50 to 99 marijuana plants	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. 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 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana	<50 kilograms marijuana (does not include 50 or more marijuana plants regardless of weight) 1-49 marijuana plants	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	<b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kilograms or less		
Hashish Oil (Schedule I)	1 kilogram or less		

\* The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is not less than 25 years imprisonment and a fine up to \$20 million if an individual and \$75 million if other than an individual.

Source: Drugs of Abuse: A DEA Resource Guide/2022 Edition

## 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.

## 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.

# SECTION VI: EMERGENCY/ CRIME NOTIFICATIONS AND TIMELY WARNINGS

## CHAPTER 20: EMERGENCY/CRIME NOTIFICATION WARNINGS

### 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.

### 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 Safety and Security Department or 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.”

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.

### 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 homepage of the College’s website;
- Palmer Communications email announcements;
- Fire alarm systems; and
- Local media for weather-related emergencies.

### TESTING

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

## ENROLLMENT IN PALMER ALERT

Students and employees who wish to enroll in the Palmer Alert system must complete a sign-up form. Visit [www.palmer.edu/student-life/safety-and-security/palmer-alert/](http://www.palmer.edu/student-life/safety-and-security/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.

## PARTIES RESPONSIBLE FOR PALMER ALERT

Parties responsible for Palmer Alert processes and messages include:

- [Palmer Main Campus Security](#)
- [Palmer Florida Security](#)

With assistance from the Information Technology and Marketing and Communication Departments.

## CHAPTER 21: EMERGENCY CONSIDERATION FOR PERSONS WITH SPECIAL NEEDS

### 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.

#### Main Campus

Lisa Schneider  
Sr. Director, Human Resources Serving as  
Disability Services  
Coordinator Designee  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5866  
[lisa.schneider@palmer.edu](mailto:lisa.schneider@palmer.edu)

#### Palmer Florida

Angela Carter  
Human Resources Manager  
Serving as Disability Services Coordinator  
Designee  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2665  
[angela.carter@palmer.edu](mailto:angela.carter@palmer.edu)

### 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.

#### Main Campus

Holly Fischer, Director  
Student Support Services  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5761  
[weinert\\_d@palmer.edu](mailto:weinert_d@palmer.edu)

#### Palmer Florida

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

## CHAPTER 22: EMERGENCY RESPONSE

### EMERGENCY RESPONSE PROCEDURES

The College maintains an Emergency Operations Plan 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 Operations Plan applies to the College community and establishes procedures and responsibilities for emergency situations including, but not limited to:

- Active shooter/active threat
- Bomb threat/suspicious package
- Civil unrest on/near campus
- Community health crisis
- Death of student or employee
- Earthquake
- Evacuation procedures
- Fire emergency
- Hazardous materials
- Lockdown
- Mass care/sheltering
- Medical emergency
- Shelter-in-place
- Tornado/severe weather
- What to do in an emergency
- Transportation accident
- Utility failure

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

The College's Emergency Operations Plan is updated on an as needed basis.

Find emergency procedures for students at: [www.palmer.edu/student-life/safety-and-security/what-to-do-in-an-emergency/](http://www.palmer.edu/student-life/safety-and-security/what-to-do-in-an-emergency/)

## QUESTIONS OR COMMENTS

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

### **Main Campus**

Brian Sharkey

Sr. Director of Safety and Security

(563) 884-5147

[brian.sharkey@palmer.edu](mailto:brian.sharkey@palmer.edu)

### **Palmer Florida**

Don Taylor

Manager of Safety and Security

(386) 763-2608

[don.taylor@palmer.edu](mailto:don.taylor@palmer.edu)



# SECTION VII: CLERY ACT DEFINITIONS AND CRIME STATISTICS

## CHAPTER 23: CRIME STATISTICS & DEFINITIONS

### CRIME STATISTICS

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

#### MAIN CAMPUS CRIME STATISTICS

CRIMINAL OFFENSES MAIN CAMPUS	GEOGRAPHIC LOCATION				
	YEAR	ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON- NEGLIGENT MANSLAUGHTER	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
RAPE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
FONDLING	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
INCEST	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
STATUTORY RAPE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ROBBERY	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
AGGRAVATED ASSAULT	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
BURGLARY	2024	0	0	0	0
	2023	0	0	0	0
	2022	3	0	0	0
MOTOR VEHICLE THEFT	2024	1	0	0	0
	2023	2	0	0	0
	2022	1	0	0	0
ARSON	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS MAIN CAMPUS	GEOGRAPHIC LOCATION				
	YEAR	ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS					
WEAPONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DRUG ABUSE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
LIQUOR LAW	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS					
WEAPONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DRUG ABUSE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
LIQUOR LAW	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
VAWA OFFENSES MAIN CAMPUS	GEOGRAPHIC LOCATION				
	YEAR	ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DATING VIOLENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
STALKING	2024	2	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
UNFOUNDED CRIMES MAIN CAMPUS	YEAR				
	2022		2023		2024
TOTAL UNFOUNDED CRIMES	0		0		0
	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.				

## 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 – MAIN CAMPUS (2022-2024)

2022 – There were no hate crimes reported.

2023 – There were no hate crimes reported.

2024 – There were no hate crimes reported.

## PALMER FLORIDA CRIME STATISTICS

CRIMINAL OFFENSES PALMER FLORIDA	GEOGRAPHIC LOCATION				
	YEAR	ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON- NEGLIGENT MANSLAUGHTER	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
RAPE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
FONDLING	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
INCEST	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
STATUTORY RAPE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ROBBERY	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
AGGRAVATED ASSAULT	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
BURGLARY	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
MOTOR VEHICLE THEFT	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ARSON	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS PALMER FLORIDA	GEOGRAPHIC LOCATION				
	YEAR	ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS					
WEAPONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DRUG ABUSE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
LIQUOR LAW	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS					
WEAPONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DRUG ABUSE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
LIQUOR LAW	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
VAWA OFFENSES PALMER FLORIDA	GEOGRAPHIC LOCATION				
	YEAR	ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DATING VIOLENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
STALKING	2024	2	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
UNFOUNDED CRIMES	YEAR				
FLORIDA CAMPUS	2022		2023		2024
TOTAL UNFOUNDED CRIMES	0		0		0
	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.				

## 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 – PALMER FLORIDA (2022-2024)

2022 – There were no hate crimes reported.

2023 – There were no hate crimes reported.

2024 – There were no hate crimes reported.

## PALMER WEST CRIME STATISTICS

CRIMINAL OFFENSES  PALMER WEST	GEOGRAPHIC LOCATION				
	YEAR	ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON- NEGLIGENT MANSLAUGHTER	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
RAPE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
FONDLING	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
INCEST	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
STATUTORY RAPE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ROBBERY	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
AGGRAVATED ASSAULT	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
BURGLARY	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
MOTOR VEHICLE THEFT	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ARSON	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0



ARRESTS AND DISCIPLINARY REFERRALS  PALMER WEST	GEOGRAPHIC LOCATION				
	YEAR	ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS					
WEAPONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DRUG ABUSE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
LIQUOR LAW	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS					
WEAPONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DRUG ABUSE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
LIQUOR LAW	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
VAWA OFFENSES  PALMER WEST	GEOGRAPHIC LOCATION				
	YEAR	ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DATING VIOLENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
STALKING	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
UNFOUNDED CRIMES  PALMER WEST	YEAR				
	2022		2023	2024	
TOTAL UNFOUNDED CRIMES	0		0	0	
	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.				

## 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 – PALMER WEST (2022-2024)

2022 – There were no hate crimes reported.

2023 – There were no hate crimes reported.

2024 – There were no hate crimes reported.

## 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 does not 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 a 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
- 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)
- Destruction/damage/vandalism of property

# SECTION VIII:

## FIRE SAFETY

## REPORT

## CHAPTER 24: FIRE SAFETY

### 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.

### POLICIES AND PRACTICES – FIRE PREVENTION

#### POLICIES

- Safety (refer to Chapter 3 of this guide)
- Smoke-free environment, Institutional Policy
- [www.palmer.edu/handbookpolicies/](http://www.palmer.edu/handbookpolicies/)
- Student Code of Ethics as published in the [Student Handbook](#) (refer to page 24 of this guide)

#### PRACTICES

[www.palmer.edu/student-life/safety-and-security/what-to-do-in-an-emergency/](http://www.palmer.edu/student-life/safety-and-security/what-to-do-in-an-emergency/)

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

### 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.

### 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.

## FIRE SAFETY SYSTEMS IN ON-CAMPUS STUDENT HOUSING

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

Fire Safety Systems in On-campus Student Housing <b>ON-CAMPUS HOUSING FACILITY/ ADDRESS</b>	<b>FIRE SAFETY SYSTEMS FOR ON-CAMPUS STUDENT HOUSING MAIN CAMPUS</b>						
	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	
711 Brady/ 711 Brady Street	X			X	X	X	
Carriage House/ 728 Perry Street	X			X	X	X	
Eight Gables/ 1117 Perry Street	X			X	X	X	
Perry Hills – 520/ 520 N. Perry Street	X		X	X	X	X	
Perry Hills – 521/ 521 N. Perry Street	X		X	X	X	X	
Palmer Villas/ 809 Perry Street	X		X	X	X	X	
Van Duyne Hall/ 1039 Perry Street	X		X	X	X	X	
1111 Perry Street/ 1111 Perry Street	X			X	X	X	
208 E. 11 <sup>th</sup> Street/ 208 E. 11 <sup>th</sup> Street	X			X	X	X	

## 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 the 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.

## 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.

## 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 on the next page. There is no on-campus student housing on the Palmer Florida and Palmer West campuses.



## MAIN CAMPUS FIRE STATISTICS

ON-CAMPUS HOUSING FACILITY/ ADDRESS	FIRE STATISTICS MAIN 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	2024	0	0	0	0	
	2023	0	0	0	0	
	2022	0	0	0	0	
Argyle 2 734 Brady Street	2024	0	0	0	0	
	2023	0	0	0	0	
	2022	0	0	0	0	
711 Brady/ 711 Brady Street	2024	0	0	0	0	
	2023	0	0	0	0	
	2022	0	0	0	0	
Carriage House 728 Perry Street	2024	0	0	0	0	
	2023	0	0	0	0	
	2022	0	0	0	0	
Eight Gables/ 1117 Perry Street	2024	0	0	0	0	
	2023	0	0	0	0	
	2022	0	0	0	0	
Perry Hills - 520 520 N. Perry Street	2024	0	0	0	0	
	2023	0	0	0	0	
	2022	0	0	0	0	
Perry Hills – 521 521 N. Perry Street	2024	0	0	0	0	
	2023	0	0	0	0	
	2022	0	0	0	0	
Palmer Villas/ 809 Perry Street	2024	0	0	0	0	
	2023	0	0	0	0	
	2022	0	0	0	0	
Van Duyne Hall/ 1039 Perry Street	2024	0	0	0	0	
	2023	0	0	0	0	
	2022	0	0	0	0	
1111 Perry Street/ 1111 Perry Street	2024	0	0	0	0	
	2023	0	0	0	0	
	2022	0	0	0	0	
208 E. 11 <sup>th</sup> Street/ 208 E. 11 <sup>th</sup> Street	2024	0	0	0	0	
	2023	0	0	0	0	
	2022	0	0	0	0	