



**Graceland**  
UNIVERSITY | 1895

**2021**

# Annual Safety and Security Report



Student Life Office

Graceland University

9/30/2021

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## **CONTACT INFORMATION:**

### **Campus Safety**

Available 24 hours a day, 7 days a week

Ph. 641.784.5199

### **GU Safe-Ride**

Ph. 641.784.5438

### **Campus Ministries**

Ph. 641.784.5466

### **Iowa Sex Abuse Hotline**

Ph. 1.800.284.7821

### **Conferences & Events Coordinator**

Ph. 641.784.5230

### **Lamoni Police Department**

Ph. 641.784.8711 –OR- 911

### **Dean of Students**

Ph. 641.784.5104

Fax 641.784.5299

### **Personal Counseling**

Ph. 641.784.5463

### **Decatur County Hospital (Leon)**

Ph. 641.784.4871

### **Title IX Coordinators**

- Dave Schaal, Title IX Coordinator  
Ph. 641.784.5106
- Ondrea Greene, Title IX Deputy Coordinator  
Ph. 641.784.5447
- Morgan Diaz, Title IX Deputy Coordinator  
Ph. 641.784.5108

### **Facility Services**

Ph. 641.784.5191

**REGISTER  
YOUR CELL  
PHONE  
NUMBER  
WITH  
GU ALERT!**

**Visit**

**[my.graceland.edu](http://my.graceland.edu)**

**Resources**

**Emergency  
Information**

**[Update  
Cell Phone](#)**

## THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University official who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”;
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus; and
- Maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.

## VIOLENCE AGAINST WOMEN ACT (VAWA)

The Violence Against Women Reauthorization Act (VAWA) amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

## TIMELY WARNING NOTICES, EMERGENCY NOTIFICATION, EMERGENCY PREPAREDNESS AND EMERGENCY RESPONSE AND EVACUATION

The Dean of Students Office, or other designated official, will issue a crime alert for any serious incident when the safety of the community is threatened and there are enough details known about the crime to provide useful information to the community. Alerts may be posted and distributed a number of ways (e.g. lobbies, academic buildings, residence halls etc.) and/or the use of emergency mass text messaging/email service called *GU Alert*.

### EMERGENCY NOTIFICATION

In the event of an emergency involving an imminent threat on campus, the Dean of Students Office will confirm that there is a significant emergency or dangerous situation and will determine the appropriate segment or segments of the campus community to receive a notification; determine the content of the notification; and utilize GU Alert, the Graceland email system and any other method of communication available, to notify the campus community without delay. Students and staff can register online to receive real-time notifications, via text (GU Alert) of these emergency events. These messages are transmitted only during emergencies and are an additional real-time avenue of communication. GU Alert is tested campus wide at least once during each fall and spring semesters.

GU Alert is available to all current students and employees. You may sign up for these alerts on My Graceland/Resources/[Emergency Information](#).

### EMERGENCY PREPAREDNESS

The Crisis Management Team (CMT) is a committee comprised of senior managers from various departments within Graceland University who meet at least monthly during the academic year to develop and practice the implementation of emergency plans, including disaster response and



**After-Hours  
Assistance**

**641.784.5199**

**GU Safe-Ride**

**641.784.5438**

**Dean of  
Students**

**641.784.5106**

**Lamoni Police  
Department**

**641.784.8711**

**-OR-**

**911**

**Decatur  
County  
Hospital**

**641.784.4871**

evacuation. For more information about emergency preparedness, visit [My Graceland](#) under Resources in the Emergency Information folder.

## EMERGENCY RESPONSE AND EVACUATION

The Crisis Management Committee conducts two fire drills, two severe weather drills and one active threat drill per academic year. During these drills, building occupants are familiarized with campus evacuation procedures. Each department has assigned fire/evacuation building monitors who provide direction to the campus community during drills and actual emergency events. These drills will be evaluated in order to assess and improve our emergency response capabilities. The campus community will be notified of the drills in advance via email.

Emergency Response plans for other types of emergencies (i.e., bomb threat and power outage) can be found on My Graceland /Resources/[Emergency Information](#).

## CAMPUS SAFETY

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During the school year Campus Safety is available to escort students, employees or guests anywhere on campus any time, 24 hours a day/seven days a week. To arrange for assistance, please call 641.784.5199.

Campus Safety patrol campus including parking lots, grounds, athletic fields, exterior of residence halls, and interior and exterior of other buildings. They also regularly check to make sure pathways are well lit and egress lighting is working in hallways and stairwells.

### PERSONAL SECURITY RECOMMENDATIONS

- Do not walk alone during the hours of darkness.
- If you must walk alone, inform someone at your destination when to expect you.
- Utilize an escort offered by Campus Safety during the hours of darkness.
- If you are attacked, do anything to bring public attention to your situation: scream, bite, kick and stomp the attacker's foot with your heel. Keep items of value out of sight.
- Safeguard documents containing personal information others could use to commit identity theft.
- Lock your residence hall door when you are asleep or when the room is not occupied.
- Report suspicious activity promptly.
- Never prop open residence hall exterior doors.
- Never loan your access/ID card to others.
- Mark items of value with an identifying number or symbol. Record serial numbers. Photograph items of value. Never use your social security number as an identifying number.
- Register your bicycle and lock it to a campus bike rack or keep it in your room when not in use.

### GU SAFE-RIDE

GU Safe-Ride is a student-operated program (sponsored by Campus Ministries) offering rides to students (within a 10-mile radius of campus) to their home or other place of safety. This service is SAFE, FREE & CONFIDENTIAL and is available on Friday and Saturday nights from 10 p.m. until 3 a.m. To request a ride, please call 641-784-5438.

## **TITLE IX COORDINATORS**

### **Title IX Coordinator for Graceland University**

**Dave Schaal**  
Vice President for  
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### **Deputy Title IX Coordinator for Student Concerns**

**Morgan Diaz**  
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### **Deputy Title IX Coordinator for Staff and Faculty Concerns**

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Human Resources  
Director

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Rm #112

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[dory@graceland.edu](mailto:dory@graceland.edu)

Phone: 641.784.5447

## **CAMPUS BUILDING SECURITY AND ACCESS**

Keeping our campus safe is our highest priority. Each building on campus has published hours that it is open to the public, a specific process of making sure each building is secured following the published closing time. Please refer to Appendix 3 for a list of campus buildings, hours of operation and access information.

Some of our buildings on campus are equipped with controlled access systems, meaning they are available to persons that have specifically been given access to a building based on their role on campus. The Residence Halls (Graybill, Gunsolley, Tess Morgan, and Walker) have a Card Access System that allow only residents and authorized staff in the building. Only those personnel who have been granted specific access to a specific Residence Hall via their Graceland University ID (proximity) card can access the building. This same system is active in the Helene Center for the Visual Arts and Resch Science and Technology Hall and the Fitz Center.

A **Visitation Policy** is in place for each of the traditional residence halls (Graybill Hall, Gunsolley Hall, Tess Morgan Hall and Walker Hall) monitoring visitors during the hours of allowed visitation. The complete policy is available on My Graceland in the [Student Handbook/Residence Hall Rules & Regulations](#).

Access to all residence halls is restricted to the residents of the building after midnight Sunday through Thursday and after 3:00 a.m. on Friday and Saturday. Each resident will be issued an ID card that will allow entrance to the building in which they live. Loaning an ID card to someone else, or propping a door open, jeopardizing the safety of all residents will result in disciplinary action. Students are encouraged to contact their Residence Hall Director to have the room lock combination changed if he/she feels the security of his/her room is in jeopardy.

The Coliseum Theatre and Choices (alternative night club) are both housed in buildings that are not on our campus (or adjacent to) The building that the Coliseum Theatre is located in is owned and operated by Graceland University. The building that Choices is located in is leased by Graceland University. Both are staffed by University personnel during all hours of operation. These staff members are also trained to enforce university policies and federal, state, and local laws. Violations are reported and handled by the Dean of Students (or designated representative) and/or the local police.

## **LOCAL POLICE AND FIRE DEPARTMENT**

Graceland University maintains an excellent relationship with the Lamoni Police Department, as well as the Lamoni Fire Department to safeguard the campus. Our police department is diligent about notifying our Dean of Students if there is criminal activity off-campus that has the potential to affect our student(s). Our Residence Life staff, and Campus Safety are well-trained and ready to respond to emergencies of all kinds.

Graceland does not have any officially recognized student organizations with non-campus locations for the Lamoni Police Department to monitor.

## **REPORTING CRIMINAL INCIDENTS**

All students, employees, and guests are encouraged to report criminal incidents, accidents, and other emergencies accurately and promptly to the Dean of Students (641.784.5106) or the Residence Life Director (641.784.5108) or the Lamoni Police Department either by phone (641.784.8711 or dial 9-1-1) or in person. Reports of criminal incidents may be made on a voluntary, confidential basis.

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The Dean of Students or designee investigates all reports of crimes (including sexual harassment and assault when complainant files a formal complaint). This includes confidential (where the reporting parties' names are known but not released) and anonymous (where the reporting parties' names are not known) reports. Graceland University does not have a campus police.

## **MISSING STUDENT PROCEDURES**

### **REPORTING A MISSING STUDENT**

The term "missing student" is defined as any Graceland University student residing in an on-campus students housing facility who is reported missing from his or her residence. Reports of missing students should be made to representatives of any of the following: Dean of Students Office (641.784.5106) or Residence Life Office (641.784.5108). Whenever a Graceland University student is believed missing, the University will initiate steps to locate him or her or to determine why the student has not been seen. Students are under no obligation to notify the University of plans to spend time away from their residences; however, if circumstances indicate that an investigation is warranted, concerned parties may contact the Dean of Students (641.784.5106). Upon notification, the Dean of Students will make inquiries within the University and beyond.

If the University determines that the circumstances of the missing student require a police investigation, the Dean of Students will notify the local police department. If the police determine that the student should be classified as a missing person, they will initiate their own investigation. The University will support their investigation by providing whatever technical support is appropriate, including notices, photos, schedules, and any other information relevant to the search for the missing student.

### **MISSING STUDENT CONTACT PROCEDURES**

All students residing in on-campus student housing facilities have the option of identifying a contact person or persons whom the University will notify if the student is determined to be missing by the Dean of Students or Director of Residence Life, or the local law enforcement agency. The contact information will be confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed except in a missing person investigation. When a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours, the University will:

Notify the contact person if the student has designated one, within 24 hours.

- Notify the student's custodial parent or guardian and/or any other designated contact person within 24 hours if the student is under 18 years of age and is not emancipated; and
- Inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Students may log into My Graceland, click on Students, the Student Life folder to complete the Emergency Contact Information AND Emergency Contact Information IF MISSING forms. Or by visiting ([https://my.graceland.edu/ICS/Student/Student\\_Life/Emergency\\_Contact\\_Info.jnz](https://my.graceland.edu/ICS/Student/Student_Life/Emergency_Contact_Info.jnz)).

The complete Missing Persons Policy is available in My Graceland, under Resources/Safety at GU/Campus Safety/Missing Person Policy.

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## **TITLE IX**

The University complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Gender-based misconduct, as defined in this document, constitutes forms of sex discriminations prohibited by Title IX.

## **Harassment, Discrimination and Sexual Misconduct Policy**

Graceland University (Graceland) affirms the importance of community. Graceland's commitment to the value of community reflects a view of the worth and dignity of all persons. Graceland seeks to foster an environment of learning and work that encourages open, supportive, nonthreatening relationships among students, faculty, administration, and staff.

Since sexual harassment damages the possibility of a desirable environment, such behavior will not be tolerated at Graceland. All Graceland employees and students are personally responsible for their own actions and behaviors. **This Policy shall apply to all employees, adjunct faculty, faculty associates, independent contractors, and students.**

Graceland affirms its Title IX obligation to respond when 1) Graceland has actual knowledge of sexual harassment; 2) the alleged harassment occurred within Graceland's education program or activities (both on and off campus); and 3) the alleged harassment happened against a person in the United States by establishing the reporting, investigation, and hearing procedures discussed in this Policy and outlined in Appendix A hereto: Procedures for Title IX Investigations of Sexual Harassment.

In addition to its Title IX obligations, Graceland is committed to ensuring that it investigates all instances of sexual harassment between its students and/or employees. When an instance of sexual harassment does not occur in a Graceland-sponsored educational program or activity in the United States, the investigation procedures and remedies for such instances of sexual harassment will be governed by Graceland's Code of Conduct rather than the Title IX grievance procedures outlined in this Policy.

Graceland will appoint a Title IX Coordinator who will coordinate Graceland's efforts to comply with Title IX responsibilities. Graceland will provide contact information for the Title IX Coordinator to students, employees, and applicants for admission and employment. Contact information will include the Title IX Coordinator's name or title, office address, email address, and telephone number. Graceland will also prominently display the Title IX Coordinator's contact information on its website.

As part of Graceland's commitment to providing a working and learning environment free from sexual harassment, this policy shall be widely disseminated to the university community through orientations, websites, handbooks, and other appropriate channels of communication. In addition, the university shall provide periodic awareness training for employees, students, as well as investigatory training for Title IX response team members. Training materials will be posted on Graceland's website. Prevention education and awareness campaigns will be offered to students throughout the year.



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## **DEFINITIONS:**

*Complainant(s)* – An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Consent* – Knowingly, willingly, voluntarily, and affirmatively giving permission to engage in an activity. Consent must be demonstrated through mutually understandable terms and/or clear, unambiguous actions that indicate a willingness to engage freely in the proposed activity. Consent must be obtained from the beginning and end of each instance and each form of activity. Consent for one form of activity does not mean consent is given for subsequent or alternative activity. Consent is not silent or passive. Consent may be withdrawn at any time. Consent cannot be given by an individual incapacitated for any reason including by drugs and/or alcohol, unconscious, asleep, a passed out individual or on behalf of another person.

*Dating violence* – violence committed by a person -

- a. who is or has been in a social relationship of a romantic or intimate nature with the complainant; AND
- b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  1. The length of the relationship.
  2. The type of the relationship.
  3. The frequency of interaction between the persons involved in the relationship.

This violence could be one act or a pattern of behavior. It may involve sexual violence, emotional violence and/or economic abuse.

*Decision-Maker* – One or more individuals who have been assigned to handle the hearing in a particular Title IX Sexual Harassment investigation, make a decision, and notify the parties in writing reaching their decision. The Decision-Maker in any Title IX grievance process cannot be the investigator(s) or the Title IX Coordinator.

*Domestic violence* – Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

*Formal Complaint* – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that Graceland investigate the allegation of sexual harassment. When filed by a Complainant, the formal complaint must be a document or electronic submission, such as an email, that is physically or digitally signed by the Complainant.

*Report* – Information received verbally or in writing of potential harassment. In accordance with federal and state law, students may file confidential reports. Employees may not.

*Respondent* – An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment

*Retaliation* – Any act or attempted act to seek retribution against a Complainant, Respondent, witnesses, or other person as a result of their involvement in any proceedings related to a

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complaint under this or any other policy. Retaliation can take many forms including but not limited to the following: firing, demoting, harassing, or otherwise treating an individual differently than before the involvement in the proceedings.

*Sexual assault* - having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion.

*Sexual exploitation* – An act or acts committed through non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage or any other non-legitimate purpose. Examples of sexual exploitation include but are not limited to: observing another individual nudity or sexual activity without knowledge or consent of all parties involved; non-consensual streaming of images, photography, video or audio recordings of sexual activity or nudity without knowledge and consent of all parties involved; prostitution; exposing one’s personal private areas in non-consensual circumstances, knowingly exposing another individual to a sexually transmitted disease or virus without knowledge; introducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

*Sexual harassment* – Any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect:

- A school employee conditioning an education benefit or service upon a person’s participation in unwelcome sexual conduct (quid pro quo)
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity
- Sexual assault, dating violence, domestic violence, or stalking

*Sexual violence* - is any physical sexual act perpetuated against a person’s will or where the person is incapable of giving consent. Inability to give consent includes when a person is incapacitated or unconscious, including when a person is under the incapacitating influence of drugs or alcohol. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual coercion, fondling, incest and statutory rape.

*Supportive Measures* – Individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. A list of the range of supportive measures that may be implemented is provided in in Paragraph B of the Supportive Measures section of this Policy.

*Stalking* – A course of conduct (two or more times) whereby the alleged perpetrator maintains visual or physical proximity to a person without legitimate purpose; or conveys oral or written threats, implied or actual. This may include online behaviors. This course of conduct would cause a reasonable person to fear bodily injury or death to themselves or a third party or suffer substantial emotional distress.

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**NON-DISCRIMINATION STATEMENT:** Graceland University reaffirms its commitment to a safe and nondiscriminatory educational environment for all members of the community. Graceland does not discriminate on the basis of race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, religion, physical or mental disability, creed, genetic status, or any other legally protected class. This statement applies to admission, employment, housing, athletics, and participation in programs, services, and activities. Graceland will not tolerate discrimination. All complaints will be investigated and dealt with according to the privacy statement below.

**PRIVACY STATEMENT:** Graceland is committed to protecting the privacy of all individuals in the Graceland community while complying with all notice requirements provided in Title IX regulations. In any report, investigation, or resolution under this policy, reasonable efforts will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegations(s). At all times, privacy of all parties will be respected and safeguarded. Information will only be shared with those University employees who need to know in order to assist in the review, investigation, or resolution of the complaint. All employees who are involved in Graceland's grievance process receive specific training and guidance about safeguarding private information. Records of any Title IX investigation (including matters related to the Violence Against Women Act) will be kept in a secure location, accessible only to the Title IX Coordinator and his/her designees. Records that are discarded will be discarded in a secure manner. To the extent such confidential information obtained by or in the possession of Graceland is shared with parties to a proceeding under this policy, such parties are responsible to maintain the confidential nature of such information/documents.

At Graceland, confidential assistance can be provided only by professionals who have a statutorily-protected confidentiality, including the Personal Counselors, Campus Health Services Professional(s), and/or the Campus Ministers. Employees (and students on the Independence, Missouri campus) may access confidential assistance through the Employee Assistance Program. Information shared with these confidential resources will not be shared with others without written consent unless required by law such as circumstances posing an imminent risk of harm to self or others. All other employees are required to report all incidences of sexual harassment to The Title IX Coordinator.

**NON-RETALIATION STATEMENT:** Graceland University will not tolerate any retaliation against any community member as a result of reporting allegations or being a Complainant, Respondent, or witness under this or any other Graceland policy. This includes retaliation against an individual, group or third party. Any perceived retaliation will be dealt with in accordance with the applicable disciplinary policy. Complaints of retaliation should be filed with any member of the Title IX response team.

**CONSENSUAL RELATIONSHIPS:**

Faculty, staff, and others (including volunteers) who educate, supervise, evaluate, employ, counsel, coach, and/or otherwise guide students and/or employees should understand the power differential in the relationship they have with students and/or employees. Intimate or sexual relationships where there is a differential in power or authority produce risks for every member of the community, and such relationships undermine the professionalism of faculty and staff. Both faculty and staff members are expected to maintain professional, non-sexual relations with students.

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Email:  
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Phone:  
641.784.5106

**Deputy Title IX  
Coordinator for Student  
Concerns**

**Morgan Diaz**

Director of  
Residence Life

Newcom Student Union,  
Rm #22

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**Deputy Title IX  
Coordinator for Staff  
and Faculty Concerns**

**Ondrea Greene**

Human Resources  
Director

F.M. Smith Library, Rm  
#112

Email:  
[dory@graceland.edu](mailto:dory@graceland.edu)

Phone: 641.784.5447

When a member of the faculty or the staff is in a position to evaluate and/or supervise a student, sexual relations are unconditionally unacceptable (with the exception of marital relationships wherein a faculty member may have a spouse as a student). When such a supervisory relationship is present, sexual relations are clearly detrimental to the educational process and to an environment free of favoritism and/or the appearance of favoritism.

Even when no supervisory relationship is present, sexual intimacy between a student and a member of the faculty or staff can be detrimental to the ideal of a professional education environment. Although the initiator of a sexual relationship may be a student, it is the institutional responsibility of the faculty or staff member to deal with such a situation, at its inception, in a professional manner. In the event of a formal complaint and investigation, although credibility determinations will not be made based on the faculty or staff member's status as a Respondent, an objective evaluation of all relevant evidence may include a consideration of the difference in status between the persons involved in order to make a determination regarding the issue of consent.

**RESOURCES:** Graceland University is committed to respecting all members of the Graceland community and treating everyone with dignity. Graceland recognizes that the decision whether or not to make a report and choosing how to proceed can be difficult. We encourage any individual who has questions to seek the support of campus and community resources. These resources can provide guidance in making decisions, information about available resources and procedural options, and assistance to any party in the event that a report and/or resolution under this policy are pursued.

Graceland encourages university community members to make a prompt report of any alleged incident of sexual harassment to local law enforcement and Graceland's Title IX coordinator. For students who are not prepared to make a report but are still seeking information and support, there are confidential resources available, as designated below. These confidential resources will not share information with Graceland without the individual's consent. Employees may seek confidential resources by calling the Employee Assistance Program (EAP). Information about that benefit is available in My Graceland.

On-Campus Confidential Resources:	
<b>Confidential Personal Counseling:</b>	Dee White Eye, MSW, LISW 641-784-5463 <a href="mailto:ddw1@graceland.edu">ddw1@graceland.edu</a> Office: Rm # 20 in Newcom Student Union
<b>Confidential Campus Ministries:</b>	Mike Hoffman, Campus Minister 641-784-5466 <a href="mailto:mhoffman@graceland.edu">mhoffman@graceland.edu</a> Office in Newcom Student Union, Room #19
Members of the Clergy with Absolute Confidentiality (generally cannot be compelled to testify in a court of law). Note that some clergy may have a staff position, such as an instructor and absolute confidentiality might not apply. If you have a question about confidentiality-ASK.	

**TITLE IX  
COORDINATORS**

**Title IX Coordinator for  
Graceland University**

**Dave Schaal**  
Vice President for Student  
Life/Dean of Students

Newcom Student Union  
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In addition to the confidential resources, Graceland community members have access to various resources provided on campus. While not bound by confidentiality, these resources will maintain the privacy of an individual's information within the limited circle of those individuals who need to know such information.

**Other Campus Resources**

**Campus Safety: 641-784-5199**

**Title IX Coordinator: Dave Schaal**

[dschaal@graceland.edu](mailto:dschaal@graceland.edu)

641-784-5106

1 University Place

Lamoni, Iowa 50140

Office: Rm #27, Newcom Student Union

**Dean of Students: Dave Schaal**

[dschaal@graceland.edu](mailto:dschaal@graceland.edu)

641-784-5106

1 University Place

Lamoni, Iowa 50140

Office: Rm #27, Newcom Student Union

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

Graceland University maintains an excellent relationship with the Lamoni and Independence Police and Fire Departments to safeguard the campuses. Our Residence Life staff are also well-trained and ready to respond to emergencies of all kinds.

**Off-Campus Confidential Resources**

Lamoni: Crisis Intervention & Advocacy Center

24-hour Crisis Line 1-800-400-4884 Adel, IA 50003 Office: 515-993-4095

Lamoni: Decatur County Hospital (641) 446-

48711405 NW Church St, Leon, IA 50144

Lamoni: Community Health Centers of Southern Iowa (641) 784-3371

802 E Ackerley St, Lamoni, IA 50140

Independence: Metropolitan Organization to Counter Sexual Assault (MOCSA) 24 Hour  
Crisis Line: MO (816) 531- 0233, KS (913) 642-0233.

[www.mocsa.org](http://www.mocsa.org)

Independence: CenterPoint Medical Center

(816) 698-7000

19600 E. 39<sup>th</sup> Street, Independence, MO 64057

Independence: Missouri Sexual Abuse and Neglect Hotline, 1-800-392-0210



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Phone: 641.784.5447

**Advocates**

**Lamoni:** Crisis Intervention & Advocacy Center- 24 hour Crisis  
Line 1-800-400-4884 These advocates will come to Lamoni as  
needed.

**Independence:** New Directions Behavioral Health;  
<https://www.ndbh.com/> ;855-340-6487

**Independence:** Metropolitan Organization to Counter Sexual Assault (MOCSA)

**24 Hour Crisis Line:** MO (816) 531- 0233; KS (913) 642-0233; [www.mocsa.org](http://www.mocsa.org)

**Community  
Resources--Lamoni**

**Lamoni Police Department**

(641)784-8711  
135 S Linden St, Lamoni, IA 50140

**Crisis Intervention & Advocacy Center**

**24-hour Crisis Line** 1-800-400-4884 Adel, IA 50003  
Office: 515-993-4095

**Decatur County Hospital**

(641) 446-4871  
1405 NW Church St, Leon, IA  
50144

**Community Health Centers of Southern Iowa**

(641) 784-3371802 E Ackerley St, Lamoni, IA 50140

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

**Iowa Sexual Abuse Hotline** 1-800-284-7821

**National Coalition Against Domestic Violence**

<http://www.ncadv.org>.

**National Domestic Violence Hotline** 1-800-799-SAFE (7233)

TTY: 1-800-787-3244

<http://www.ndvh.org>

**National Sexual Violence Resource Center**

<http://www.nsvrc.org>

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Phone: 641.784.5447

**Community Resources – Independence**

**Independence Police Department**

(816) 325-7300

223 N Memorial Drive, Independence, MO 64050

**Jackson County Sheriff's Department**

4001 NE Lakewood Ct Lees Summit, MO 64064

Phone: 816-524-4302 Fax: 816-524-4340

**Jackson County Health Department**

313 S Liberty St, Independence, MO 64050

(816) 404-6416

**Metropolitan Organization to Counter Sexual Assault (MOCSA)**

3100 Broadway, Ste.400 Kansas City, MO 64111

Phone: 816-931-4527 **Crisis Line: 816-531-0233** Fax: 816-931-4532

Website: [www.mocsa.org](http://www.mocsa.org)

**Kansas City Sexual Assault Nurse (SANE)**

Truman Medical Center

2301 Holmes Kansas City, MO 64108

Phone: 816-404-3675 Fax: 816-404-1156

**Kansas City Anti-Violence Project**

PO Box 411211 Kansas City, MO 64141

Phone: 816-348-3665

Email: [info@kcavp.org](mailto:info@kcavp.org)

Website: [www.kcavp.org](http://www.kcavp.org)

**REPORTING:** Graceland is committed to providing a variety of welcoming and accessible ways for employees and students to voice concerns about instances of sexual harassment. Reporting an issue is the best way for the community to help an individual receive the resources, support, and accommodations available at Graceland. Not only does reporting help the individual, communication about issues related to sexual harassment can help prevent sexual harassment. The information reported can illuminate patterns of behavior, help identify immediate threats to the safety of the community, and systemic issues.

Any person may report an incident of alleged sexual harassment to the Title IX Coordinator at any time, including during non-business hours, by using the phone number, e-mail address, or mailing address listed above for the Title IX Coordinator. All Graceland employees, including faculty, staff, volunteers, and house presidents who have a responsibility for student welfare are required to share with the Title IX Coordinator any report of alleged sexual harassment they receive. Employees who have statutory confidentiality do not and will not report incidents without the permission of the reporter (unless the report involves a minor or imminent danger to the community). Any leader who knew about an incident that is reportable under this policy and took no action to stop it or failed to report it to the Title IX Coordinator may be subject to disciplinary action.

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## **TITLE IX COORDINATORS**

### **Title IX Coordinator for Graceland University**

#### **Dave Schaal**

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### **Deputy Title IX Coordinator for Student Concerns**

#### **Morgan Diaz**

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#### **Ondrea Greene**

Human Resources  
Director

F.M. Smith Library, Rm  
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Email:  
[dory@graceland.edu](mailto:dory@graceland.edu)

Phone: 641.784.5447

Upon receiving a report of alleged sexual harassment, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of supportive measures with or without the filing of a formal complaint and will consider the Complainant's wishes regarding supportive measures. The Title IX Coordinator will also explain the process for filing a formal complaint.

At the time a report is made, a student Complainant does not have to decide whether or not to file a formal complaint. Choosing to make a report and deciding how to proceed after making the report can be a process that unfolds over time. The Title IX Coordinator will make reasonable efforts to respect an individual's autonomy in making these important decisions and to provide support that will assist each individual in making that determination. In some cases, the Title IX Coordinator may file a formal complaint over the wishes of a Complainant if it involves a minor or if such action is not unreasonable in light of known circumstances that would suggest that filing a formal complaint is necessary for the protection of the campus community. The University, as required by law, will take prompt remedial action when an employee makes a report.

#### **A. Emergency/Intermediate Reporting Options**

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

Assistance is available 24 hours a day year-round by calling the Lamoni Police Department (911 for emergencies or 641-784-8711); or the Independence Police Department (911 for emergencies or 816-325-7980). Assistance is available from campus security (Lamoni) 24 hours a day on Saturday and Sunday and after 7:00pm on weekdays by calling campus security (641-784-5199). Any individual may request that a member of Campus Security and/or the Lamoni / Independence Police Department respond and take a report. Any individual may also request to speak with a campus confidential resource or a member of the Title IX Response Team.

There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather any evidence will remain confidential and preserve the full range of options to seek resolution through Graceland's grievance process and/or criminal action.

#### **B. The Title IX Grievance Process**

This Title IX Grievance Process applies when 1) Graceland has actual knowledge of sexual harassment; 2) the alleged harassment occurred within the university's education program or activities, regardless of location (both on and off campus); and 3) the alleged harassment happened against a person in the United States.

If the allegations in a formal complaint did not occur in a Graceland-sponsored educational program or activity in the United States, then the allegations will be dismissed for purposes of the Title IX investigation only. The investigation and remedies for allegations of sexual harassment, as defined in this Policy, that do not meet the above requirements for the Title IX grievance process will be addressed through Graceland's Code of Conduct as appropriate.

Not every member of the Title IX team is involved in every issue; only those who "need to know" attend to the issue at hand.

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### **Deputy Title IX Coordinator for Student Concerns**

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Graceland's policy, definitions, and burden of proof may differ from Iowa or Missouri criminal law. A Complainant may seek resolution through the University's Title IX grievance process; Graceland's Code of Conduct (when a person has experienced sexual harassment, discrimination, or sexual misconduct that does not fall under Title IX's jurisdiction); and or may pursue criminal action. Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether harassment, discrimination, or sexual misconduct under this policy has occurred. Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

If the Complainant decides to file a formal report, the Title IX Coordinator will initiate the investigatory process as outlined in Appendix A: Procedures for Title XI Investigations of Sexual Harassment. This process will include a live hearing facilitated by the Decision-Maker who will permit cross-examination of all parties and witnesses.

The grievance process will be consistent and transparent. It will treat Complainants equitably by providing remedies any time a Respondent is found responsible. It will treat Respondents equitably by not imposing disciplinary sanctions without following the grievance process outlined in Appendix A: Procedures for Title XI Investigations of Sexual Harassment. The process will include objective evaluation of all relevant evidence, and will avoid credibility determinations based on a persons' status as a Complainant, Respondent, or witness.

The grievance process requires all Title IX personnel to be free from conflicts of interest or bias for or against Complainants or Respondents. Training of Graceland's Title IX personnel will include the following: training on the definition of sexual harassment; the scope of Graceland's education program/activity; how to conduct an investigation and grievance process, including hearings and informal resolution processes; and how to serve impartially.

Throughout the grievance process, the Respondent shall be presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. If a Respondent is found to be responsible for the alleged conduct, then remedies must be prescribed. Remedies will be designed to maintain the Complainant's equal access to education and may include any of the individual supportive measures listed below. Remedies may also include disciplinary action against the Respondent, as listed in Appendix A: Procedures for Title XI Investigations of Sexual Harassment.

Graceland's decision in all Title IX matters will be based on a preponderance of the evidence in determining the resolution.

## **C. False Reporting**

Graceland takes the validity of information very seriously, as a charge of sexual harassment may have severe consequences. A Complainant who makes a report that is later found to be intentionally false or made maliciously without regard for truth may be subject to disciplinary action including, but not limited to, expulsion, suspension, or termination of employment, as applicable. This provision does not apply to reports made in good faith, even if the allegations in the report are not substantiated through an investigation. Charging an individual with a Graceland Code of Conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation.

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## **D. REPORTS INVOLVING MINORS**

In compliance with Iowa Code 261.9 (1)(h): Child Abuse Reporting Law, the University will report all suspected child abuse and neglect involving minors, including sexual assault, to law enforcement. See HR12 - Child Abuse Reporting Policy for Graceland Locations in Iowa.

In compliance with Missouri [Code 210.109-183: Child Abuse Reporting Law](#), the University will report all suspected child abuse and neglect involving minors, including sexual assault, to law enforcement.

## **Supportive Measures**

### **A. Overview**

Upon receipt of a report of sexual harassment, Graceland will impose reasonable and appropriate supportive measures designed to provide equal educational access, protect safety, and deter sexual harassment. Graceland will maintain consistent contact with the parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Any of the supportive measures listed below may be imposed regardless of whether a formal complaint is filed.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by supportive measures. Graceland will take immediate and responsive action to enforce a previously implemented measure.

### **B. RANGE OF SUPPORTIVE MEASURES**

Supportive measures will be implemented at the discretion of the University; however, supportive measures will be non-punitive, non-disciplinary, and not unreasonably burdensome to the other party prior to any written determination that Respondent is found responsible for alleged sexual harassment. Potential measures that may be applied to the Complainant and/or the Respondent include:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus
- Imposition of a campus No-Contact Order, which may include but are not limited to prohibiting one or more parties from having physical, phone, written, text, social media, or third-party contact with one or more other parties.
- Rescheduling of exams and assignments
- Providing alternative course completion options
- A change in class schedule or transferring sections, including the ability to drop a course after the deadline to drop a course
- A change in work schedule or job assignment
- A change in student's University-owned residence
- Limiting an individual or organization's access to certain University facilities or activities pending resolution of the matter
- A voluntary leave of absence
- Providing academic support services, such as tutoring
- Any other remedy which can be tailored to the involved individuals to achieve the goals of this policy
- A change of office space



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**C. INTERIM JUDICIAL ORDER**

An individual may also choose to pursue other interim measures separate from the Title IX Grievance Process outlined in this Policy, such as a judicial no contact, restraining or protective order. Various resource contacts may assist with such judicial or criminal orders. Such orders should be provided to the Dean of Students (for students), or Human Resources (HR) (for employees) for campus implementation.

**D. TIME FRAMES FOR RESOLUTION**

Graceland seeks to resolve all reports of alleged harassment, discrimination, or sexual misconduct within 60 calendar days.

In general, a Complainant and Respondent can expect to receive periodic updates as to the status of the review or investigation. In the event that the investigation and resolution exceed this time frame, Graceland will notify all parties of the need for additional time, and best efforts will be made to complete the process in a timely manner while balancing principles of thoroughness and fundamental fairness with promptness.

**E. APPEALS**

Following the live hearing, both the Complainant and the Respondent will be notified of the hearing's outcome in a written determination issued by the Decision-Maker regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the Respondent, and whether remedies will be provided to the Complainant. Both will be informed of the right to appeal the outcome of the hearing. All appeals must be in

Writing and must be submitted within days after receiving notification of the hearing's conclusion. Both Complainant and Respondent(s) will be provided with the name and contact information for the appellate officer/body.

The appellate officer will be the Vice President of Academic Affairs (VPAA), who will convene a Vice Presidents' Council which will hear the appeal, the Vice Presidents' Council consisting of the VPAA and one other vice president (other than the Vice President for Student Life).

All appeals must be based on one or more of the following: a) a procedural irregularity that affected the outcome of the matter; b) newly discovered evidence that could affect the outcome of the matter; or c) Title IX personnel having had a conflict of interest or bias that affected the outcome of the matter. The appealing party must provide evidence to substantiate the basis of the appeal. The consideration of appeals will be concluded within 21 days from the date the appeal was received by the VPAA.

**PROCEDURE:** See Appendix A: Procedures for Title IX Investigations of Sexual Harassment

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# Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault and Stalking

## **After-Hours Assistance**

**641.784.5199**

The University treats allegations of domestic violence, dating violence, sexual assault and stalking or other forms of sexual misconduct extremely seriously and has a system in place to assist survivors in obtaining medical treatment, counseling, and legal assistance. Graceland is committed to treating survivors with care, compassion, and respect.

In a campus setting, sexual assault often occurs when one or both parties are intoxicated from alcohol or other drugs or in connection with group activities where unanticipated social pressures may develop. Therefore, it is important to understand that intercourse or other sexual activity with a person unable to give free and full consent (e.g., because of intoxication, substance abuse, or intimidation) may constitute sexual assault or rape. Furthermore, the offender's use of a mind-altering substance does not in any way diminish his or her responsibility for abusive behavior.

## **GU Safe-Ride**

**641.784.5438**

Graceland University recognizes that sexual assault is never the fault of the survivor and encourages all students to be aware of personal safety in order to reduce the risk of victimization. Please read the information provided herein and in other publications from the Dean of Students and be aware of the effects of alcohol and other drugs and the dynamics of social gatherings.

## **Dean of Students**

**641.784.5106**

Please refer to [My Graceland/Resources/Safety at GU](#) for the most up-to-date discrimination, harassment including sexual misconduct policy and education/prevention information. See Appendix 4 for the University and Iowa's definitions of sexual assault.

### **DISCIPLINARY RESULTS AVAILABLE TO ALLEGED VICTIMS OF PARTICULAR CRIMES**

Graceland University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for this purpose.

In cases of dating violence, domestic violence, sexual assault or stalking, Graceland is required to provide simultaneous written notification of any result of any institutional disciplinary proceeding that arises.

## **Lamoni Police Department**

**641.784.8711**

**-OR-**

**911**

## Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus.

The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. It also mandates that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems.

A listing of all registered sex offenders in Iowa is maintained by the Iowa Department of Public Safety. This information is available online at [www.iowasexoffender.com](http://www.iowasexoffender.com).

## **Decatur County Hospital**

**641.784.4871**

In addition, Graceland has a policy stating that any student listed on the Iowa Sex Offender Registry will be denied permission to live in the university's residence halls. Students listed on the registry will have the right of appeal to the Dean of Students' Office.

**Crisis  
Intervention &  
Advocacy Center  
1.515.993.4095**

**Dean of  
Students  
641.784.5106**

**Lamoni Police  
Department  
641.784.8711**

**OR-  
911**

**Decatur  
County  
Hospital  
641.784.4871**

## Prevention and Education Programs

In an effort to prevent sexual harassment, discrimination and assault and proactively address these issues, Graceland University has engaged in the following educational programs:

First-year students are required to participate in 2 courses, *IMPRESSIONS and KNOW YOUR LIMITS ( Alcohol Awareness and Prevention)* Title IX and Campus SaVE Act education program that combines sexual misconduct, harassment and assault prevention and substance abuse prevention in a comprehensive online training program. , *IMPRESSIONS and KNOW YOUR LIMITS ( Alcohol Awareness and Prevention)* provides students with a comprehensive foundation in four areas: sex in college, partying smart, sexual violence, and healthy relationships. This course prepares students before they begin their life in college  
Campus counselors present programs in men's and women's residence halls each semester to educate student about sexual health (STDs), birth control, sexual responsibility, and sexual safety).

New Employees (Faculty and Staff) are required to participate in *Mosaic: Prevention Discrimination and Harassment Together:* a Title IX and Campus SaVE Act education program that combines sexual assault, discrimination and anti-harassment training in two comprehensive online training programs. Quizzes are required along the way to verify information is being received. Employees are required to re-take the courses every two years throughout their employment at Graceland University.

## University Policies Related to Alcohol and Drugs

In order to maintain a safe environment, Graceland University prohibits the illegal use, possession and sale of drugs and alcohol. In addition, complies with all applicable laws concerning the use, possession and sale of drugs and alcohol. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse.

The University recognizes the illegality and danger of drug abuse and, accordingly, strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on University premises or as part of any University activity.

The University's complete policy on Drug and Alcohol Abuse Prevention and Information Program is available on [My Graceland/Resources/Safety at GU/Drug and Alcohol Abuse Prevention and Information Program.](#)

## Workplace Violence

Graceland University is committed to supporting a workplace environment free from harassment, intimidation, threats, and violence for all members of the University community including but not limited to faculty, staff, student employees, contracted employees, visitors, and guests of the University. While no organization is immune from acts of violence, clear policies and procedures help reduce the likelihood of such events and guide appropriate responses to situations that may arise.

In criminal cases, referrals are made to the Lamoni Police Department. For noncriminal workplace issues, please call Human Resources (641.784.5447) for information and assistance.

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**Crisis  
Intervention &  
Advocacy Center**  
**1.800.400.4884**

**CAP Center**  
**(Career, Academic  
and Personal  
Counseling)**  
**641.784.5200**

**Crossroads  
Behavioral  
Health Center**  
**641.782.4053**

**Employee  
Assistance  
Program**  
**1.800.EAP.IOWA**

**Dean of  
Students**  
**641.784.5106**

**After-Hours  
Assistance**  
**641.784.5199**

**Lamoni Police  
Department**  
**641.784.3700**

**-OR-**

**911**

**Decatur  
County  
Hospital**  
**641.784.4871**

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## Campus Crime Statistics

The Clery Act requires U.S. colleges and universities receiving federal student financial aid to disclose timely and annual information about crime on and around their campuses. Recent amendments to the law have added a requirement that schools afford the victims of campus sexual assault certain basic rights and have expanded reporting requirements.

The law was amended in 2000 to require schools to notify the campus community about where public “Megan’s Law” information about registered sex offenders on campus could be obtained. Since 1999, our reports have also included statistics on categories for crimes that have occurred in locales adjacent to Graceland’s campus. These are crimes committed in public areas such as sidewalks and streets immediately surrounding the campuses, non-campus buildings, and other off-campus property used by the University in direct support of its educational mission. These additional areas are reported separately from reports of crime on campus.

The crimes reported are not necessarily committed against a member of the University community.

### Explanation of How Statistics Are Compiled

The statistics contained herein, which include crimes on campus and crimes in adjacent public areas, are collected by the Dean of Students Office and are based on crimes reported directly to Dean of Students or to other designated Campus Security Authorities, and information provided by the Lamoni Police Department.

Crimes that occurred in residence halls are reported both in the “On Campus” category and in the “Residence Hall” category. Thus, “Residence Hall” is a subset of “On Campus.”

The presentation of the tables is designed to enable the reader to compare crimes committed in the same locales during the past three years.

The definition of each crime can be found in Appendix 1 and may differ from the definition of comparable crimes under the Lamoni City Ordinances or Graceland’s Code of Conduct and/or disciplinary policies. The Clery Act also requires reporting of hate crimes in the above categories where prejudice on account of race, gender, religion, sexual orientation, ethnicity, or disability was a factor.

The Violence Against Women Reauthorization Act (VAWA) amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

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**Crisis  
Intervention &  
Advocacy Center**  
**1.515.993.4095**

**Dean of  
Students**

**641.784.5106**

**After-Hours  
Assistance**

**641.784.5199**

**GU Safe-Ride**

**641.784.5438**

**Lamoni Police  
Department**

**641.784.8711**

**-OR-**

**911**

**Decatur  
County  
Hospital**

**641.784.4871**

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## FIRE SAFETY

Facility Services works closely with the residence hall staff, and faculty of Graceland University as well as with the Lamoni Fire and Police Departments. Our goal is to educate the Graceland Community about fire and life safety, to prevent fire emergencies and eliminate false alarms. Definitions are identified in Appendix 5 - FIRE SAFETY DEFINITIONS.

### FIRE STATISTICS

In accordance with the Higher Education Opportunities Act of 2008, Graceland University is providing mandatory fire safety information as part of this Annual Report. (Detailed fire data for all on-campus facilities can be found in Appendix 6 at the end of this report.) All reports of fires are maintained in a database at Facility Services, Graceland University. The information collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and dollar values for property damaged by the fire (as assessed by Graceland University). Please see Appendix 7 for additional resources and information on where to find full University, City, State, and Federal Policies.

### DESCRIPTION OF STUDENT RESIDENCE FIRE SYSTEMS

Every university student residence has:

- An interior fire alarm system with detection throughout the building, including detectors in every sleeping room.
- An interior fire alarm panel which triggers a full first alarm to the building upon activation.
- Bi-Annual testing of fire detection, suppression, and notification equipment (all test records are maintained by Facility Services, Graceland University).

Complete building-specific fire suppression and detection information is available at Facility Services, Graceland University. Please see Appendix 6 - DESCRIPTION OF FACILITIES DETECTION AND SUPPRESSION SYSTEMS for a list of all student residence halls, their fire suppression and detection systems, and fire drills conducted. The north apartments are equipped with a sprinkler system.

### FIRE SAFETY POLICIES AND PROCEDURES

All University student residents are given a verbal briefing on fire safety and evacuation procedures specific to their residence halls during check-in at the beginning of each fall semester. The information includes the fire safety instructions, instructions on what to do if there IS a fire in their room or their building, the type of fire detection and suppression equipment for their building. Instructions are given of the proper use of the Fire Extinguishers which are located at every exit.

Graceland University policy requires building evacuation by occupants during fire alarms. To help reinforce this requirement, Facility Services has partnered with Residence Life to ensure that all building residents are properly trained in building evacuation procedures during scheduled fire drills. Fines may be imposed for failure to evacuate when the fire alarm sounds.

### FIRE SAFETY PRECAUTIONS

- Keep doorways, corridors and stairwells clear and unobstructed. Keep fire doors closed.
- Make sure that all electrical appliances and cords are in good condition and UL approved. Do not overload electrical outlets. Use fuse protected multi-outlet power strips and extension cords when necessary.
- Never store flammable substances in your room. Unauthorized use of candles is not permitted in



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**Crisis  
Intervention &  
Advocacy  
Center**  
**1.515.993.4095**

**Dean of  
Students**  
**641.784.5106**

**After-Hours  
Assistance**  
**641.784.5199**

**GU Safe-Ride**  
**641.784.5438**

**Lamoni Police  
Department**  
**641.784.8711**

**-OR-**  
**911**

**Decatur  
County  
Hospital**  
**641.784.4871**

Graceland University facilities.

- Be aware that transmitting a false alarm is a criminal offense that endangers the lives of both building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, mechanical locks, or other life safety devices or to block or obstruct paths of egress.

#### **WHAT TO DO IN CASE OF FIRE**

If you discover a fire in a campus building:

- Immediately pull the nearest fire alarm as you exit the building.
- When evacuating the building, remember to feel doors before opening them to be sure that there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near the floor.
- Once you are safely away from danger, call 911.
- Leave the building at once but stand by to direct emergency teams to the location of the fire.

Note: If a member of the Graceland University community finds evidence of a fire that has been extinguished and the person is not sure whether anyone has already responded that person should notify Facility Services personnel, who will investigate and document the incident.

#### **FIRE RESPONSE DOS AND DON'TS**

DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately.

DON'T assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance.

DO remain in your room if you cannot get out of the building because of heat or smoke. Call 911 immediately. Keep the door closed and await assistance from the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window—the Fire Department will be looking for this sign.

DO close the door behind you if it is safe to leave your room.

DON'T waste time collecting personal valuables.

DO take your keys so that you can reenter your room if exit from the building is not possible.

DON'T use an elevator during a fire emergency: always use the fire stairs.

DO make your presence known to other occupants and to Public Safety by telephone if you are injured or disabled. Emergency staff members will assist you in leaving the building.

#### **Plans for Future Improvements**

All Graceland University buildings meet or exceed the State of Iowa fire safety requirements. In addition, as the Graceland University adds or renovates buildings, additional fire suppression and detection devices are included to bring our buildings above, or beyond, current requirements.

# Appendix 1

## Definitions of Reportable Crimes

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.

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

**Burglary:** The unlawful entry of a structure to commit a felony or theft.

**Criminal Homicide:**

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrest for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or violence and/or by putting the victim in fear.

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

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

**Fondling:** The touching of the private body parts 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 his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** The 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.

**Weapons Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

## VAWA Offenses:

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** A felony or misdemeanor crime of violence committed –

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

## Hate Crimes:

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim (race, religions, sexual orientation, gender, gender identity, ethnicity, national origin, or disability).

In addition to other offenses, the following crimes are included in the Clery Act statistics only if they are hate crimes:

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property (Except "Arson"):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control.

## Appendix 2

### GRACELAND UNIVERSITY CRIME STATISTICS - LAMONI CAMPUS

	On-campus			Non-campus			Public Property			Residence Halls <sup>1</sup>			Total	Total	Total
	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018
<b>CRIMINAL OFFENSES</b>															
Criminal Homicide: Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Homicide: Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault: Rape	1	1	3	0	0	0	0	0	0	1	1	3	1	1	3
Sexual Assault: Fondling	1	2	0	1	0	0	0	0	0	1	0	2	2	0	2
Sexual Assault: Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Burglary	0	1	2	0	0	0	0	0	0	0	0	1	0	1	2
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>															
Stalking	0	1	0	0	0	0	0	0	0	0	0	0		1	0
Dating Violence	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Alcohol	16	27	19	0	0	0	0	0	0	16	26	19	16	27	19
Arrest for Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Drugs	13	35	9	0	0	0	0	0	0	12	35	9	13	35	9
Arrest for Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapons	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0
<b>HATE CRIMES</b>															
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

1. All crimes in the Residence Halls column are also represented in the On Campus column.

#### HATE CRIMES

There were no reported Hate Crimes for the years 2018, 2019 or 2020

#### UNFOUNDED CRIMES

There were no unfounded crimes in 2018, 2019 or 2020

# Appendix 3

## Campus Building Hours and Access Information

BUILDING	AREA	DAYS	HOURS	OPEN/CLOSE NOTES
<b>Ackerley</b>	Restrooms	Mon-Sun	Open on Game Days	Opened & Closed by Campus Safety
	East Rooms	Mon-Sun		Opened & Closed by Authorized Staff
<b>Briggs Hall</b>	Entries	Mon - Fri	7:00 am - 9:30 pm	Opened by Housekeeping; Closed by Campus Safety
	Entries	Sat		Opened & Closed by Campus Safety
	Classrooms	Mon - Fri	7:00 am - 9:30 pm	Opened by Housekeeping; Closed by Campus Safety
<b>Carmichael House</b>				Opened & Closed by Residents
<b>Fitzgerald Fitness Center</b>	Entry	Mon-Sun	6:00 AM- 10:00 PM	Opened & Closed by Authorized Staff
<b>Floyd M. McDowell Commons</b>	Entries	Sun - Sat		Opened & Closed by Authorized Staff
	Offices	Sun - Sat		Opened & Closed by Authorized Staff
<b>Graybill Hall</b>	Lobby	Mon - Sat	Open 24 Hours	During academic school year
<b>Graybill Hall</b>	Residence Halls	Mon-Sun	24/7 Card readers	During academic school year
<b>Gunsolley Hall</b>	Residence Halls	Mon-Sun	24/7 Card readers	During academic school year
<b>Hampton Center</b>	Entries	Mon-Fri	Lock Down 24/7	Opened by Housekeeping; Closed by Campus Safety
	Entries	Sat-Sun		Opened & Closed by Authorized Staff
	Offices	Mon-Sun		Opened & Closed by Authorized Staff
	Pool	Mon-Sun		CLOSED
	Weight Room	Mon-Sun		Opened & Closed by Authorized Occupants
<b>Helene Center</b>	Entries	Mon - Fri	6:00 AM-11:00 PM	Opened by Housekeeping; Closed by Campus Safety

	Entries	Sat - Sun	10:00 AM-11:00 PM	Opened & Closed by Campus Safety
	Classrooms	Mon - Fri	6:00 AM-11:00 PM	Opened by Housekeeping; Closed by Campus Safety
	Classrooms	Sat - Sun	6:00 AM-11:00 PM	Opened & Closed by Campus Safety
	Offices	Mon - Sun		Opened & Closed by Authorized Staff
<b>Higdon Administration Building</b>	Entries	Mon - Fri	6:30 am - 7:30 pm	Opened by Housekeeping; Closed by Campus Safety
	Offices	Mon - Sun		Opened & Closed by Authorized Staff
	G-04	Mon - Fri	6:30 am - 7:30 pm	Opened by Housekeeping; Closed by Campus Safety
<b>Kelley Hall (Butler Building)</b>	Entries	Mon - Sun		Opened & Closed by Authorized Staff
<b>Library</b>	Entries	Mon - Thu	8:00 AM - 12:00 AM	Opened & Closed by Library Staff
	Entries	Fri	8:00 AM - 5:00 PM	Opened & Closed by Library Staff
	Entries	Sat	2:00 PM - 12:00 AM	Opened & Closed by Library Staff
	Entries	Sun	2:00 PM - 12:00 AM	Opened & Closed by Library Staff
<b>Morden</b>	Entries	Mon-Fri	7:00 am - 10:00 pm	Opened by Housekeeping; Closed by Campus Safety
	Entries	Sat-Sun		Opened & Closed by Authorized Occupants
	Offices	Mon-Sun		Opened & Closed by Authorized Occupants
<b>Newcom Student Union</b>	Entries	Mon - Sun	24/7	
	Game Room	Mon-Fri	12:00 PM - 10:00 PM	Campus Safety locks up at 10:00 PM
	Game Room	Sat-Sun	12:00 PM - 10:00 PM	Campus Safety unlocks at Noon Lock up at 10 PM
<b>North Hall</b>	Entries	Mon - Sun		Opened & Closed by Authorized Staff
<b>Patroness</b>	Entries	Mon - Fri	Locked 24/7	
<b>Physical Plant</b>	Entries	Sun - Sat		Opened & Closed by Authorized Staff



<b>Physical Plant Shop Bldg.</b>	Entries	Mon - Sun		Opened & Closed by Authorized Staff
<b>Physical Plant Garage</b>	Entry	Mon - Sun		Opened & Closed by Authorized Staff
<b>East Pool Car Dropbox</b>				Opened & Closed by Authorized Staff
<b>Library Pool Car Dropbox</b>				Opened & Closed by Authorized Staff
<b>South Pool Care Dropbox</b>				Opened & Closed by Authorized Staff
<b>Resch Science Hall</b>	Entries	Mon - Fri	7:00 am - 10:00 pm	Opened by Housekeeping; Closed by Campus Safety
	Entries	Sat - Sun	7:00 am - 10:00 pm	Front door only, Opened by Access Schedule
	Labs	Mon - Fri		Opened & Closed by Authorized Staff
<b>Shaw Center</b>	Entries	Mon - Fri	7:00 AM - 12:00 PM	Opened by Housekeeping; Closed by Campus Safety
	Entries	Sat - Sun	7:00 AM - 12:00 PM	Opened & Closed by Campus Safety
	Classrooms	Mon - Fri	7:00 AM - 12:00 PM	Opened by Housekeeping; Closed by Campus Safety
	Offices	Mon - Sun		Opened & Closed by Authorized Staff
<b>Small &amp; Thomas Apartments</b>	Entries	Sun - Sat		Opened & Closed by Authorized Staff
<b>Tess Morgan Hall</b>	Lobby	Mon - Sun	Open 24 Hours	During academic school year
	Residence Halls	Mon - Sun	Open 24 Hours	During academic school year (card reader)
<b>Tower Apartments</b>	Entries	Mon - sun		Opened & Closed by Authorized Staff
<b>Walker Hall</b>	Lobby	Mon - Sun	Open 24 Hours	During academic school year
	Residence Halls	Mon - Sun	Open 24 Hours	During academic school year (card reader)

<b>Walker Administrative Suites</b>	Entries	Mon - Fri		CLOSED
	Offices	Mon - Sun		Open & Closed by Authorized Staff
<b>Zimmermann Hall</b>	Entries	Mon - Sun	7:00 am - 10:00 pm	Opened by Housekeeping; Closed by Campus Safety
	Entries	Fri	7:00 am - 9:00 pm	Opened by Housekeeping; Closed by Campus Safety
	Entries	Sat	7:00 am - 9:00 pm	Opened & Closed by Campus Safety
	Entries	Sun	1:00 pm - 10:00 pm	Opened & Closed by Campus Safety
	Classrooms	Mon - Sun	7:00 am - 9:00 pm	Opened by Housekeeping; Closed by Campus Safety
	Offices	Mon - Sun		Opened & Closed by Authorized Staff
<b>Grandstands</b>	Entries	Mon - Sun		Opened & Closed by Authorized Staff
<b>Concession Stand</b>	Entries	Mon - Sun		Opened & Closed by Authorized Staff
<b>Baughman Building</b>	Entries	Mon - Sun		Opened & Closed by Authorized Staff
<b>Coliseum Theatre</b>	Entries	Mon - Sun		Opened & Closed by Authorized Staff

# Appendix 4

## UNIVERSITY DEFINITION OF SEXUAL ASSAULT

Graceland University abides by Iowa State definitions of rape, sodomy, and sexual abuse.

Additionally, the University specifically defines sexual assault as having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion.

## IOWA STATE LAW

The State of Iowa defines sexual abuse or non-consensual sexual intercourse as: Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

- The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other person.
- Such other person is suffering from a mental defect or incapacity that precludes giving consent or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
- Such other person is a child.

The State of Iowa defines incapacitation as meaning a person is disabled or deprived of ability, as follows:

- "Mentally incapacitated" means that a person is temporarily incapable of apprising or controlling the person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance.
- "Physically helpless" means that a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited.
- "Physically incapacitated" means that a person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee.

# Appendix 5

## FIRE SAFETY DEFINITIONS

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

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Fire-related Death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or who dies within one year of injuries sustained as a result of the fire.

**Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:

- Sprinkler or other fire extinguishing systems
- Fire detection devices
- Stand-alone smoke alarms
- Devices that alert one to the presence of a fire, such as horns, bells, or strobe lights
- Smoke-control and reduction mechanisms
- Fire doors and walls that reduce the spread of a fire

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:

- Contents damaged by fire
- Related damages caused by smoke, water, and overhaul
- Does *not* include indirect loss, such as business interruption

## Appendix 6

### DESCRIPTION OF FACILITIES DETECTION AND SUPPRESSION SYSTEMS

Facility Name	Facility Address	Facility Fire Alarm	Smoke Detector	Smoke Alarm	Room Detection	Connected to Central Office	Wet Sprinkler System	Fire Drills Conducted Annually
Graybill	1 University Pl.	Yes			Yes	Yes	No	2
Gunsolley	1 University Pl.	Yes			Yes	Yes	No	2
Small Apts	525 S. Cedar	Yes			Yes	No	Yes	0
Tess Morgan	1 University Pl.	Yes			Yes	Yes	No	2
Thomas Apts	700 College Ave	Yes			Yes	No	Yes	0
Tower Apts	712 College Ave	Yes			Yes	No	No	0
Walker	1 University Pl.	Yes			Yes	Yes	No	2
520 House	520 College Ave	Yes			Yes	No	No	0

## Appendix 7

### UNIVERSITY, CITY, STATE, AND FEDERAL FIRE POLICY RESOURCES

SITE	LINK	INFORMATION
Center for Campus Fire Safety	<a href="http://www.campusfiresafety.org">www.campusfiresafety.org</a>	Newsletter of Center for Campus Fire safety
Campus Fire Watch	<a href="http://www.campus-firewatch.com">www.campus-firewatch.com</a>	Newsletter for complex issues of campus fire safety
Iowa Administrative Code	<a href="http://www.legis.state.ia.us/IAC.html">http://www.legis.state.ia.us/IAC.html</a>	Chapter Five; Fire Marshall

## Appendix 8

### FIRE STATISTICS

Year	Total # of Fires	Facility	Address of Facility	Date of Fire	Time of Fire	Cause of Fire	# of Injuries	# of Deaths	Value of Property Damage
2020	NONE								
2019	NONE								
2018	NONE								