



# HAMILTON TECHNICAL COLLEGE

## 2018 Annual Campus Security Report

Crime Awareness and Campus Security Act of 1990

Hamilton Technical College  
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Davenport, IA 52807  
563-386-3570  
[www.hamiltontechcollege.edu](http://www.hamiltontechcollege.edu)  
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## Introduction

Your safety is our concern. It also must be your concern. At Hamilton Technical College, we work very hard to prevent crime, accidents and illness, but nothing we do is as important as what you do – and, in some cases, don't do.

This publication contains valuable information about how you can help us keep you safe, on and off campus. Please pay special attention to the safety tips. Following them will greatly reduce the chances that you'll be the victim of crime, become injured or lose valuables.

Let's work together to have a safe year.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education - both public and private. It is enforced by the US Department of Education.

The "Clery Act" is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was assaulted and murdered while asleep in her residence hall room on April 5, 1986. Jeanne's parents, Connie and Howard, discovered that students hadn't been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990".

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to add more reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

The above information was provided by Security on Campus, Inc.

## **Emergency Numbers**

### **Hamilton Technical College**

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Emergency Number           9-1-1  
Non-Emergency Number   (563) 386-3570

### **Davenport Police**

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Emergency Number           9-1-1  
Non-Emergency Number   (563) 326-7979

### **Davenport Fire**

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Emergency Number           9-1-1  
Non-Emergency Number   (563) 326-7906

## **To Report a Crime**

All persons are strongly encouraged to report crime to either the police or Hamilton Technical College in a timely and accurate manner. Contact Davenport Police at (563) 326-7979 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lot or loitering around vehicles or inside building should be reported to Hamilton Technical College personnel.

Lisa Boyd	Campus Director
Lauren VanNatta	General Education Coordinator/ Student Services
Instructors	Classroom

## **Confidential Reporting Procedures**

Hamilton Technical College is unable to promise confidentiality to those who report crimes to anyone except counselors or, under certain circumstances, to a physician or nurse or a hospital.

Reports that are confidential by law will not be reported for inclusion in the annual crime statistics report.

## **Crime Reporting (Limited Voluntary Confidential)**

Hamilton Technical College encourages anyone who is the victim or witness to any crime to promptly report the incident to the Davenport Police Department as soon as possible (Hamilton Technical College does not maintain campus police). Because police reports are public records, the Davenport Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to any Hamilton Technical College personnel.

If you see a crime or suspicious activity occurring on campus and you would like to anonymously report it, please fill out the Silent Witness Form, which can be found in the back of this booklet, as well as in the office of the Campus Director. Please fill in as much information as possible.

## **General Procedures for Reporting a Crime or Emergency**

Crimes and emergencies that take place on Hamilton Technical College property, including the parking lot, should also be reported to any Hamilton Technical College personnel. Front desk staff will take crime and emergency reports. Hamilton Technical College personnel do not have enforcement authority in cases of crimes.

Crimes should be reported to Hamilton Technical College to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Hamilton Technical College does not have a MOU (memorandum of understanding) with any law enforcement agency.

### **Policy Addressing Counselors (With and Without Confidential Reporting Procedures)**

Hamilton Technical College does not have a policy since we do not maintain counselors.

### **Campus Police Authority and Jurisdiction (Whose Police Have Arrest Authority)**

Hamilton Technical College does not have a policy since we do not maintain Campus Police. Everyone is encouraged to accurately and promptly report all crimes to Hamilton Technical College and the Davenport Police Department. Hamilton Technical College does not have a MOU (memorandum of understanding) with any law enforcement agency.

### **Campus Law Enforcement (Whose Police Do Not Have Arrest Authority)**

Hamilton Technical College does not have a policy since we do not maintain Campus Law Enforcement. Everyone is encouraged to accurately and promptly report all crimes to Hamilton Technical College and the Davenport Police Department. Hamilton Technical College does not have a MOU (memorandum of understanding) with any law enforcement agency.

**Hamilton Technical College complies with the Cleary (Campus Security) Act and publishes its Crime Awareness and Campus Security report on its Consumer Information/Disclosure page on the website (<http://hamiltontechcollege.edu/consumer-information-compliance/>). Note that Hamilton Technical College does not report on completion or graduation rates for student athletics, as Hamilton Technical College neither offers athletics nor has an athletic department.**

### **Crime Prevention Programs**

Periodically during the year, Hamilton Technical College provides community education programs that are available to students, faculty and staff as well as the community. Issues such as personal safety, sexual assault, awareness of rape, acquaintance rape prevention, forcible and non-forcible sex offenses, alcohol and drug abuse prevention, and related topics may be available.

#### ***Tip:***

- To enhance personal safety, and especially after an evening class, we encourage you to walk with a companion and, when possible, park closest to the entrance.
- Always plan the safest route to your destination.
- Do not leave purses open and in plain sight when out of the room for breaks, lunch or clinics.
- Let others know where you are going and when you will return.
- Walk with a companion whenever possible.
- Use public walkways and stay in well-lit and traveled areas.
- When walking, take note of potential hiding spots and use caution as you approach them.
- Avoid carrying large amounts of cash or valuables.
- Remain aware of your surroundings.
- If you feel uncomfortable in a situation, leave as soon as possible.

- Always lock your vehicle doors, even while you are driving.
- Park in well lighted areas and remove valuables from sight.

### **Criminal Activity Off Campus (Whose Police Monitor and Do Not Monitor Off-Campus Activity)**

Hamilton Technical College does not have a policy since we have no off campus student organizations nor do we maintain Campus Police.

### **Reporting the Annual Disclosure of Crime Statistics**

Hamilton Technical College's Financial Aid Office prepares this report (to comply with the Jeanne Clery Act) in cooperation with the Davenport Police Department and Hamilton Technical College reported incidents.

Campus crime, arrest, and referral statistics include those reported to the Davenport Police and designated campus officials (including but not limited to directors, deans, department heads, faculty and staff). These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

No formal police report is required for a crime to be included in the statistics. Every effort is taken to ensure that all persons required to report do so, and that the statistics are as accurate and complete as possible.

This report is available for review in the Student Services Office and on the website by October 1st of each year. Copies of the annual crime report will be distributed via email to all enrolled students, faculty and staff, and new students at orientation, and mailed to any students not attending orientation.

### **Sexual Misconduct Policy/ Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (SaVE Act)**

Hamilton Technical College is committed to providing a learning and a working environment that is free from sexual misconduct. Hamilton Tech complies with the *Title IX, VAWA/Campus SaVE Act*. It is the policy of the College that sexual misconduct in any form will not be tolerated and is committed to upholding a safe, non-threatening and respectful environment. Any violation of this policy may result in discipline up to and including termination from the college.

#### **Definitions**

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, coercion, or manipulation. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different sex and can also occur while individuals are fully clothed. Sexual misconduct includes, but is not limited to, sexual abuse or assault, sexual harassment, sexual exploitation, and sexual intimidation.

Sexual Abuse or sexual assault is a form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. In Iowa, the terms "rape" and "sexual assault" fall under the legal definition of "sexual abuse," which includes any sex act done by force or against the will of another.

Sexual Harassment is defined as persistent, repetitive, or egregious behaviors directed at a specific individual or group of individuals, whether made physically, orally, in writing, or through electronic media. Sexual Harassment includes, but is not limited to, the following: physical contact or violence, direct or implied threats of a sexual nature or for a sexual purpose, persistent propositions to develop a romantic or sexual relationship, unwelcomed sexually explicit gestures, statements, questions, jokes, anecdotes, or displays of graphic sexual material-including remarks about a person's clothing or body, sexual activity or previous sexual experience, stalking, unwelcomed touching, and bullying/cyber-bullying for a sexual purpose.

Sexual Exploitation involves taking sexual advantage of another person. However, the behavior(s) displayed might not fit into other sexual misconduct offenses. Examples include, but are not limited to the following: Distribution or publication of sexual or intimate information about another person without consent, electronic recording, photographing, or transmitting sexual or intimate statements, sounds, or images without knowledge and consent of all parties, or indecent exposure.

Sexual intimidation is defined as an implied or actual threat to commit a sex act against another person, or behaviors used to coerce a person in a sex act. Examples include, but are not limited to: stalking and voyeurism.

Consent is giving permission to engage in activity. Consent is clear, knowing and voluntary. Previous history does not imply consent for future activity. Consent to one activity does not imply consent to another. Consent cannot be given under pressure, force, threats, intimidation, coercion or while incapacitated due to influence of alcohol and/or drugs. In order to give consent one must be of legal age and not incapacitated mentally or physically. Silence should not be interpreted as consent.

### **Confidentiality**

Hamilton Tech College is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The college will work to protect the identities and privacy of the students who seek help or who report sexual misconduct. Yet, it is important that students understand the limits on confidentiality of individuals whom they may contact for such assistance. Students who are concerned about confidentiality should always discuss that concern with the person to whom they are speaking, and should inquire about any limits on that confidentiality.

### **Reporting**

The college strongly encourages students to report concerns immediately. In addition to violating college policy, sexual misconduct might also constitute criminal activity. Students are encouraged to inform the police and/or seek medical attention. The chances of a successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by authorities. Students can inform and discuss the matter with law enforcement and hospital personnel without making a formal criminal complaint or a formal college complaint. For emergencies, contact 9-1-1 or the Davenport Police Department at [\(563\) 326-7979](tel:5633267979). Assistance can be obtained 24 hours a day, 7 days a week from the Regional Iowa Crisis Line: 800-228-1625 and the 24 hour toll free number: 866-921-3354.

Quad City Area Hospitals:

**Genesis Medical Center**

2303 Eastern Avenue, Davenport, IA  
1227 East Rusholme Street, Davenport, IA

**Unity Point Health**

4500 Utica Ridge Road, Bettendorf, IA  
2701 17<sup>th</sup> Street, Rock Island, IL  
500 John Deere Road, Moline, IL  
1518 Mulberry Avenue, Muscatine, IA

**Quad Cities Rape Sexual Assault Agency**

**Family Resources Rape Victim Advocacy Program (confidential, certified victim advocacy services)**

563-326-9191, Iowa  
309-797-1777, Illinois

<http://www.famres.org/safepath.html>

**Family Resources walk in Facilities:**

2800 Eastern Avenue, Davenport, IA  
1521 47<sup>th</sup> Avenue, Moline, IL

Surrounding Area locations:

119 Sycamore Street, Muscatine, IA  
Call 866-921-3354 for facilities in Clinton and Maquoketa, IA

**Title IX Coordinators**

The following administrators serve as Hamilton Tech’s Title IX Coordinators. They serve as resources for incidents on and off campus.

The following people are Title IX Coordinators:

- Lauren VanNatta, Student Services Office, Upstairs next to Career Services Office 563-594-5807, ext.1007 [lvannatta@hamiltontechcollege.edu](mailto:lvannatta@hamiltontechcollege.edu)
- Lisa Boyd, Campus Director, Financial Aid Hallway 563-386-3570 Ext. 1003 [lboyd@hamiltontechcollege.edu](mailto:lboyd@hamiltontechcollege.edu)

**College Response**

A student who believes she or he has been the victim of sexual misconduct, as well as a student who has been accused of sexual misconduct may seek interim actions while an investigation is being conducted:

- Assistance in securing a transfer of class schedules
- Assistance in arranging leaves of absence or withdrawals
- The college has the right to obtain a no-contact order between any parties that are involved in Sexual Misconduct. This is to maintain the safety and security of the student body including the complainant, and the accused (including any witnesses involved in the investigation procedure)
- Other interim actions, when necessary to protect student welfare, such as interim suspension of 5 days, or immediate termination for violating the Sexual Misconduct Policy may occur.

Title IX Coordinators may take immediate interim actions to protect the safety of the college community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation.

During a college sponsored event, e.g., field trips, social or educational functions, student recruitment activities, and externships, students are strongly encouraged to report incidents and seek out help, or share information about sexual misconduct as soon as possible to one of the Title IX coordinators, the police and/or personnel at a hospital emergency room.

### **Retaliation**

Hamilton Tech College prohibits retaliatory action against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of any charge of sexual misconduct. This includes any form of intimidation, threats, or harassment. Acts of retaliation are, by themselves, cause for disciplinary action. Concerns of retaliation can be communicated to the Title IX Coordinators, the College Director or Designee.

Persons who feel they have been discriminated against on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, age, marital status, civil union status, physical or mental disability, or military status may file such complaint or grievance with the Affirmative Action Officer or Title IX, Section 504, Program Coordinator at the college business office, 1011 E. 53rd Street, Davenport, Iowa 52807, telephone number (563) 386-3570.

### **Sexual Harassment**

Hamilton Tech is committed to the policy that all members of the institution's community, employees, students, visitors, and program participants, have the right to be free from harassment, which can be a form of discrimination if it is unwelcome and severe or pervasive enough to substantially interfere with a person's work or education. Unlawful sexual harassment is a form of discrimination and will not be tolerated. If one has been found to have committed sexual harassment, they will be disciplined up to and including termination from the college. Hamilton Tech is committed to preventing or stopping harassment whenever it may occur at the college or at college sponsored events on or off campus, e.g., field trips, social or educational functions, student recruitment activities, and externships. Hamilton Tech complies with the Title IX, VAWA/Campus SaVE Act.

Sexual Harassment is defined as persistent, repetitive, or egregious behaviors directed at a specific individual or group of individuals, whether made physically, orally, in writing, or through electronic media- that if not submitted or consented to, could result in consequences for the individual(s) targeted. Sexual Harassment includes, but is not limited to, the following:

physical contact or violence, direct or implied threats of a sexual nature or for a sexual purpose, persistent propositions to develop a romantic or sexual relationship, unwelcomed sexually explicit gestures, statements, questions, jokes, anecdotes, or displays of graphic sexual material-including remarks about a person's clothing or body, sexual activity or previous sexual experience, stalking, unwelcomed touching, and bullying/cyber-bullying for a sexual purpose.

### **Confidentiality**

Hamilton Technical College is committed to creating an environment that encourages any of the institution's community to come forward if they have experienced any form of sexual harassment. The college will work to protect the identities and privacy of the persons who seek help or who report harassment. Legal obligations

may require the college to take action if harassment or discrimination is occurring. It is important that persons who are concerned about confidentiality always discuss that concern with the person to whom they are speaking, and should inquire about any limits on that confidentiality.

## **Reporting**

Such behaviors can create a hostile, intimidating and demeaning environment that can interfere with or deny participation in everyday activities in one's life. All employees, students, visitors and program participants must be allowed to work and study in an environment free from unsolicited and unwelcomed sexual overtures and advances. With issues regarding harassment, it is important to identify and remedy a situation as soon as possible. Complainants are urged to promptly share grievances or concerns in order for the college to investigate.

Designated and trained individuals, called Title IX Coordinators can assist a person in deciding if and how they want to proceed and what's entailed in carrying out that decision. The following administrators serve as Hamilton Tech's Title IX Coordinators. They serve as resources for incidents on and off campus.

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## **Retaliation**

Hamilton Tech College prohibits retaliatory action against any person making a complaint of sexual harassment or against any person cooperating in the investigation of any charge of sexual misconduct. Acts of retaliation are, by themselves, cause for disciplinary action. Concerns of retaliation can be communicated to the Title IX Coordinators, the College Director or Designee.

Persons who feel they have been discriminated against on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, age, marital status, civil union status, physical or mental disability, or military status may file such complaint or grievance with the Affirmative Action Officer or Title IX, Section 504, Program Coordinator at the college business office, 1011 E. 53rd Street, Davenport, Iowa 52807, telephone number (563) 386-3570.

## **Child Abuse Reporting**

*Child means any person under the age of 18 years.*

Employees of Hamilton Tech who are aware of (or suspects) physical or sexual child abuse are required to contact the Davenport Police Department at (563) 326-7979 to file a report.

When making a report of child abuse, the reporter should provide the following information to the best of his or her knowledge:

- Time of the report
- Circumstances leading up to the report
- The names and home address of the child and the child's parents or other persons believed to be responsible for the child's care.
- The child's present whereabouts.
- The child's age.
- The nature and extent of the child's injuries, including any evidence of previous injuries.

- The name, age, and condition of other children in the same household.
- Any other information that you believe may be helpful in establishing the cause of the abuse or neglect to the child.
- The identity of the person or persons responsible for the abuse or neglect to the child.
- Your name and address.

### **Timely Warnings**

Hamilton Technical College works closely with the Davenport Police Department to review current criminal activity and information. Hamilton Technical College will provide students, faculty and staff timely notification of crimes that present a threat and to heighten safety awareness.

In the event that a situation arises, either on or off campus, that, in the judgment of the Director or designee constitutes an ongoing or continuing threat, the Director or designee will issue a “timely warning” notification. The warning will be issued by whatever means is appropriate. Such means may include conspicuous posting of information, announcement to the student body, email, or by postal mailing.

Whenever the City of Davenport issues a news release about an off-campus crime that represents an ongoing threat to the safety of students, faculty and staff, Hamilton Technical College will assist in publicizing the crime on campus.

### **Campus Emergency Response/Immediate Warning/Evacuation**

#### **Broad Emergencies**

The Director or designee will immediately and without delay notify the students, faculty and staff upon the confirmation of a significant emergency or dangerous situation (i.e. gas leak, tornado, contagious viruses, etc.) involving an immediate threat to their health or safety unless said notification will, in the professional judgment of the Director or designee, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. This will be made by announcement throughout the entire building.

The Director will determine which information is appropriate at various points in time and/or additional segments of the campus may be notified as the situation warrants. Hamilton Technical College will also alert the Davenport Police or Fire Department if the situation warrants such action.

Emergency Evacuation Routes are posted in each classroom.

Hamilton Technical College will also test the emergency response and evacuation procedures on at least an annual basis. Hamilton Technical College is working with the Davenport Fire and Police Departments to update, test and evaluate the emergency plan. Notification will be given to all students, staff and faculty once the updated plan is finalized.

#### **Specific Emergencies**

***Tornado Watch*** means that weather conditions are ripe to produce these storms. You should be alert to changing weather conditions and a “tornado warning” being announced.

***Tornado Warning*** is usually marked by a siren and means a tornado has been sighted in the county. Prepare to take cover immediately.

Flying debris and broken glass are the cause of most serious injuries and deaths from a tornado. If there is a tornado warning and sirens go off and you are in the building, seek protective shelter away from windows. Close all windows and doors. Seek refuge in a small central room with no windows. **DO NOT GO OUTSIDE.** If you are in a vehicle, get out and seek shelter. All of these precautions should remain in effect until your area has been determined safe by the National Weather Service. Any request for medical aid should be directed to 9-1-1. **DO NOT** attempt to take unnecessary risks unless told to do so by Public Safety Officials.

**Fire Alarms** – When students are notified of a fire, leave the building in a quick, calm, safe and efficient manner. Take all your personal belongings with you that are within reach. Move away from the building but do not block the roads; the fire trucks will be responding. Do not attempt to return to the building until the Fire Marshall or a Hamilton Technical College designee has announced “ALL CLEAR.”

### **Security and Access Policy**

Hamilton Technical College facilities (Hamilton Technical College does not maintain any campus residences) are open from 7:30 a.m. to 10:50 p.m. Monday-Thursday, 9 a.m. to 4 p.m. on Friday, and by appointment only from 9 a.m. to 1 p.m. on Saturday. Outside these hours, the facilities are locked and may be opened only by authorized personnel. The parking lot is open to the public, including persons without business with Hamilton Technical College, and is not monitored.

The cooperation and involvement of students, faculty, and staff in campus safety is an absolute necessity. All must assume responsibility for their own safety and the security of their property by following simple, common sense precautions. For instance, valuables should be marked with a personal identification number and should not be left unattended, especially in areas or at times when persons other than Hamilton Technical College students, faculty, and staff have access to facilities. Vehicles should be locked in the parking lot and valuables, including purses, should not be left in plain view. When leaving at night, students are encouraged to walk with a companion and, when possible, not park far from the entrance. Students, faculty, and staff should also take measures to encourage the security and safety of others by not engaging in any activities that might put others at risk.

Please report all exterior burned out lights to front desk staff.

### **Security Awareness Programs**

During orientation, students are informed of ways to maintain personal safety. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees.

Periodically during the year, Hamilton Technical College provides community education programs which are available to students, faculty and staff as well as the community. Issues such as personal safety, sexual assault, awareness of rape, acquaintance rape prevention, forcible and non-forcible sex offenses, alcohol and drug abuse prevention, and related topics may be available. Information is disseminated to students, faculty and staff through various means.

When time is of the essence, information is released to the Hamilton Technical College community through security alerts posted prominently throughout the campus.

A common theme of all awareness and crime prevention programs is to encourage students, faculty and staff to be aware of their responsibility for their own security and the security of others.

## **Drug and Alcohol Abuse Prevention Program (DAAPP)**

### **Substance Abuse Program**

Hamilton Tech has established a program with a goal of reducing and/or eliminating drug and/or alcohol abuses. The staff and faculty are committed to providing support to those who need assistance in becoming aware of the hazards associated with substance abuse. Without violating federal and/or state laws, Hamilton Tech will make a legitimate effort to provide necessary programs and services consistent with a goal of educating students on how to deal with substance abuse. Whenever legally possible, the college will protect the confidentiality of the discussions relating to substance abuse. Please see the Student Services Coordinator for referrals to substance abuse resources.

### **Substance Abuse Policy**

In accordance with The Drug-Free Schools and Communities Act Amendments of 1989, Hamilton Tech is committed to creating a drug free environment that promotes the intellectual, social, emotional, ethical, and physical well-being of its campus members. The commitment includes maintaining a campus environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the campus community. The staff and faculty are committed to providing support and directing students to resources associated with substance abuse. If a student has, or knows of students who have problems in this area he/she is urged to contact the Student Services Advisor. Whenever legally possible, the college will protect the confidentiality of the discussions relating to substance abuse.

### **Alcohol and Drug Resources and Services**

Hamilton Technical College does not provide on campus substance abuse counseling; however, there are several sources of such treatment and counseling available in the community. If necessary, students, faculty and staff in need of counseling or treatment may contact the following resources in the Quad City and surrounding areas. (Hamilton Tech does not suggest nor endorse any program over another.)

***Alcoholics Anonymous 24 hour service:*** (309)764-1016.

<http://aaquadcities.com> (Covers Illinois District 90, Iowa District 9 and Illowa Intergroup)

The Illowa Intergroup, 1706 Brady Street, Midtown Plaza Suite 201, Davenport, IA 52803

Office hours: 9:00 to 5:30 Monday- Friday

### ***Quad Cities Area of Narcotics Anonymous***

Helpline: (800) 897-6242

P.O. Box 37, Davenport, Iowa 52805

[info@qcana.org](mailto:info@qcana.org)

### **Treatment Services**

#### ***Center for Alcohol & Drug Services, (CADS)***

Davenport, IA- (563)326-1150 or (563)326-4116

Rock Island, IL-(309)788-4571

<http://cads-ia.com>

### ***Riverside Alcohol & Drug Treatment Center***

Rock Island, IL-(309)779-2800

<http://www.unitypoint.org/quadcities/services-riverside-inpatient-center.aspx>

River Bend Christian Counseling – Moline (309) 757-0300

Tri-County Alcohol and Drug Services, LLC - East Moline (309) 752-9740

Alcohol and Drug Education Clinic, Inc – Rock Island (309) 794-1097

Family Counseling and Psychology Center, P.C., DUI Services - Rock Island (309) 788-6374

Alcohol and Drug Educational Services – Rock Island (309) 786-2992

New Life Outpatient Center-Davenport (563) 355-0055

Margaret Stutsman Lodge-East Moline (309)792-2840

Good Shepherd Foundation – Geneseo (309) 944-6205 or (309) 944-3258

Bridgeway, Inc – Kewanee (309) 852-5541

The Abbey-Bettendorf (563)355-4707

The above is meant as a list of possible resources for alcohol or drug counseling and treatment. It is not an endorsement of any method or provider of drug or alcohol treatment, and Hamilton Technical College does not guarantee the effectiveness or availability of the above providers.

Resource information (booklets, pamphlets, brochures, etc.) regarding health and safety concerns from substance use/abuse, and information regarding community services, are available in the Student Services Office. There are many people and services available for someone who needs support, information, or treatment.

### **Sanctions for Violation of Local, State, and Federal Laws**

Local statutes adhere to State guidelines regarding sanctions for violations.

#### ***Alcohol Use***

Iowa State law considers the illegal possession and use of alcohol a simple misdemeanor. Please see the following link for full detail: <http://www.legis.state.ia.us/IACODE/1997/123/47A.html>

Federal laws likewise prohibit the underage use of alcohol. Please see the following link for full detail: <http://nationalsubstanceabuseindex.org/alcohollaws.htm>

#### ***Drug (Controlled Substance) Use***

Iowa State law considers the manufacture, delivery, or possession of illegal drugs to be a class "B" felony, punishable by confinement of up to fifty years and fines up to \$1 million. Please see the following link for a full detail: <http://www.legis.state.ia.us/IACODE/1995/124/401.html>

Federal law (specifically the Controlled Substances Act passed in 1970) likewise prohibits the manufacture, distribution and possession of controlled substances. Please see the following link for full detail on the limitations and sanctions for violation of this act: <http://nationalsubstanceabuseindex.org/act1970.htm>

### **Discipline for Violation of Substance Abuse Policy**

1. Direct involvement or participation in the selling of any controlled substance or paraphernalia associated with controlled substances on or about school property or at school sponsored events will result in the following:
  - a. Dismissed from school.

- b. A report will be filed with the police.
2. Anyone involved with or participating in consuming, using, or giving alcoholic beverages or controlled substances or paraphernalia associated with controlled substance, or are under the influence of same or possession of same, on or about school property or school sponsored activities, will be:
  - a. Dismissed from school
  - b. Advised to enter a substance abuse program
  - c. Informed they are not going to be considered for readmission unless evidence of participation in an approved substance abuse program is supplied to the school as part of the appeal process.

***Conviction of a drug-related offense may render a student ineligible for federal financial aid for at least one year. Depending on the nature and severity of the conviction, a student may lose federal financial aid eligibility for an indefinite period.***

## **Health Risks Associated with Substance Abuse**

### ***Alcohol Use***

The use of alcohol serves as a depressant that affects the central nervous system of the body. Effects of alcohol use include, but are not limited to, slowed motor skills, loss of judgment, blurred vision, physical sickness, blackouts, and in extreme cases death. Impact on student success includes poor attendance, poor test performance, failure to complete assignments, and course failure.

### ***Drug Use***

The use of drugs, (controlled substances) has a multitude of mind altering, debilitating, and in some cases catastrophic effects for the user. Effects include, but are not limited to, slowed motor skills, loss of appetite, lack of motivation, irritability, inability to concentrate, violent outbursts and in some instances death. Impact on student success includes poor attendance, inability to concentrate or focus, poor academic performance, and course failure.

## **Parental Notification Guidelines for Alcohol and Controlled Substance Violations**

These guidelines were developed in response to the Higher Education Amendments of 1998. These amendments created an exception to the Family Educational Rights and Privacy Act (FERPA), thus enabling universities to notify parents or legal guardians, under certain circumstances, of a student under 21 years old's use or possession of alcohol or a controlled substance. This change supports the practice of Hamilton Technical College of establishing a collaborative partnership with parents and actively involving them, when appropriate, in addressing student behavior as it relates to alcohol and drugs.

Notification of parents is done when Hamilton Technical College believes it will help the student. When practicable, conversations normally are held with the student before contact is made with parents, in an effort to determine whether such contact is the best course of action.

Generally, Hamilton Technical College contacts parents in an effort to provide support for students' physical health and safety, academic success, and personal development. Factors that are considered when deciding to contact parents may include, but are not limited to:

- A situation in which a student has received medical attention

- The occurrence of an arrest and consequent criminal charges
- A major disruption to Hamilton Technical College's educational mission
- Substantial harm caused to other students, or
- Significant property damage

Contacts are made, if possible, by a personal appointment with parents or by phone. Written communication is used only when other attempts to contact parents have failed. The goal is to develop a partnership between Hamilton Technical College and the parents for the good of the student.

Parent contacts are not to be viewed as a "disciplinary sanction" but rather as a positive engagement of the broadest possible resources to help a student succeed in his/her educational endeavor. Parents are encouraged to discuss the situation with their son or daughter.

Questions or concerns regarding these guidelines should be directed to Campus Director or Designee.

## **Alcohol and Substance Abuse Information Prevention Programs**

### **Health Effects of Alcohol**

Chronic heavy drinking increases the risk of degenerative diseases, such as liver cirrhosis (damage to liver cells), pancreatitis (inflammation of the pancreas), and cancer (liver, mouth, throat, larynx and esophagus).

Some consequences of chronic heavy drinking include vitamin deficiencies, stomach ailments, digestive problems, skin problems, sexual impotence, obesity, central nervous system damage, memory loss, physical dependence, and psychological disorders.

Intoxication increases the risk of death from automobile crashes, the leading cause of death of college-aged people. It increases injuries during recreation and work; and a higher likelihood of homicide and suicide.

Drinking alcohol during pregnancy causes fetal alcohol syndrome, the most common preventable birth defect today.

Alcohol abuse is associated with violent behavior and may lead to inappropriate risk taking to the point of severe injury or death, unplanned pregnancies, and sexually transmitted diseases.

Recent studies show that alcohol consumption has the potential to trigger long term biological changes that may have detrimental effects on the developing adolescent brain, including neurocognitive impairment.

Moderate alcohol consumption lowers the long term risk of heart disease.

Alcoholic energy drinks have long term health effects that are not yet understood. In the short term, the stimulants in these drinks do not improve physical impairment from alcohol but can deceive the drinker into risky behaviors.

## Academic Impact

The National Institute on Alcohol Abuse and Alcoholism (NIAAA) Task Force on College Drinking reports that about 25 percent of college students report academic problems caused by alcohol abuse such as missing class, lower grades on exams, and falling behind.

(<http://www.collegedrinkingprevention.gov/StatsSummaries/snapshot.aspx>)

## Health Effects of Drugs

Type of drug (and generic effects)	Name	Possible Effects
Stimulants speed up action of the central nervous system.	Amphetamines (speed, uppers, pep pills, bennies)  Cocaine (coke, snow, crack, rock – legally classified as a narcotic)	Hallucinations may occur. Tolerance, psychological and sometimes physical dependence can develop. Continued high doses can cause heart problems, malnutrition and death. Confusion, depression, and hallucinations may occur. Tolerance and physical dependence can develop. Effects are unpredictable – convulsions, coma, and death are possible. Smoking may cause lesions in lungs.
Depressants relax the central nervous system.	Barbiturates (barbs, good balls, downers, blues) Tranquilizers	Confusion, loss of coordination, etc., may occur. Tolerance and physical and psychological dependence can develop. An overdose can cause coma and/or death. Depressants taken in combinations or with alcohol are especially dangerous.
Cannabis alters mood and perception	Marijuana (grass, pot, weed, reefer)  Hashish (has)  Hashish oil (hash oil)	Confusion, loss of coordination. With large doses, hallucinations may occasionally occur. Long-term use may cause moderate tolerance and psychological dependence.

		Long-term use may cause damage to lung tissue.
Hallucinogens temporarily distort reality	<p>Lysergic acid diethylamide (LSD, acid)</p> <hr/> <p>Phencyclidine (PCP, angel dust) legally classified as a depressant.</p> <hr/> <p>Mescaline (MDA, DMT, STP, psilocybin, “designer drugs”).</p>	<p>Hallucinations, panic may occur. Effects may recur (flashbacks) even after use is discontinued. Possible birth defects in users’ children.</p> <hr/> <p>Depression, hallucinations, confusion, irrational behavior. Tolerance develops. An overdose may cause convulsions, coma and death.</p> <hr/> <p>Effects are similar to those of LSD.</p>
Narcotics lower perception of pain	<p>Heroin (H, scag, horse, junk, smack)</p> <p>Morphine (M, dreamer)</p> <p>Codeine Opium</p>	<p>Lethargy, apathy, loss of judgment and self-control may occur. Tolerance and physical and psychological dependence can develop. An overdose can cause convulsions and death. Risks of use include malnutrition, infection and hepatitis.</p>
Deliriant cause mental confusion	<p>Aerosols, lighter fluid, paint thinner, amyl nitrate, other inhalants (poppers)</p>	<p>Loss of coordination, confusion, and hallucinations may occur. An overdose can cause convulsions and death. Psychological dependence can develop. Permanent damage to lungs, brain, liver, and bone marrow can result.</p>
Cigarettes		<p>Long-term cigarette smoking is linked to emphysema, lung cancer, and heart disease. Physical and psychological dependence can result.</p>
Smokeless tobacco		<p>Long-term use of chewing tobacco or snuff is linked to oral cancer of gums, mouth, pharynx, larynx and</p>

		esophagus. Physical and psychological dependence can result.
Passive smoke		Combination of secondhand smoke exhaled by the smoker and side stream smoke from the burning end of tobacco products accounts for an estimated 8000 deaths due to cancer a year. More than 3000 known toxic substances in tobacco smoke.

**Mental/Physical Health**

Hamilton Technical College does not provide mental health or medical counseling. If a student, faculty or staff is aware of a mental or physical health condition they have been diagnosed with, it may be shared confidentially with the appropriate faculty or staff at Hamilton Technical College. If a mental or physical condition impedes a student, faculty or staff’s ability to function as a student, faculty or staff, then Hamilton Technical College may pursue modifications to student or employment status to protect the student, faculty or staff and other students, faculty or staff.

Vera French Mental Health 1441 West Central Park Avenue Davenport, Iowa 52804	563-383-1900
Robert Young Center Mental Health 2701 17 <sup>th</sup> St Rock Island, IL 61201	24/7 Crisis Intervention 309-779-2999
Genesis Medical Center ER 1227 E Rusholme St Davenport, IA 52803	563-421-1000
Genesis Medical Center ER 1401 W Central Park Ave Davenport, IA 52804	563-421-1000
Trinity Bettendorf Hospital 4500 Utica Ridge Rd Bettendorf, IA 52722	563-742-5000

**Whistleblower Protection and Anti-Retaliation Policy**

Hamilton Technical College prohibits any retaliatory action against any individual “with respect to the implementation of any provision” of the Clery Act.

## **Peer to Peer (P2P) File Sharing and Copyright Information**

Hamilton Technical College is committed to protecting the sensitive, personal information of its students, faculty, staff members and affiliates and encourages individual best practices. No staff or faculty has permission to upload personal student information from databases to a USB or personal cloud or otherwise remove from the premises.

## **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **Hamilton Technical College Student-Assigned Email and Google Classroom**

Google Classroom, .edu email accounts and all associated apps supplied to students are for academic purposes. The college feels these “tools” help enhance the learning environment through sharing of information and disseminating information in an efficient manner. Please use these tools with integrity and professionalism. The following includes the expectations for professional conduct and the corrective discipline if these are violated. If you have questions concerning the use of this or other educational technology, please speak with your instructor.

Students are expected to respect their .edu email accounts and access to any educational software (such as Google Classroom). Please adhere to the following guidelines:

When using school email addresses or Google Classroom, please do not –

- Breach the security of another user’s account
- Disrupt the learning environment in any online platform or discussion board
- Use the school email account, educational software, or social media to communicate harassing or abusive images or messages
- Access or exchange obscene, pornographic, or otherwise inappropriate material
- Use the school email account or educational software for illegal activities, personal commercial gain, or political activities such as campaigning for candidates or lobbying public officials

Violations of these guidelines will result in disciplinary action up to and including termination.

All .edu accounts are property of Hamilton Technical College and this privilege may be revoked at any time if in violation of student conduct is found.

Information shared on .edu accounts and educational software can be investigated by administration if violations of the Student Catalogue take place.

Email accounts will remain active up to 1 year after graduation or termination

**Missing Student Notification**

Hamilton Technical College does not have a Missing Student Notification policy since we do not maintain on-campus housing facilities.

**Fire Safety and Fire Statistics**

Hamilton Technical College does not have a Fire Safety policy since we do not maintain on-campus housing facilities.

**Annual Fire Safety Report**

Hamilton Technical College does not publish an Annual Fire Safety Report since we maintain no on-campus housing facilities.

**Fire Log**

Hamilton Technical College does not maintain a Fire Log since we maintain no on-campus housing facilities.

**Hamilton Technical College’s Annual Security Report**

**Not All Law Enforcement Agencies Responded**

**Hamilton Technical College reached out to the Davenport Police Department and the Scott County Sheriff; however, not all responded. Hamilton Technical College prepared this report in a “good faith effort” to contact the appropriate agencies.**

Criminal Offenses						
Criminal Offenses	On Campus			Public Property		
	2016	2017	2018	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0

Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. Students can obtain a copy of this report by asking the Director or designee.

Crime Statistics						
Crime Reported	On Campus			Public Property		
	2016	2017	2018	2016	2017	2018
Aggravated Assault	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary*	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Sex Offense Forcible	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0
Other hate crime involving bodily injury	0	0	0	0	0	0

Crime Statistics						
Arrests	On Campus			Public Property		
	2016	2017	2018	2016	2017	2018
Alcohol Law Violations	0	0	0	0	0	0
Alcohol Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Weapons Possession Violations	0	0	0	0	0	0
Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0

Crime Statistics						
	On Campus			Public Property		
	2016	2017	2018	2016	2017	2018
Sexual Assault	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

\*Starting with 2010 reporting, an incident must meet 3 conditions to be classified as a Burglary. (1) There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted. (2) The unlawful entry must occur within a structure, which is defined as having four walls, a roof and a door. (3) The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft.

Hate Crimes are any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-theft, intimidation, destruction/damage/vandalism of property and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias.

Hate Crime Statistics

2016 - No hate crimes reported
2017 - No hate crimes reported
2018 - No hate crimes reported

**Department of Education Clery Definitions**

**Hate Crimes**

Crimes that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. The categories of bias include: race; gender; religion; sexual orientation; ethnicity/national origin; and disability.

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 of it.

**On-Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes.

**Public Property**

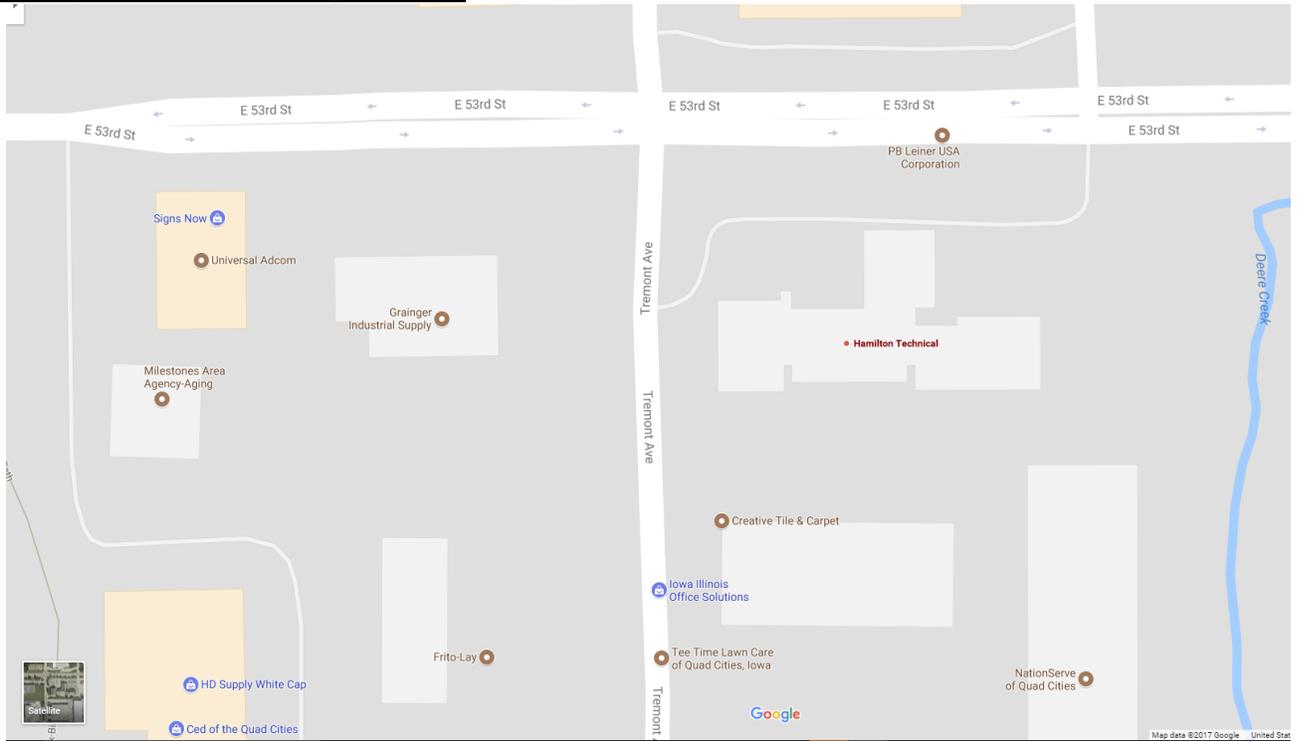
All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Public property, for purposes of data collection and this report, does not include businesses or private residences adjacent to the campus.

1. "Public Property" statistics include police reports taken from Davenport Police Department. Every effort has been made to comply with the definitions contained in the Handbook for Campus Crime Reporting; however, Public Property statistics provided by municipalities are not independently verified by Hamilton Technical College, and may include reports of crimes that occurred in private residences or businesses or in other "non-campus" locations.
2. Municipal police departments provide statistics for Public Property according to F.B.I. Uniform Crime Reporting (U.C.R.) requirements. Sex Offenses have been re-categorized pursuant to the Uniform Crime Reporting National Incident Based Reporting System (NIBRS), as required by the Campus Security Act.

**Sex Offenses**

The F.B.I. defines "forcible sex offenses" as forcible rape, forcible fondling, forcible sodomy and sexual assault with an object. "Non-forcible sex offense" is defined as incest and statutory rape.

# Map of Campus and Surrounding Grounds





Silent Witness Form

What type of crime occurred?

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Enter the exact location or address where this crime occurred.

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Date of Crime: \_\_\_\_\_

Time of Crime: \_\_\_\_\_ am or pm

Explain why you suspect a crime was committed at the location:

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Suspect(s) Name:

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Other information that might be helpful:

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