

Annual Security Report (ASR) and Fire Safety Report (AFSR)



DOANE
UNIVERSITY

2022

(Reporting period for this report is January 1, 2021 – December 31, 2021)*

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I. Geography

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

I.1. Buildings and Properties – Crete, Nebraska

I.1.1. Address - 1014 Boswell, Crete NE 68333

I.1.1.1. Note: All Crete campus buildings have the same address (e.g., 1014 Boswell)

I.1.2. Building and Property Classification List – Doane Crete is a **residential** campus with a traditional student population.

Building	Location Type	Classification
Al Papik Press Box	On campus	Press Box
Art and Education Building	On campus	Academic
Bauer House	On campus	Presidents Home
Burrage Hall (<i>offline 2022</i>)	On campus	Student Housing
Colonial Hall (<i>offline 2022</i>)	On campus	Student Housing
Communications	On campus	Academic
Conservatory	On campus	Academic
Crete Golf Course (1225 E 4 th St. Crete, NE)	Off campus	Lease to City
Faculty Apartments	On campus	Employee Housing
Fairchild Apartments	On campus	Rentals
Fieldhouse	On campus	Athletic
Frees Hall	On campus	Student Housing
Gaylord Hall	On campus	Academic
Haddix	On campus	Athletic
Hansen Hall	On campus	Student Housing
Ledon Concession Stand	On campus	Concession Stand
Lied Math and Science	On campus	Academic
Martin Building	On campus	Facilities
Observatory	On campus	Academic
Padour Walker	On campus	Business Office
Perry Campus Center	On campus	Student Center
Sheldon Hall	On campus	Student Housing
Smith Hall	On campus	Student Housing

I.2. Buildings and Properties – Lincoln Campus

I.2.1. Addresses (see below) – Lincoln, NE 68504

I.2.2. Building and Property Classification List – Doane Lincoln is a non-residential campus with a non-traditional student population who attend morning, evening and select weekend classes.

Building	Location Type	Classification	Address
Fred Brown Building	On campus	Academic	303 N 52 nd St
Masters in Counseling Building	On campus	Academic	5101 Central Park Dr.
Master's in Education Building	On campus	Academic	5105 Central Park Dr.
5000 CPD Building	On Campus	Academic	5000 Central Park Dr.

I.3. Buildings and Properties – Grand Island Campus

I.3.1. Address - 3180 US 34 Grand Island, NE 68801

I.3.2. Building and Property Classification List – Doane Grand Island is a non-residential campus with a non-traditional student population. This campus is located at *College Park* at Grand Island where we share this facility with other businesses and educational resources.

Building	Location Type	Classification
College Park	Rented business space	Academic

I.4. Buildings and Properties – Omaha Campus

I.4.1. Address – 4020 South 147th St, Omaha, NE 68137

I.4.2. Building and Property Classification List – Doane Omaha is a non-residential campus with a non-traditional student population. This campus is located in Omaha, Nebraska.

Building	Location Type	Classification
Altech Business Park	Rented business space	Academic

I.5. Non-Campus Buildings

I.5.1. Locations where Doane conducts classes or non-owned property where the University has a written lease/control document and a reportable crime, arrest or referral has occurred will be listed below by location. All of these locations fall under the College of Education (COE) which is reportable under Doane Lincoln.

Class Location	Address	City, State, Zip	Classification
ESU #9	1117 E South St	Hastings, NE 68901	Academic
Norfolk Middle School & H/S	1221 N. First Street	Norfolk, NE 68701	Academic
Norris M/S-H/S	308 South 6th St	Norris, NE 68509	Academic
Countryside Church	8787 Pacific Street	Omaha, NE 68099	Academic
ESU 3	6940 S 110 th	LaVista, NE 68128	Academic
Methodist Community College (Clark Building)	720 N 87 th Street	Omaha, NE 68114	Academic
O'Neill High School	540 E Hynes	O'Neill, NE 68763	Academic

ESU 6	210 5 th Street	Milford, NE 68405	Academic
Westside High West Campus	3534 South 108 th	Omaha, NE 68114	Academic

I.6. Trips to Off-Campus Locations

I.6.1. Doane University tracks student repeated use locations (for school-sponsored overnight trips) and short-stay away trips where the location is owed or controlled by the institution.

I.6.2. Validated by documentation (primarily financial records and employee reports), the Public Safety Office sends a letter to the law enforcement agency in the City and State where the students stayed asking for data on Clery/VAWA related incidents (include hate crimes) that occurred at that location during the time of the overnight trip.

I.6.3. When law enforcement agencies respond (Note: Law Enforcement is not required by law to reply to our requests) the University reviews received reports for any incidents noted. Those incidents reported to Doane that fell under Clery/VAWA reporting requirements would be included in our annual report statistics.

I.6.4. A record of all letters sent to those law enforcement agencies are kept by the Public Safety Office.

I.6.4.1. Note: The Department of Education (DoE) does not require institutions to list the location of these stays in the ASR if there are no reports that indicate a reportable offense during the time frame of the student stay.

I.6.4.2. For quick reference; any reports by agencies under the above noted criteria would be noted below: (all campuses noted)

Year	Reports received related to overnight "repeated use" or short-stay trips (Crete, Lincoln, Omaha, Grand Island)
2019	0
2020	0
2021	0

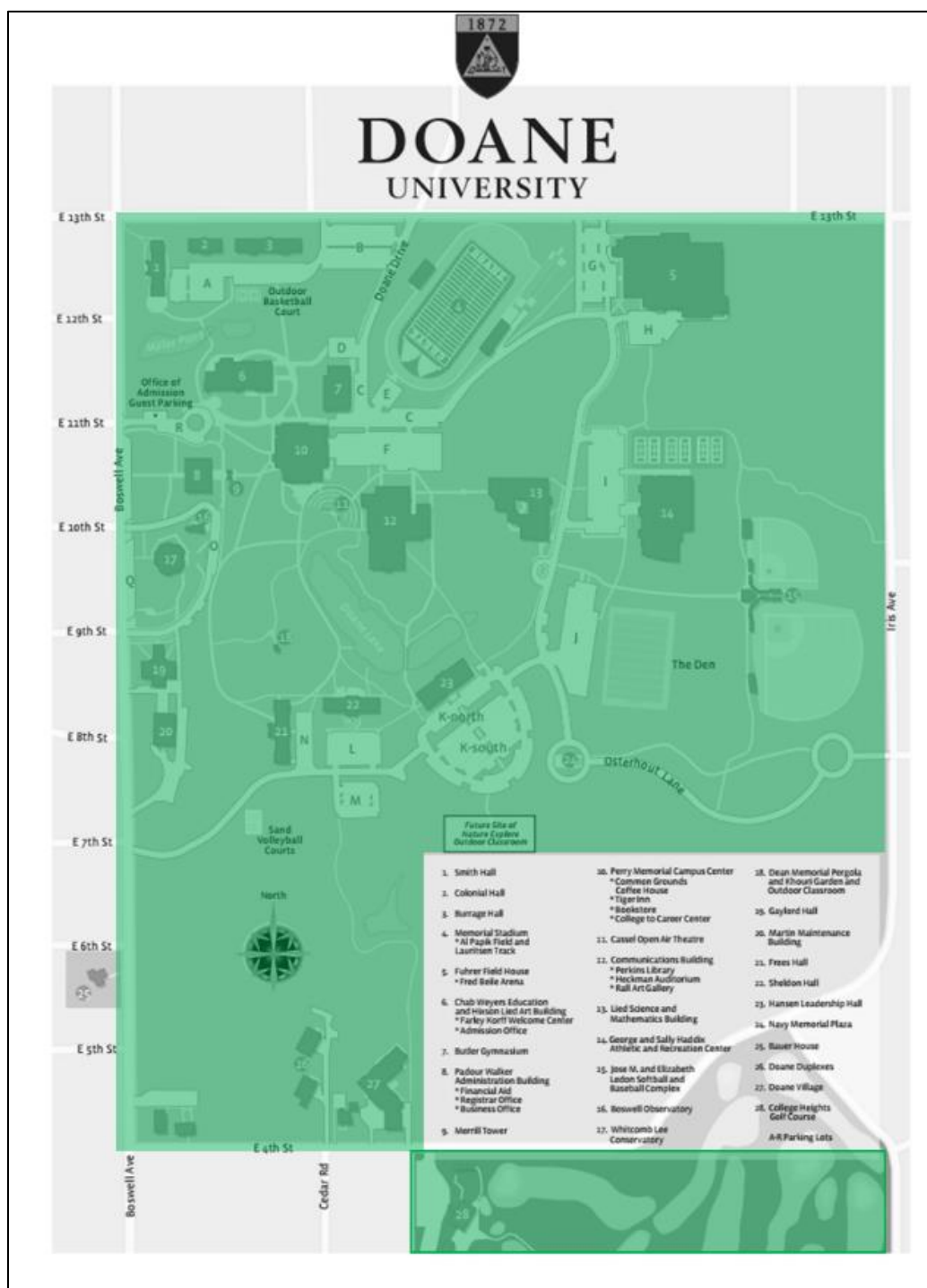
I.7. Clery Geography Maps

I.7.1. The maps provided below (areas marked in green) indicate the campus property owned, controlled or reasonably contiguous to our campuses. The maps provided are for our campus buildings at Doane Crete, Lincoln, Grand Island and Omaha.

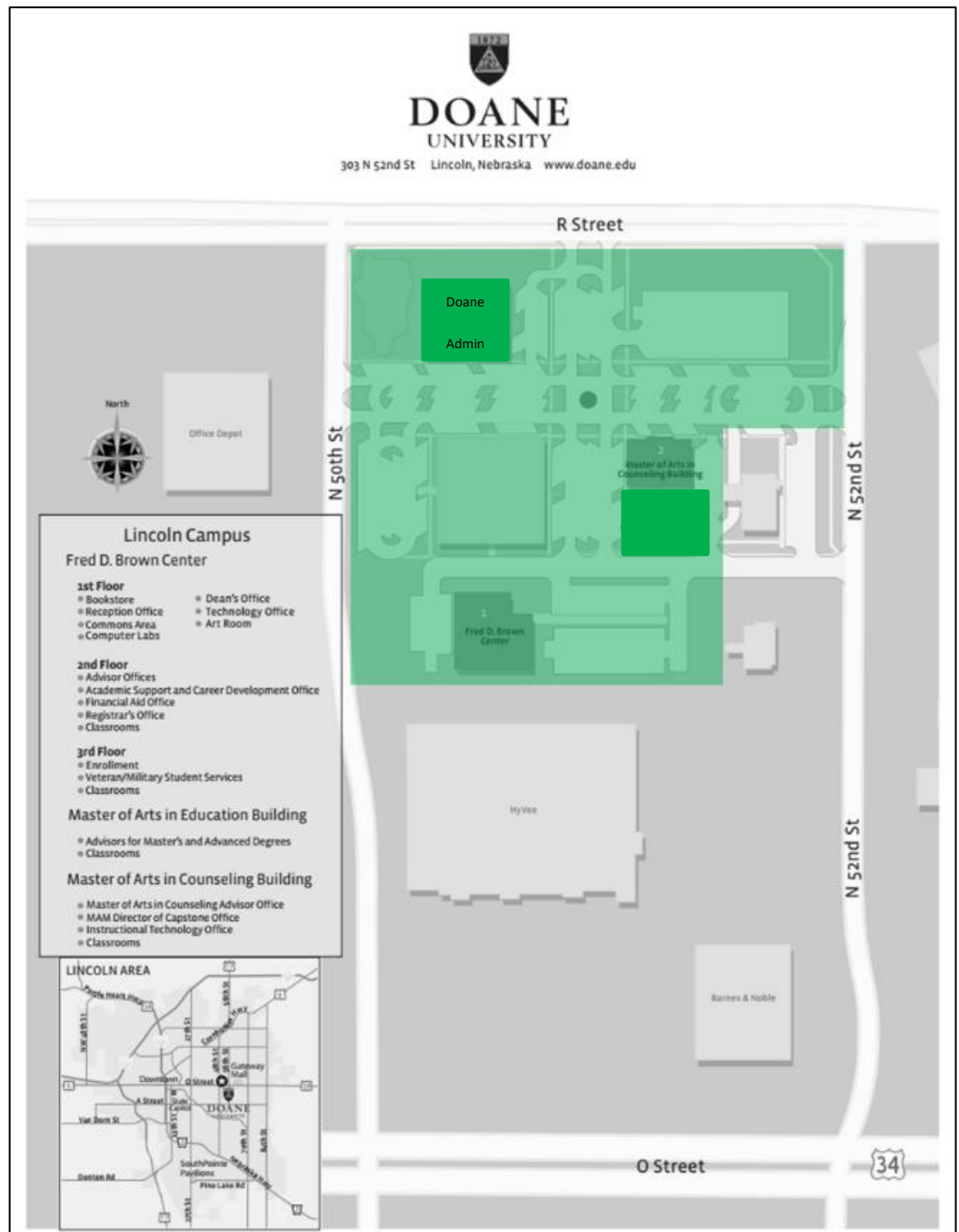
I.7.2. Although the Clery Act does not require institutions to provide a map to show their campus and non-campus buildings or property or public property areas, one is provided in this ASR to help campus community understand where reported crimes occur.

See Next Page.

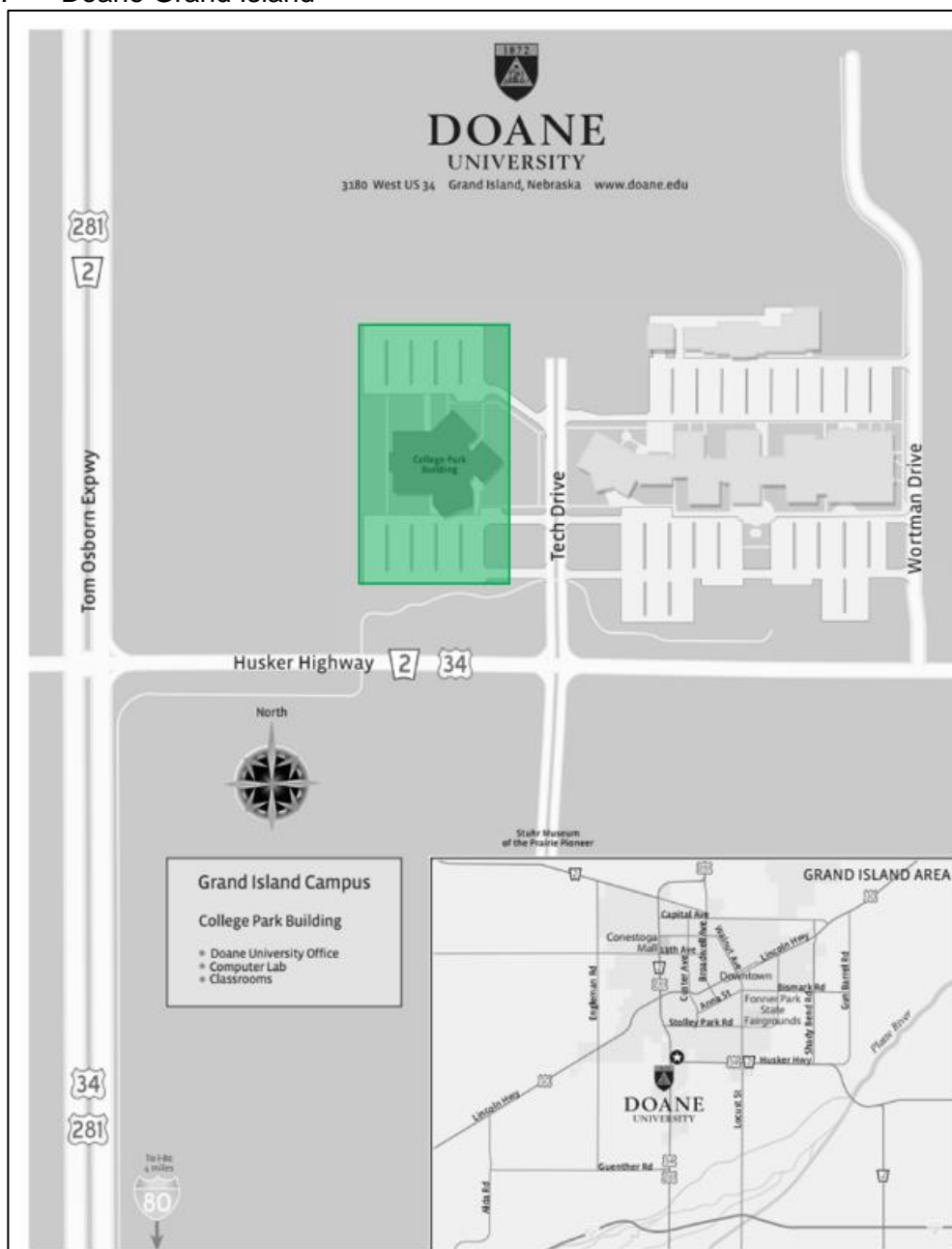
I.7.2.1. Doane Crete



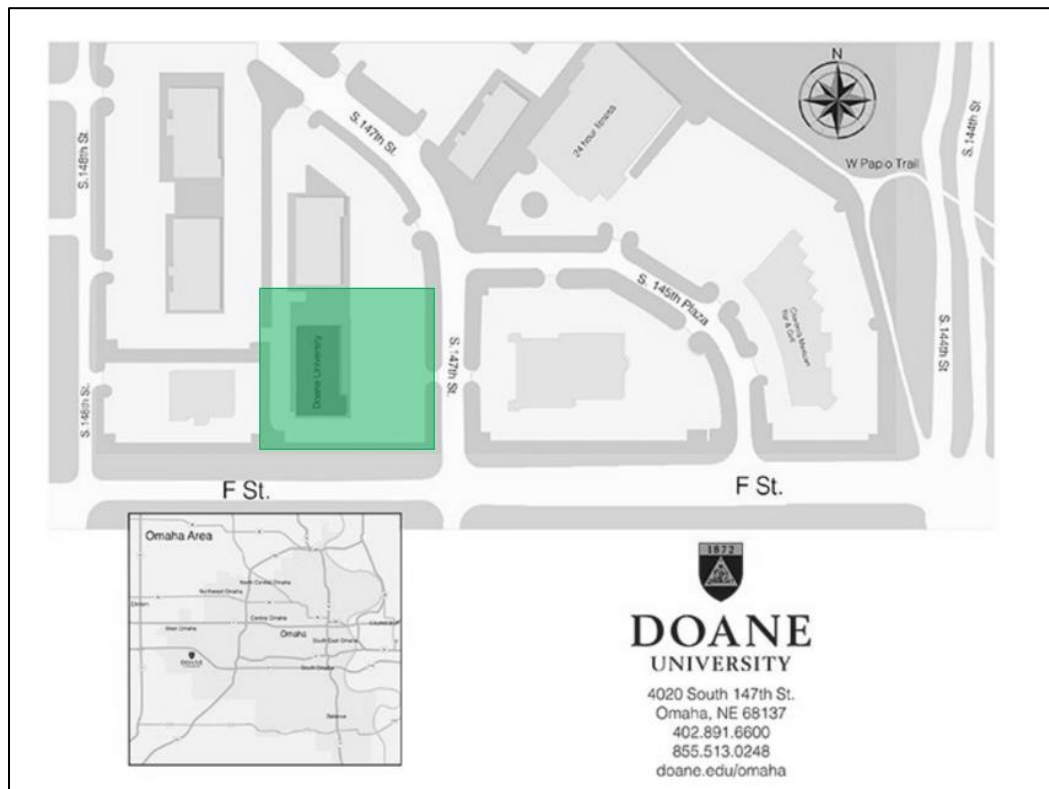
I.7.2.2. Doane Lincoln



I.7.2.3. Doane Grand Island



I.7.2.4. Doane Omaha



- *Note: Doane Omaha has control over a portion of the lower level of this building. This building is shared with another business and managed by a private company.*

II. Crime statistics

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)

- II.1. The Cities of Crete, Lincoln, Grand Island and Omaha are among the safest communities in the country. Like any place in our modern age, there are dangers. Please read these reports and use the information to help foster a healthy, safe environment for yourself and others on campus.
- II.2. The information in this publication is in compliance with requirements set forth under the Student Right-to-Know and Campus Security Act of 1990 (Title II – Public Law 101-542 Nov. 1990).
- II.3. This report is updated on an annual basis and is disseminated to all University students and employees via email and posted publicly online here:
<https://web.doane.edu/offices-services/public-safety-office/security-report>. Upon request this report will also be provided to any applicant for enrollment or employment.
- II.4. Statistics are added based on the date they are reported (e.g., belated reports from past years).

See next page

II.5. Criminal Offenses, arrests and disciplinary referrals – **Crete Campus**

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
NEGLIGENT MANSLAUGHTER	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
SEX OFFENSES, FORCIBLE (Rape, Fondling)	2019	6	4	0	0
	2020	2	0	0	0
	2021	2	1	0	0
SEX OFFENSES, NON- FORCIBLE (Incest, Statutory Rape)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ROBBERY	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
BURGLARY	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARSON	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	6	6	0	0
	2020	3	3	0	0
	2021	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSION	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	3	3	0	0
	2020	3	3	0	0
	2021	7	7	0	0

DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	11	10	0	0
	2020	8	8	0	0
	2021	30	30	0	0

II.6. Criminal Offenses, arrests and disciplinary referrals – **Lincoln Campus**

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
NEGLIGENT MANSLAUGHTER	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
SEX OFFENSES, FORCIBLE (Rape, Fondling)	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
SEX OFFENSES, NON- FORCIBLE (Incest, Statutory Rape)	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ROBBERY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
BURGLARY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARSON	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2019	0	0	0
	2020	0	0	0

DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSION	2021	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

II.7. Criminal Offenses, arrests and disciplinary referrals – **Grand Island Campus**

OFFENSE	YEAR	ON- CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
NEGLIGENT MANSLAUGHTER	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
SEX OFFENSES, FORCIBLE (Rape, Fondling)	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
SEX OFFENSES, NON- FORCIBLE (Incest, Statutory Rape)	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ROBBERY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
BURGLARY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARSON	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0

	2021	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSION	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0

II.8. Criminal Offenses, arrests and disciplinary referrals – **Omaha Campus**

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
NEGLIGENT MANSLAUGHTER	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
SEX OFFENSES, FORCIBLE (Rape, Fondling)	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
SEX OFFENSES, NON-FORCIBLE (Incest, Statutory Rape)	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
ROBBERY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
BURGLARY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
ARSON	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
	2021	0	0	0
	2019	0	0	0

ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2020	0	0	0
	2021	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSION	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

II.9. VAWA Stats

II.9.1. VAWA Stats - Crete Campus

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DATING VIOLENCE	2019	3	2	0	0
	2020	1	1	0	0
	2021	1	0	0	0
STALKING	2019	0	0	0	0
	2020	1	1	0	0
	2021	1	1	0	0

II.9.2. VAWA Stats – Lincoln Campus

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DATING VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

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STALKING	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

II.9.3. VAWA Stats – Grand Island Campus

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DATING VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
STALKING	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

II.9.4. VAWA Stats – Omaha

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DATING VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
STALKING	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

II.11. Hate Crime Reports

II.11.1. Hate Crimes – Crete Campus

Year	Reports
2019	No Hate Crimes Reported
2020	No Hate Crimes Reported
2021	No Hate Crimes Reported

II.11.2. Hate Crimes – Lincoln Campus

Year	Reports
2019	No Hate Crimes Reported
2020	No Hate Crimes Reported
2021	No Hate Crimes Reported

II.11.3. Hate Crimes – Grand Island Campus

Year	Reports
2019	No Hate Crimes Reported
2020	No Hate Crimes Reported
2021	No Hate Crimes Reported

II.11.4. Hate Crimes – Omaha

Year	Reports
2019	No Hate Crimes Reported
2020	No Hate Crimes Reported
2021	No Hate Crimes Reported

III. Campus Security Authorities (CSA)

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

III.1. Doane University has identified all CSAs as responsible employees and all other employees as referral employees to support the prompt reporting of all crimes.

III.2. CSAs are defined per 34 CFR 668.46(a):

III.2.1. *Campus security authority (CSA). (i) A campus police department or a campus security department of an institution. (ii) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property. (iii) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. (iv) An official of an institution who has*

significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

III.2.2. The following are primary contacts for each Doane campus for the prompt reporting of crimes or safety issues.

III.2.2.1. The Public Safety Office (doanesafetyoffice@doane.edu or (402)826-8669

III.2.2.1.1. The Public Safety Office is responsible for recording and reporting crimes on campus as well as publishing the public crime log.

III.2.2.1.2. At Doane University, victims of crime can seek assistance from multiple departments on campus based on their comfort level.

III.2.2.1.3. Training resources are offered to Doane employees that gives them information on how to make immediate reports of crime to the appropriate CSA or office.

III.2.2.1.4. As with all crimes, Doane University encourages the involvement of local law enforcement and will assist all victims in making a report.

III.2.2.2. Additional Contacts to Report Crimes

III.2.2.3. Doane Crete: Residence Life Office (doanehousing@doane.edu) or (402)826-6721

III.2.2.4. Doane Crete: Student Affairs Office (studentaffairs@doane.edu or (402)826-8111)

III.2.2.5. Doane University: Public Safety Director Russ Hewitt (402)826-8295, russ.hewitt@doane.edu

III.2.2.6. Doane Lincoln: Chris Brady (308)398-0800, chris.brady@doane.edu

III.2.2.7. Doane Grand Island: Chris Brady (308)398-0800, chris.brady@doane.edu

III.2.2.8. Doane Omaha: Director Chris Brady (308)398-0800, chris.brady@doane.edu

III.2.2.9. Crete Police Department – 911 or (402)826-4311

III.2.2.10. Lincoln Police Department – 911 or (402)441-6000

III.2.2.11. Omaha Police Department – 911 or (402)444-7555

III.2.2.12. Grand Island Department – 911 or (308)385-5400

III.3.CSAs receive training resources for their position in the form of:

- III.3.1. Doane annual required training related to Title IX, sexual harassment and sexual violence via United Educators
- III.3.2. Internal University communications.

III.4. Multiple CSA's are listed below (*this list is not all-inclusive*):

- All Doane Campuses: Safety and Security Issues: Public Safety Director – Russ Hewitt (402)826-8295 russ.hewitt@doane.edu
- Doane Public Safety Office (402)826-8669 doanesafetyoffice@doane.edu
- Academic Affairs: Assistant Academic Dean (402)826-8221 becky.hunke@doane.edu
- Human Resources – Anne Ziola (402-826-6773) Anne.ziola@doane.edu
- Crete: Dean of Students (402)826-6796, megan.failor@doane.edu
- All Campuses: Interim Title IX Coordinator (402)826-6796, titleix@doane.edu
- Crete: Judicial Affairs Office (402)826-6796, megan.failor@doane.edu
- Student Organizations and Advisors: <https://www.doane.edu/student-organizations>
- Doane Athletics: Athletic Director Mark Wateska, (402) 826-8583, mark.wateska@doane.edu
- Doane Lincoln & Doane Grand Island: Chris Brady, chris.brady@doane.edu
- Doane Omaha: Director Chris Brady, (402)891-6605, chris.brady@doane.edu

III.5. Policy for Responsible Employees: All CSAs are mandatory reporters of crime.

III.6. Providing Confidentiality: Campus Counselor's and the Student Health Director may receive confidential reports (while they are in commission of executing the duties of their specific profession).

III.7. Documentation and Reporting Materials –

- III.7.1. Resources are available at all campuses (Crete, Lincoln, Omaha, Grand Island). They are generally found posted in public spaces or offices. For specific materials (and campus), please contact the Public Safety Office at (402)826-8669.
- III.7.2. Training Information – Training information can be found at this link - <https://www.youtube.com/watch?v=fW9FFBPEueo>. In addition, a presentation from our Title IX office (Title IX, Anti-Harassment & Workplace Bullying) is available upon request.

III.8. Collection and Review Procedure – CSA's will contact the Public Safety Office at (402)826-8669 or doanesafetyoffice@doane.edu to coordinate documentation and report submission into our database.

III.8.1. Doane consolidates all its reports within our *Report Exec* system. This system is managed by the Public Safety Office. This reporting and data collection software provides us immediate information and reporting into our daily *public crime logs*.

III.8.2. The only reports not kept in *Report Exec* are on occasion reports received by local law enforcement where the University was not notified of an arrest or incident occurring on our property or within our control. Those reports are typically found after the University requests a copy of all crime information from our locations for the purposes of this report. (e.g., DUI stop where driver pulls onto campus property).

IV. Statistics from local law enforcement agencies

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

III.9. Documentation of Requests to Local Law Enforcement Agencies – Doane University makes a good-faith effort to obtain crime statistics from all the of law enforcement agencies within our campus jurisdictions. Local law enforcement are sent letters per the Campus Safety and Security Reporting standards requesting crime information at all our locations (Crete, Lincoln, Omaha, Grand Island) as well as information received that relate to “short stay” or “repeat trips” or where the University has “control”. We keep copies of all replies from agencies.

III.10. Statistics from Local Law Enforcement Agencies – Statistics from these agencies are incorporated into our crime statistics. Doane University supports the immediate use and contact of law enforcement for crime reported on any campus. In most cases, the reports received from law enforcement duplicate our own because our offices instigated the call for service from them. In some cases, however, traffic stops and other contacts occur on our property that are not necessarily reported to us immediately. In those cases, our request for data allows us to incorporate those incidents into our reporting data.

III.11. Unfounded reports – reports of crimes that are deemed by law enforcement to be unfounded may be removed but only in limited cases when the reporting person reports that circumstances have changed in their initial report (e.g. stolen items during an initially reported burglary found by victim and confirmed to have just been misplaced). In these rare cases, the Public Safety Office will decide if the cases should be removed from our annual crime report, but in most cases, the University will just annotate in the caveat section of the ASR what occurred. Any report deemed “unfounded” will be documented in this report per requirement.

Unfounded Reports	
2019	0
2020	0

2021	0
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V. The Daily Crime Log

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

III.12. Daily Crime Log Procedure – Doane University records all alleged criminal incidents (including non-Clery Act crimes) reported to the Public Safety Office regardless of how much time has passed since the alleged incident occurred. Crimes are recorded by the date they are reported as well as the incident date.

III.12.1. Website: <https://web.doane.edu/offices-services/public-safety-office/public-crime-log>

III.12.2. Request a copy: Email us at: doanesafetyoffice@doane.edu

III.12.3. Reporting Information – The Public Safety Office is open full time and closed only during holidays and breaks when the University is closed. All community members may file a report with the Public Safety Office at doanesafetyoffice@doane.edu or (402)826-8669 for crimes occurring within our required reporting areas. We also encourage the reporting of incidents that occur off-campus if the incidents involved student organizations or were situations that could create a hostile educational environment by its impact on students. *“If in doubt...make a report!”*

III.12.4. Personnel – When on duty, Safety Administrators (SAs) are available to take reports of campus crimes. Community members are encouraged to contact local law enforcement to report crimes also. The University will assist community members in reporting crimes to law enforcement.

III.12.5. Public Access – Our public crime log can be requested M-F from 8am – 4pm during open business hours. It can be made available via PDF, which can be emailed to any requestor at doanesafetyoffice@doane.edu. A paper copy (free of charge) is available upon request during the above noted times. Due to our staff being on patrol (one staff member per shift), we ask that requestors contact us via email to request a copy so it can be prepared for you.

III.12.6. Confidentiality

III.12.6.1. Personal identifiable information (PII) will be removed from all public crime logs for the protection of victims.

VI. Emergency Response and Evacuation Procedures

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

III.13. Notification and Evacuation Procedures

III.13.1. The University will notify the campus community upon confirmation of an emergency or dangerous situation. The primary responsibility for executing the University emergency plan is the Public Safety Office

III.13.1.1. Russ Hewitt, Public Safety Director, (402)826-8295,
russ.hewitt@doane.edu

III.13.2. The University uses best practices for threat assessment management and incident response to determine how to confirm dangerous situation. We also encourage community members to be involved in this process by empowering them to take individual action, contact 911 and communicate with others. Our process is coordinated by the Public Safety Office and involves:

III.13.2.1. Receive the information

III.13.2.2. Identify if the issue is immediately containable

III.13.2.3. Issue a simultaneous alert and security measures (e.g., lockdown/out)

III.13.2.4. Communicate with first responders

III.13.2.5. Update information from the initial alert

III.13.3. The notification process is initiated using our *Omnilert* program, which can be accessed online or via a mobile application. Aside from the Public Safety Office, individuals from offices such as Student Affairs, Strategic Communications and Technology can trigger a notification.

III.13.4. Immediate Notification to Campus Following a Significant Emergency/Dangerous Situation or Threat. Doane University has an emergency alert system (Omnilert) which can notify all community members via TXT and email following an incident. Doane has an “opt-out” program. All Doane student, staff and faculty are signed up for our emergency alert system. They may request to be removed from the notification system via written request.

III.13.5. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

III.13.6. Community members who are aware of a dangerous or emergency situation should call 911 (9-911 from a campus phone) and the Public Safety Office at (402)826-8669.

III.13.7. Office/Individual responsible for carrying out actions:

III.13.7.1. Public Safety Office, (402)826-8669, doanesafetyoffice@doane.edu.

III.13.7.2. The plan is annually reviewed, tested and updated. The emergency alert system is updated each semester.

III.13.8. Larger community communication – The University working with local law enforcement, EMS and other local schools links emergency alerts to community

stakeholders in an effort to ensure they are informed about campus emergencies as quickly as possible.

III.13.9. Public Emergency Response and Evacuation Procedures

III.13.9.1. Confirmation of what is considered to be a significant emergency or dangerous situation will be determined by Public Safety Office staff in conjunction with senior University leadership.

III.13.9.2. The University will confirm which campus and population needs to be alerted, however in most cases all community members will be notified.

III.13.9.3. The content of the alert will be based on information received at the time; however, template messages have been developed to support an immediate release of cautionary information (e.g., Lockdown, Lockout, Severe Weather).

III.13.9.4. The alert system can be triggered by a pre-identified number of individuals who have access to our system.

III.13.10. Evacuation Procedures (Exit signs and Maps)

III.13.10.1. Evacuation procedures and maps (in the event of an emergency incident) are posted in all residence halls, athletic and academic buildings.

III.13.10.2. Exit signs are located in hallways indicating the closest route to exit the building if necessary.

III.13.11. Community Notification - Sent most often via campus email as soon as possible. The Public Safety Office is responsible for sending these messages. When crimes are reported and indications are that the potential for risk or ongoing issues are present, a message can be sent to community members to keep them informed. This message can be sent campus wide or in some cases, to the specific location or area where the issues are occurring.

III.13.12. Testing Procedures

III.13.12.1. Doane University – Plans, exercises, and tests its emergency response and evacuation plans once a year. The Doane University Incident Command Team (ICT) exercises the University's plans once a year through tabletop and practical exercises. Members of the local EMS teams are involved in this planning. Fire and Tornado plans are exercised in each residence hall each semester. Topics such as active shooter, evacuation and "shelter in place" situations are discussed in each residence hall during all-hall meetings as well as communicated to all new students and employees during orientation. All tests are announced and publicized and documentation of the tests are kept on file.

III.13.12.2. CPS campuses support non-traditional students during morning and evening course times. Information is made available to students about emergencies and response information is posted in classrooms. Doane employees on CPS campuses work with the Public Safety Office to keep informed on procedures and provide training opportunities when scheduled.

III.13.13. Local Police Cooperation

III.13.13.1. Doane University has a relationship with local law enforcement from each of our campuses. These agencies support Doane by communicating issues in our area to include emergency situations.

VII. Timely Warnings

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

III.14. Timely Warning and Campus Alerts Procedure

III.14.1. The purpose of a timely advisory is to alert the campus community to ***the occurrence of a crime that poses a serious or ongoing threat to the campus community and/or to heighten safety awareness of students and employees in a manner that will aid in the prevention of similar crimes.***

III.14.2. In certain situations, the Public Safety Director (or Public Safety Office) will make a decision, in consultation with campus leadership, whether to disclose the incident through a public notice to the community via print and electronic means (email, Facebook, twitter, etc.). The circumstances of any particular situation coupled with the Public Safety Office's evaluation of the situation/threat potential will dictate the need and manner for the issuance of a Campus Crime/Safety Alert bulletin. However, in general, whenever there has been a report of a violent crime, a major property crime or other significant criminal event on or adjacent to campus and the Public Safety Director or his/her designee is of the opinion that the safety of the campus community is at risk, a Campus Crime Alert bulletin will be issued.

Note: Due to privacy, the institution will withhold the names of any victims.

The crime alert will include the following information, if available:

- A description of the incident (type of crime, time, date, and location)
- Physical description of the offender
- Composite drawing or photograph of the offender
- Connection to previous reported incidents
- Description of injuries or use of force, if relevant
- Crime Prevention Tips
- Emergency contact information (phone numbers and web sites)
- Date the campus crime alert bulletin was issued

III.15. Dissemination of Reports on Crimes - The Public Safety Office will distribute timely warnings to the campus community after a crime has been committed that is considered by the institution to represent a serious or continuing threat to students and employees. Local police will be contacted about the likelihood of the incident posing a threat. If it is determined that threat is imminent, campus television and radio may broadcast warnings. Dissemination to the campus can be made by the following means:

III.15.1. Emergency Alert Systems (*Omnalert*)

- III.15.2. Email
- III.15.3. Text
- III.15.4. Social Media
- III.15.5. Contact by staff
- III.15.6. Flyers
- III.15.7. Campus Paging System (Select buildings)

III.16. Doane University has established and cooperative relationships with surrounding law enforcement agencies to ensure open lines of communication regarding crime reports they may receive that are beneficial to the Doane community and necessary to be send in a timely warning.

III.17. Title of persons to contact for reports (also see CSA section):

- III.17.1. Public Safety Office – Safety Administrators (SA)
- III.17.2. Residence Life Office – Community Directors (CD) and Community Advisors (CA)
- III.17.3. Academic Affairs Office – Dean
- III.17.4. Student Affairs – Dean
- III.17.5. College of Professional Studies – Dean/Director

VIII. Annual Security Report (ASR)

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

III.18. Timely Warning Reports – See VII

III.19. Policy Statements – Doane University will publish and make available an annual security report (ASR) by October 1st to all enrolled students and all employees. The report is also available online to any prospective students and employees at <https://web.doane.edu/offices-services/public-safety-office/security-report>.

III.20. Preparing the Annual Disclosure of Crime Statistics - The ASR is prepared by the Public Safety Office with support multiple offices and individuals who supply accurate data to ensure the report is accurate and informative to the community of Doane University. This includes offices that keep records relevant to our crime statistics and policies, as well as law enforcement agencies from the surrounding communities.

III.21. The purpose of the ASR is to meet Clery Act mandates. (34 CFR668.41(e))

III.21.1. Reporting Policies

III.21.1.1. How to Report a Crime or Emergency- Prompt and Accurate Reporting of all Crime

III.21.1.1.1. Criminal actions and other emergencies occurring on campus should be reported accurately and promptly to the Public Safety Office by

telephone at (402)826-8669 and local law enforcement. The safety office number is answered 24/7 during the academic year.

III.21.1.1.2. A daily crime log available at the Public Safety Office. A copy of the current report will be made available to any Doane community member during business hours. For your convenience, a PDF copy can be emailed to you by contacting doanesafetyoffice@doane.edu or (402)826-8669.

III.21.1.1.3. The Public Safety Office is located in the following campus locations:

III.21.1.1.3.1. Crete - In the lower level of the communications building at Doane University-Crete.

III.21.1.1.3.2. Lincoln – The guard on duty patrols the campus or can be contacted at the desk inside the Fred Brown building (during class hours).

III.21.1.1.3.3. Omaha – The guard on duty patrols the building or can be contacted in the main lobby of the Doane Omaha building (during class hours).

III.21.1.1.4. The Public Safety Office can respond by taking the following action(s) as necessary:

- Request the local law enforcement and/or the Fire Department to the scene of the reported incident
- Investigate the incident
- Take appropriate action(s) to identify, apprehend, and report the person(s) responsible
- Notify or request the assistance of other law enforcement and/or other agencies when necessary
- Take action(s) and/or make appropriate notifications

III.21.1.1.5. Call the Public Safety Office @ (402)826-8669 if:

- Someone is injured or ill;
- You see fire or smell smoke;
- You see something suspicious;
- Someone is hurting another person;
- You see someone stealing something or vandalizing property; or
- You have something stolen.
 - Call quickly
 - Don't assume someone else has made the call
 - Try to provide the dispatcher with accurate, detailed information about the problem
 - STAY ON THE LINE until the dispatcher says it is OK to hang up
 - Crete Campus: 8669 (from on-campus) for non-emergency help
 - 9-911 (from on campus telephone) for emergency help

III.21.1.2. Anonymous Reporting - If you wish to report a crime anonymously:

III.21.1.2.1. Call the Public Safety Office at (402) 826-8669 and request to “report crime anonymously.” You will have the opportunity to report a crime or event without revealing your identity. These reports can be included in the annual security report (ASR) if required by the Clery Act.

III.21.1.2.2. Submit an anonymous report on our “See Something, Say Something” text number: Text “DOANESAFETY” to 79516 with your report (please be as detailed as possible)

III.21.1.2.3. Submit anonymous reports online here at either link:

III.21.1.2.3.1. <https://web.doane.edu/offices-services/public-safety-office/anonymous-sexual-violence-report-form>

III.21.1.2.3.2. <https://web.doane.edu/offices-services/public-safety-office/report-a-crime/anonymous-report-form>

III.21.1.3. Confidential Reporting

III.21.1.3.1. Victims or witnesses are encouraged to report all crimes to the Public Safety Office as CSA’s.

III.21.1.3.2. Victims or witnesses are encouraged to report sexual assaults to the Public Safety Office on a voluntary or confidential basis; however, the University is required by UCR to investigate any and all reports of sexual assault on our campuses. In those cases, we will do our best to keep confidentiality, but this cannot be guaranteed. Crimes reported confidentially will be included in the Annual Security Report (ASR) as required by law. *Note: non-identifying (victim) information will be utilized.*

III.21.1.3.3. Counselors and School Nurse may deem it appropriate to inform the person they are counseling of our procedures to report crimes on a voluntary, confidential basis for inclusion in our ASR.

III.21.1.3.3.1. Director of Counseling, Myron Parsley,
Myron.parsley@doane.edu

III.21.1.3.3.2. Director of Student Health Services, Kelly Jirovec,
Kelly.jirovec@doane.edu

III.21.1.3.4. Doane Tip Line – Community member who observe a crime, suspicious activity or safety issue can contact the Doane Tip Line and report confidential information. Just text “DOANESAFETY” to 79516 with your information. Since these tips are not tracked, we ask that community members be as detailed as possible so our staff has enough information to respond timely and accurately.

III.21.2. Security and Access to Facilities

VIII.4.2.2. Campus security measures (actions) on a nightly basis at a minimum include:

VIII.4.2.2.1.1. Locking the facilities at scheduled times

VIII.4.2.2.1.2. Checking facilities for fire and vandalism

VIII.4.2.2.1.3. Checking facilities for lights, heat, power outages, and water problems

VIII.4.2.2.1.4. Monitoring and reporting criminal activity on campus to the police in emergency situations according to the policy listed in previous paragraphs

VIII.4.2.2.1.5. Asking students, visitors, and employees to comply with the facilities hours of operation and reporting difficulties with compliance to the police

VIII.4.2.2.1.6. Summoning the Crete, Lincoln or Omaha police to help with emergency situations

VIII.4.2.2.2. Authority of Contracted Vendor Security: Contracted Vendor Security is in immediate contact with the local law enforcement to report any suspicious or criminal activity. Contracted Vendor Security also has the authority to request student and employee cooperation for vacating buildings and complying with written campus regulations. When confronted with non-compliance and/or emergencies, they are instructed to alert the University administration and (dependent on severity of the incident) local law enforcement.

VIII.4.2.3. **Crete** Campus Facilities

VIII.4.2.4. Security and Access to Campus Facilities Policies – The majority of campus facilities are monitored by video surveillance and controlled by keyless access.

VIII.4.2.5. The campus does have open hours during business hours and is locked (pending events schedule) the remaining hours. Below is a general overview of access to campus buildings:

VIII.4.2.5.1. **Simon Field and Lauritzen Track:** Only players and authorized personnel are allowed on Simon field during athletic events. Public hours for the track are set for 6 am until dark year-round (weather permitting).

VIII.4.2.5.2. **Access to Campus Academic Facilities:** Students and employees have access to academic facilities according to posted hours (see specific building for posted hours.) Facilities are open to the public only during open business hours. In certain buildings (i.e., Hixson, Gaylord and Lied), students must have special permission from academic adviser to have after-hours access. Students found in buildings without approval will be asked to leave.

VIII.4.2.5.3. **24-hour computer lab** – Communications building Library is the campus 24-hour computer lab. Students are encouraged to

make use of this facility after the normal closings of other buildings.
Note: Student are encouraged to call the Public Safety Office at 402.826.8669 (x8669 on campus) if they would like to have an escort across campus in the evening hours.

VIII.4.2.5.4. **Academic Room** key checkouts are available at the Public Safety Office only to students with professor's permission. The Public Safety Office compiles a list of eligible students at the beginning of each semester from faculty members. Key checkout policy states that a key must be returned immediately after use, on the same day that the key was checked out. Failure to return the key in the designated amount of time will result in the following sanctions; 1st offense-letter of warning; 2nd offense – letter of warning and 3 day suspension of key checkout; 3rd offense suspension of key checkout for the remainder of semester and a meeting to determine eligibility for future checkouts. Charges for lost keys will be applied directly to student accounts.

VIII.4.2.5.4.1. **Haddix Center**: Monday - Thursday: 6 am to 7 pm (Keyless active until 11 pm) Friday: 6 am to 10 pm (Keyless active until 10p.m) Saturday: 10 am to 4 pm (Keyless accessible) -Sunday: 2 pm to 10 pm (Keyless accessible.)

VIII.4.2.5.4.2. **Fuhrer Fieldhouse** (6 am -7 pm M-F) Keyless active until 10 pm

VIII.4.2.5.4.3. **Padour Walker** (7am-5 pm M-F)

VIII.4.2.5.4.4. **Gaylord, Whitcomb Lee, Hixson/Chab Weyers, Lied Math and Science** (7 am-6 pm M-F). Keyless active until 11pm.

VIII.4.2.5.4.5. **Perry Campus Center, Communications Building** (7 am-9 pm M-F) Communications building is open on weekends per library schedule. Keyless active 24/7.

VIII.4.2.5.4.6. **Butler Gym** (6 am – 10 pm daily) - Keyless accessible only.

VIII.4.2.5.4.7. Public, Visitation Hours and Guests:

VIII.4.2.5.4.7.1. Public hours are posted on buildings available to the public

VIII.4.2.5.4.7.2. Visitations hours typically refer to residence halls and are determined by the Doane Residence Life Office based on the circumstance.

VIII.4.2.5.4.7.3. Guest are the responsibility of their host. Guests may be in public areas during public hours or as approved (by administration) and within the supervision of their host.

VIII.4.2.5.5. Residence Halls are kept secured 24/7 with occasional exceptions to support events or activities in specific halls.

VIII.4.2.5.6. For safety reasons, especially in the residence halls, only residential students or supervised guests are allowed inside. All guests must be within sight of their host at all times. Guests who are unsupervised in a hall may be asked to leave immediately. Failure to adhere to this requirement may result in restriction of guest privileges or a ban from campus for the guest. All Doane University policies apply to guests while they are on campus and the host student(s) is responsible for the actions of their guests. Doane University does not accept responsibility for the students' guests. Students who violate the campus guest policy will be subject to the student conduct process. Additionally, students are encouraged to contact a Residential Life Staff member or the Safety Office if guests become unruly and/or noncompliant. Over-intoxicated guests who cannot leave campus or take responsibility for themselves may be reported to the Crete Police Department. Residents may have guests stay in their room overnight up to 24 hours. Residents hosting guests overnight should obtain permission to do so from their roommate(s). All guests should register with Residential Life by informing their Community Advisor (CA) or Community Director (CD). Overnight guests are not permitted to move from room-to-room or hall-to-hall.

VIII.4.2.6. Security considerations used in maintenance of campus facilities.

VIII.4.2.6.1. Our contracted Vendor Security, a private security firm, is on duty as assigned by the Public Safety Office to assist in supporting 24/7 (Crete only) and alternate academic year requirements.

VIII.4.2.6.2. Campus security measures on a nightly basis at a minimum include:

VIII.4.2.6.2.1. Locking the facilities at scheduled times.

VIII.4.2.6.2.2. Checking facilities for fire and vandalism.

VIII.4.2.6.2.3. Monitoring and reporting criminal activity on campus to police in emergency situations according to the policy listed in previous paragraphs.

VIII.4.2.6.2.4. Maintaining a log of activity in each facility while on their shifts.

VIII.4.2.6.2.5. Asking students, visitors, and employees to comply with the facility's hours of operation and reporting difficulties with compliance to the police.

VIII.4.2.6.2.6. Summoning the local authorities to help with emergency situations.

VIII.4.2.6.3. Authority of our contracted Security: our contracted vendor security is in immediate contact with the local Police Department to report any suspicious or criminal activity. Contracted Vendor Security also has the authority to request student and employee cooperation for vacating buildings and complying with written campus regulations. When confronted with the non-compliance and/or emergencies, they are instructed to alert the Crete police and University administration.

VIII.4.2.7. **Lincoln Campus Facilities**

VIII.4.2.7.1. The Lincoln campus consists of three (3) buildings. They are opened by staff and secured in the evening by staff/security. An onsite facilities/safety staff member is available to inspect the buildings and make immediate corrections if needed. Buildings are open (during the academic year) M-thur from 8am until closing (when staff are present)

VIII.4.2.8. **Grand Island Facilities**

VIII.4.2.8.1. The Grand Island facility is owned and operated by a third-party business. Doane leases spaces within the facility. The immediate office/classroom space is shared with other business partners. Doane staffs frequently inspect these areas and report issues to the building manager immediately. Hours are determined by the owner of the facility but is typically open during academic hours from 8am – 9pm (M-F)

VIII.4.2.9. **Omaha Campus Facilities**

VIII.4.2.9.1. The Omaha campus is located in one building that is shared with other businesses. Doane leases space in this facility. Doors are unlocked by staff in the morning and secured in the evening. Frequent checks are made of access points in the building and issues are immediately reported to the building owner/manager. During academic hours, the building has keyless access or as coordinated by the campus director (when staff are present to monitor).

VIII.4.3. Campus Law Enforcement Policies

VIII.4.3.1. Local Law Enforcement - The Public Safety Office encourage the reporting of campus criminal activity directly to the Public Safety Office or reporting directly to the Local law enforcement at (402)826-4311 (Crete) or 9-911 for emergencies. Doane University supports this decision and encourages any Doane community member to utilize local law enforcement if they are victim of a crime. All Doane campuses are open to the public and local law enforcement have jurisdiction based on the community they service.

VIII.4.3.2. Local police will be contacted about the likelihood of the incident posing a threat to others when choosing an immediate and/or personal notification, or a more general warning using bulletin boards, campus news media, flyers, or other announcements or forums.

VIII.4.3.3. Memorandum of Understanding (MOU) Standing - The Public Safety Office maintains a close working relationship with local law enforcement. The Public Safety Office staff occasionally works with other law enforcement

agencies in Saline county and other local agencies. Meetings are held between the leaders of these agencies on both a formal and informal basis. The Safety Administrators (SA) (Crete) communicates with Crete PD regularly on the scene of incidents that occur around the campus area.

VIII.4.3.3.1. There is one (1) external memorandum of understanding with local agencies (Crete, Lincoln, Omaha, Grand Island) as it relates to a Department of Justice grant related to the prevention of sexual violence. This is the only MOU between Doane and its law enforcement partners.

VIII.4.3.4. The Public Safety Office does work closely with the Office of Residence Life and judicial affairs, as well as the local law enforcement for crime incidents. Doane University requests that all crimes or suspected crimes occurring on campus be reported to the Public Safety Office at (402) 826-8669.

VIII.4.3.5. The Public Safety Office has an outstanding relationship with local law enforcement near all campuses. Doane supports the accurate and prompt reporting of all campus crimes to the appropriate law enforcement agencies and will assist victims in doing so.

VIII.4.3.6. Contracted Security - Contracted Security for Doane University supports hours of operation when a Doane Safety Administrator (SA) is not available. Since guards sometimes rotate to other locations, they are limited in capabilities compared to our SA's (i.e. ID Card Creation, Keyless entry updates), however are fully capable of support the campus security and safety needs.

VIII.5. Programming – The University offers information to all new students and employees related to crimes of sexual violence including: Domestic Violence, Dating Violence, Sexual Assault and Stalking.

VIII.5.1. Definitions for programming –

VIII.5.1.1. Primary Prevention Programs - are defined as programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Examples of these programs might include programs that promote good listening and communication skills, moderation in alcohol consumption and common courtesy.

VIII.5.1.2. Awareness programming – are defined as communitywide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration.

VIII.5.1.2.1. Primary and Awareness Programs (2021)

Annual Security Report (ASR) 2022

Date	Event
2/2/2021	Describing Healthy Masculinity
2/3/2021	EQI
2/4/2021	Real Man/Strongest Man
2/18/2021	EQI
2/25/2021	Describing Healthy Masculinity
3/18/2021	EQI
3/18/2021	Real Man/Strongest Man
3/25/2021	EQI
4/13/2021	Describing Healthy Masculinity
4/20/2021	Describing Healthy Masculinity
4/22/2021	Describing Healthy Masculinity
3/21/2021	Sexual Citizens Discussion
3/29/2021	Clothesline Shirt Making
4/6/2021	Stand Against Violence Week
4/7/2021	Stand Against Violence Week
4/8/2021	Stand Against Violence Week
4/9/2021	Stand Against Violence Week
4/19/2021	The Ins and Outs of Consent
4/20/2021	The Ins and Outs of Consent
4/21/2021	The Ins and Outs of Consent
4/22/2021	The Ins and Outs of Consent
4/23/2021	The Ins and Outs of Consent
4/27/2021	Slut Walk
4/28/2021	Denim Day
4/29/2021	Roll, Red, Roll
8/13/2021	IDEAL Community - Orientation
8/14/2021	C-Word
8/11/2021	IDEAL 101
8/11/2021	IDEAL 202
8/18/2021	Bystander Intervention
8/19/2021	What's for Sale?/Continuum
8/24/2021	What's for Sale?
8/24/2021	What's for Sale?
8/25/2021	What's for Sale?

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8/26/2021	What's for Sale?
8/26/2021	#Basic vs. #Queen
8/31/2021	#Basic vs. #Queen
9/6/2021	#Basic vs. #Queen
9/7/2021	#Basic vs. #Queen
9/9/2021	#Basic vs. #Queen
9/9/2021	What's for Sale?
9/9/2021	What's for Sale?
9/13/2021	What's for Sale?
9/15/2021	Study Abroad Tabling
9/16/2021	Burn Your Trauma
9/16/2021	#Basic vs. #Queen
9/16/2021	What's for Sale?
9/17/2021	Summer's End Xtravaganza
9/19/2021	Continuum of Harm
9/21/2021	Continuum of Harm
9/23/2021	What's for Sale?
9/24/2021	Kegger with a Cop
10/5/2021	Continuum of Harm
10/6/2021	Snapchat Hide and Seek
10/13/2021	Spot the Red and Green Flags
10/18/2021- 10/19/2021	Pledge Against Violence
10/20/2021	Continuum of Harm
10/20/2021	What's for Sale?
10/21/2021	Purple Thursday
10/25/2021	What's for Sale?
10/27/2021	What's for Sale?
10/27/2021	#Basic vs. #Queen
10/28/2021	IDEAL 202
11/1/2021- 11/5/2021	NMN Tabling w/ Chi Delta
11/2/2021	Continuum of Harm
11/3/2021	Setting Boundaries
11/9/2021	Open Mic Night w/ Chi Delta
11/11/2021	Risk Reduction
11/16/2021	Continuum of Harm
11/16/2021	#Basic vs. #Queen
11/16/2021	NMN Event
11/17/2021	Men's Health Fair
11/17/2021	Continuum of Harm
11/17/2021	What's for Sale?

11/18/2021	NMN Event
11/22/2021	IDEAL 202
11/22/2021	Setting Boundaries
11/29/2021	Continuum of Harm
11/29/2021	What's for Sale?
11/30/2021	What's for Sale?
12/1/2021	De-Stress Fest
12/2/2021	Continuum of Harm
12/2/2021	IDEAL 202
12/13/2021	Continuum of Harm

VIII.5.1.3. Crime prevention – Includes reporting information and safety warnings to new students and employees as well as annual training offered to all employees. Programs are offered during new student orientation and during annual employee training events/workshops.

- New Student Orientation (NSO)
- New Faculty Orientation
- Safety/Security Notifications (See Timely Warnings)
- Ad Hoc prevention efforts related to current/relevant threats (e.g., COVID 19)

VIII.5.1.4. Bystander Intervention – Training for new students and employees focused on teaching safe ways to prevent potential safety issues or crimes. Options for safe intervention techniques covered during new student orientation.

VIII.5.1.5. Risk Reduction – Proactive hazard identification combined with risk mitigation plans and individual assignments of responsibility to oversee the plan.

- Risk assessment planning within student organizations (Greek)
- Proactive organizational meeting focused on identifying hazards (e.g., Student Concern Team, Front Line Staff meetings).

VIII.5.1.5.1. Campus Security Informational Programs

Doane University places a high priority on the personal safety of its students, faculty, staff, and visitors, and the Public Safety Office is committed to providing a secure environment. However, since it is impossible to prevent all crime, we wish to remind people that they must also take responsibility for their own personal safety.

VIII.5.1.5.2. Doane *Crete*, as a residential campus, has several programs as well as an increased security presence during the academic year (e.g., 24/7).

VIII.5.1.5.3. Doane Lincoln, Omaha and Grand Island have limited security availability, but do have designated contact personnel for incidents related to crime. All reports of this nature are reported to the Crete campus for record keeping and future reporting.

VIII.5.1.6. Informational Programs for Student and Employees About Crime Procedures and Policies

- Fall orientation, spring and summer enrollment sessions for new students
- Residence life meetings residential students
- Annual campus-wide emergency/safety drills (or emergency system tests)
- Printed posters and publications
- Faculty and staff meetings
- Employee handbook

VIII.5.1.7. Security Awareness and Crime Prevention Programs

VIII.5.1.7.1. The University provides the following services and programs to improve safety on campus and to educate the community about security issues:

VIII.5.1.7.1.1. Security Escort Service -The Public Safety Office (Crete, Omaha and Lincoln) provides an escort service for people walking on campus or to and from a University owned residence. Students, staff, and faculty are asked to walk with others when possible and to choose paths that are well lit.

VIII.5.1.7.1.2. New Employee & Student Orientation - Crime prevention materials are provided and questions are answered during new community member orientation meetings.

VIII.5.1.7.1.3. Residence Hall Security (Crete) - Hall security and safety is routinely discussed in all hall meetings.

VIII.5.1.7.1.4. Emergency Telephones (Crete) - Campus "blue light" phones are located outside the main entrances of four residence halls and in various locations on campus. These phones provide immediate contact with 911 and with our internal Public Safety Office. This resource is available for Students, Employees and Guests.

VIII.5.1.7.1.5. Electronic Monitoring Systems (Crete)

VIII.5.1.7.1.5.1. The Public Safety Office and Facilities Department monitors intrusion and fire alarms, campus wide, with the help of an electronic monitoring system, which is connected to the city emergency center.

VIII.5.1.7.1.5.2. Access into certain facilities, including residence halls, is controlled using a card key access control system. Systems at Doane Lincoln, Omaha, and Grand Island are monitored via alarm services.

VIII.5.1.7.2. Programs designed to inform students and employees about crime procedures and policies:

- VIII.5.1.7.2.1. Fall orientation for new students
- VIII.5.1.7.2.2. Spring and Summer enrollment sessions for new students and parents
- VIII.5.1.7.2.3. Printed posters and publications
- VIII.5.1.7.2.4. Faculty and staff meetings.
- VIII.5.1.7.2.5. Online crime reporting information (Public Safety Office website)
- VIII.5.1.7.2.6. Employee handbook
- VIII.5.2. Off-Campus Support Policies
 - VIII.5.2.1. Students who live off campus are included in updates about the campus when it is necessary to contact the entire community for ongoing/potentially dangerous crimes or issues.
 - VIII.5.2.2. Off-campus students are reminded that the University may determine their actions off campus have impacted the Doane educational environment and are subject to review by the Judicial Affairs office. Local law enforcement agencies alert the university in the event of a threat or concern so we can provide this information to students.
 - VIII.5.2.3. Off-campus students are encouraged to report incidents to local law enforcement that involve crime or suspicious activity. The University will assist students who want help in making a report to law enforcement.
 - VIII.5.2.4. Doane University does not have non-campus locations for student organizations that are officially recognized by the institution.
- VIII.5.3. Drugs & Alcohol Policy Statement ([Link](#))
- VIII.5.4. Drug and Alcohol Abuse Education Programs
 - VIII.5.4.1. Doane supports the legal and responsible use of alcohol. Under Section 120 (a) through (d) of the HEA the University offers the following resources to students and employees:
 - VIII.5.4.1.1. Reference materials on drug and alcohol use available at all campuses
 - VIII.5.4.1.2. Residence Hall educational materials
 - VIII.5.4.1.3. Available Drug and Alcohol counselor
- VIII.5.5. Crime Report Access Policies
 - VIII.5.5.1. Crime Victims – Per Section 16 of the Title 18, United States Code, Doane University will make available, upon written request, to any alleged victim of a crime of violence or non-forcible sex act the report of the results of the institution's disciplinary proceeding against the alleged perpetrator. 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.

- VIII.5.6. Emergency Response and Evacuation Procedures (see Section VI)
- VIII.5.7. Missing Student Notification Procedures (See Section X)
- VIII.5.8. Dating Violence, Domestic Violence, Sexual Assault and Stalking Policy (See Attachment 2)

III.22.8.1. The campus standard of proof is **preponderance of the evidence**.

III.22.8.2. In cases of this nature the University will ensure accuser and accused will receive written notice of:

- III.22.8.2.1. Simultaneous notification and timely notification of meeting
- III.22.8.2.2. Proceedings Definition – Requirements and process based on the Doane University Student Handbook
- III.22.8.2.3. Result Definition – The outcome of policy investigations, special hearing boards or appeal outcomes.
- III.22.8.2.4. Outcome of disciplinary hearing
- III.22.8.2.5. Institution's appeal process
- III.22.8.2.6. Changes to the results before results are final
- III.22.8.2.7. When the results become final
- III.22.8.2.8. Information about how the University will protect confidentiality. Names will not be disclosed to the extent permissible by law.
- III.22.8.2.9. Notification of resources available related to counseling, health, advocacy, and other available services.
- III.22.8.2.10. Notification to victims about options for changes: in academic, living, transportation and work situations that are reasonably available.

III.22.8.3. Compliance Statement – Compliance with these provisions does not constitute a violation of section 444 of the General Educational Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA)

III.22.8.4. Reporting – Incidents of sexual assault, domestic violence, dating violence, or stalking should be reported immediately. Prompt reporting and the protection of evidence needs to be considered immediately. The University will assist victims in reporting incidents to local law enforcement (and offer support regarding obtaining a protection order) as well as to campus officials.

III.22.8.5. The University will keep victim's information confidential as possible, however is required to investigate all matters to ensure there is not a hostile educational environment or pattern of abuse that can be identified and should be communicated to the University community as a timely warning. In those cases, the victim's name will be withheld, but for the requirements of an investigation or hearing the University may only be able to provide "privacy", which means the victim's name will only be given to those with a "need to know" as related to our judicial process or reports to law enforcement.

Students wishing to make a confidential report should consider speaking to the campus Counselors or Nurse.

III.22.8.6. Notification of Rights and options – The University will provide complainants information related to the campus process, their rights and accommodations offered by the University. This is typically done via email following the initial report.

VIII.5.8.7. Retaliation Statement – The University prohibits retaliation by its officers, employees or agents against a person who exercises his or her rights or responsibilities under any provision of the Campus SaVE Act.

VIII.5.8.8. Possible Sanctions and protective measures – Procedures for these cases and all campus judicial cases will be prompt, fair and impartial during the investigation and resolution. These procedures are conducted by officials who receive annual training on both cases of this nature and hearing processes, which will protect all parties involved. The University has the following possible sanctions (following final determination) and protective measures that can be utilized in the event of a reported sexual assault, rape, acquaintance rape, domestic violence, and dating violence or stalking. This list is not all inclusive:

VIII.5.8.9. Sanctions:

- Restorative Sanctions
 - Academic Reassignment
 - Assignment of Community Service or Constructive Task
 - Athletic Reassignment
 - Disciplinary probation
 - Educational Bulletin Board/Program
 - Educational Paper
 - Educational Workshop
 - Evaluation and Counseling
 - Housing Reassignment
 - Letter of apology
 - Mediation
 - No Contact Order
- Monetary Sanctions
 - Monetary Fine
 - Restitution
- Notification Sanctions
 - Dean of Students Hold on Record
 - Notification of Academics
 - Notification of Athletics
 - Notification of Financial Aid
 - Notification of Parent or Legal Guardian
 - Notification of Student Affairs
- Employment Related
 - Educational/Training requirement
 - Verbal warning
 - Written warning

- Job suspension (with or without pay)
 - Job transfer or reassignment
 - Termination of employment
- Suspension/Restriction/Ban/Expulsion
 - Ban From University campus(es)
 - Ban From University Residence Halls
 - Denial of on-campus use of automobile
 - Expulsion from the University
 - Hold on forwarding personal records to external institutions or individuals until satisfactory completion of disciplinary sanctions.
 - Revocation of admission and/or degree
 - Revocation of housing accommodation
 - Revocation of registered student organization
 - Suspension from extracurricular activities
 - Suspension of Residential Life Privileges
 - Suspension from University Housing
 - Suspension from the University
 - Withholding degree

VIII.5.8.10. Protective Measures:

VIII.5.8.10.1. Housing relocation

VIII.5.8.10.2. Review of class schedule and changes due to accuser/accused proximity

VIII.5.8.10.3. Academic accommodations if a complainant needs assistance making up class work or classes

VIII.5.8.10.4. Campus Security Escorts

VIII.5.8.11. Procedures following an incident of sexual violence:

VIII.5.8.11.1. Preserve all evidence. Avoid showering.

VIII.5.8.11.2. Contact the Public Safety Office or Residence Life Office

VIII.5.8.11.3. Contact local law enforcement (The University can assist you)

VIII.5.8.11.4. The University, following a formal complaint, can issue a campus “no contact order”. Violation of this order is considered a violation of campus policy, which can lead to additional judicial action as well as a report to local law enforcement.

VIII.5.8.12. Disciplinary Procedures. The University will provide a prompt, fair and impartial investigation to all complaints. The following procedures are also actioned:

VIII.5.8.12.1. Officials involved in cases of sexual violence receive annual training on investigation and hearings.

VIII.5.8.12.2. The process will provide accuser and accused the same opportunity to have advisors present during proceeding.

VIII.5.8.13. Dissemination of Reports on Crimes.

VIII.5.8.13.1. The Public Safety Office will distribute timely warnings to the campus community after one of the following crimes has been committed if there is an ongoing threat to the campus:

VIII.5.8.14. Definitions for Clery Reportable Crimes

VIII.5.8.14.1. Murder: the willful (non-negligent) killing of one human being by another.

VIII.5.8.14.2. Negligent Manslaughter – The killing of another person through gross negligence.

VIII.5.8.14.3. 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.

VIII.5.8.14.4. Fondling: 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.

VIII.5.8.14.5. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

VIII.5.8.14.6. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

VIII.5.8.14.7. Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

VIII.5.8.14.8. Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

VIII.5.8.14.9. Burglary: The unlawful entry of a structure to commit a felony or a theft.

VIII.5.8.14.10. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

VIII.5.8.14.11. 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.

VIII.5.8.15. Local police will be contacted about the likelihood of the incident posing a threat to others when choosing an immediate and/or personal notification, or a more general warning using bulletin boards, campus news media, flyers, or other announcements or forums.

VIII.5.8.16. The University will annually prepare and inform current students and employees in a brochure that complies with PL 101-542 of the Student Right-to-Know and Campus Security Act. This information may also be found online

at: <https://web.doane.edu/offices-services/public-safety-office/security-report>.

This publication will list the occurrences of:

- VIII.5.8.16.1. Murder
- VIII.5.8.16.2. Sexual Violence: Sexual Assault/Rape, Stalking, Domestic Violence, Dating Violence
- VIII.5.8.16.3. Robbery
- VIII.5.8.16.4. Aggravated Assault
- VIII.5.8.16.5. Burglary
- VIII.5.8.16.6. Motor Vehicle Theft
- VIII.5.8.16.7. And arrests for:
 - VIII.5.8.16.7.1. Liquor Law Violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.
 - VIII.5.8.16.7.2. Drug Abuse Violations: violations of laws or ordinances prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
 - VIII.5.8.16.7.3. Weapons Violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives and incendiary devices, or other deadly weapons. A crime is reportable when the President, Vice President for Finance, or the Vice President for Student Affairs investigating an incident determines that a crime has occurred or a local police agency notifies Doane that it has documented a report of criminal offense that has occurred "on-campus" as defined by this act. The University will also send the statistics to the Secretary of Education and prospective students.
- VIII.5.8.17. Sexual Assault, Domestic Violence, Dating Violence and Stalking Prevention
 - VIII.5.8.17.1. Doane University is a participant in the Office of Violence against Women (OWV) and Department of Justice grant program. The goal of the program is to help colleges and universities create effective, comprehensive responses to sexual assault, domestic violence, dating violence and stalking. Doane University prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. The three-year grant is assisting us in unifying our approach to sexual violence across all four Doane campuses including programming and training resources.
 - VIII.5.8.17.2. New students and employees receive information regarding sexual violence, campus resources and reporting options.
- VIII.5.8.18. Crime Prevention, Substance Abuse and Security Awareness Materials
 - VIII.5.8.18.1. Brochures and posters related to substance abuse, personal safety, seat belt use, motor vehicle and bicycle theft prevention, and residence and office security are available at the Public Safety Office. The campus works with our educational risk assessors (United Educators) to develop programming that impacts all of these areas.

VIII.5.8.19. Bystander Intervention

VIII.5.8.19.1. Student are encouraged to use the three “D’s” for safe and effective bystander intervention:

VIII.5.8.19.2. Direct – Approach and confront the situation

VIII.5.8.19.3. Delegate – Ask someone else to intercede or call for help from a campus authority figure.

VIII.5.8.19.4. Distract – Get their attention focused on something else. Use friends to interfere and assist a potential victim in getting to a safe place.

VIII.5.8.20. Risk Reduction

VIII.5.8.20.1.1. Personal safety choices are the most effective way of preventing incidents from occurring. Having a plan and avoiding risky behaviors such as high-risk drinking or being alone in an unfamiliar place can help.

VIII.5.8.21. Health Resources

VIII.5.8.21.1. Health and Wellness Center - Contact: Kelly Jirovec, Director of Student Health Services, RN/Nurse Phone: ext. 8265 or kelly.jirovec@doane.edu

VIII.5.8.21.2. Campus Counselor – Contact: Myron Parsley, Phone: 8265 or myron.parsley@doane.edu, Raegan Bartholomew, Phone: 8551 or raegan.bartholomew@doane.edu, Darcy Dawson, Phone 8710, or darcy.dawson@doane.edu <mailto:kristal.flaming@doane.edu>

VIII.5.8.21.3. Campus Health Services – Contact: Kelly Jirovec, Phone: 8265 or studenthealth@doane.edu

VIII.5.9. Drug-Free Schools and Communities Act (DFSCA)

VIII.5.9.1. The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. Doane supports DFSCA by the establishment of drug and alcohol prevention programs meant to educate students on their personal decisions regarding usage.

VIII.5.10. Federal Trafficking Penalties

VIII.5.10.1. Students, faculty members and other staff are responsible, as citizens, for knowing about and complying with the provisions of Nebraska law that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as controlled substances. Any member of the University community who violates any of those laws is subject to both prosecution and punishment by the civil authorities and disciplinary proceedings by the University. TRAFFICKING IN ILLEGAL DRUGS and/or the illegal POSSESSION OF DRUGS is taken very seriously and will be dealt with in a similar fashion. The University is not an environment to use, sell and/or possess drugs. If such conduct occurs, or is alleged by law enforcement to have occurred and criminal charges are filed, the involved students will be subject to immediate suspension and additional disciplinary consequences up to and including expulsion. The penalties to be imposed by the University may range from written warnings with probationary status to expulsions and

complete separation from enrollment and/or discharges from employment. A federal drug conviction will result in the loss of federal student aid eligibility and the loss of all Doane University institutional funding. Federal Trafficking Penalties can be found at this link: [Drugs of Abuse, A DEA Resource Guide \(2020 Edition\)](#)

VIII.5.11. Rehabilitation Services

VIII.5.11.1. Those students who seek assistance to overcome a drug-related problem shall be provided with information about drug counseling and rehabilitation services available through Doane University contacts/networks and through community organizations. Those individuals who voluntarily avail themselves of these services prior to disciplinary actions by the University shall be assured that applicable professional standards of confidentiality will be observed to the extent allowed by law. Resources can be found at this site: <https://web.doane.edu/offices-services/student-services/student-health/counseling>.

III.22.9. Campus Safety and Security Training

III.22.9.1. Public Safety Office

III.22.9.1.1. The Public Safety Office does not employ commissioned law officers. The Public Safety Office is made up of Safety Administrators (SA) and contracted guard services (Lincoln, Crete, and Omaha). Public Safety Office staff and representatives do not have powers of arrest. Their authority and jurisdiction is limited to campus property and only includes civil powers to report incident and protect community members and University assets.

III.22.9.1.2. Doane University conducts/requests a background check on all security staff members (including contracted) annually.

III.22.9.1.3. Doane staff members and contracted guard service (Contracted) are responsible for all aspects of safety and security for Doane University Crete. Doane Omaha and Lincoln employ contracted guards in the evenings during their academic year.

III.22.9.1.4. Due to 24/7 (Crete) requirements, limited hours of availability (Omaha, Lincoln) and one staff member typically on duty per-shift, our staff typically deliver "triage" level of support to victims of crime. In most cases, staff will provide immediate reporting support, connection with key stakeholders on campus, evaluation and response for immediate safety concerns, and support information. Staff members will ensure they are available 24/7 to any crime victim. Staff however typically do not conduct investigations for the campus as the time necessary conduct an interview and prepare accurate and concise investigation documents is not possible. In those cases, other Doane employees with investigation training are assigned.

III.22.9.1.5. Note: Doane Grand Island does not have security provided as this location is housed within another owner's business space.

III.22.9.1.6. As staff members for the University, the Public Safety Office may forward reports involving students to the judicial affairs officer for the campus and reports including staff or faculty to the appropriate Vice President.

III.22.9.1.7. Incidents involving non-compliant non-Doane community members may result in staff contacting the local law enforcement for assistance. Crimes that occur at Doane University will be reported to the local law enforcement.

III.22.9.1.8. Training of Public Safety Staff

III.22.9.1.8.1. Safety Administrator staff receive training regarding the key aspects of their jobs to include support for crime victims. Safety Administrators treat all community members with respect and dignity in all requests for assistance or support.

VIII.5.12. Policies & Procedures – Doane University is dedicated to providing an educational environment where all community members are free of threatening or demeaning behavior. Community members who feel threatened are encouraged to make an immediate report or seek assistance. The University supports and encourages the involvement of law enforcement in cases of domestic assault, dating violence or stalking. Call (402)826-8669 or doanesafetyoffice@doane.edu to file a report (during the academic year) or the local jurisdiction police department.

VIII.5.13. The University will follow procedures set forth in the campus student handbook related to judicial actions for all violation of law or policy.

VIII.5.13.1.Public Safety Office Response to sexual violence crimes

VIII.5.13.1.1. Staff who respond to crimes of sexual assault, dating and domestic violence and stalking will follow the requirements of the campus sexual assault policy utilizing a trauma informed response. Specifically, these protocols include:

- VIII.5.13.1.1.1. Receive an initial report
- VIII.5.13.1.1.2. Provide immediate personnel safety support resources
- VIII.5.13.1.1.3. Referrals to local law enforcement
- VIII.5.13.1.1.4. Referrals for medical support
- VIII.5.13.1.1.5. Referrals to campus resources (e.g., counseling, judicial affairs, residential staff, and off-campus community support options)
- VIII.5.13.1.1.6. Submission of reports to meet Clery requirements
- VIII.5.13.1.1.7. Follow-up responsive support to victims who need after-care

VIII.5.14. Registered Sex Offender Policy

VIII.5.14.1.Nebraska Sex Offender Registry Information

VIII.5.14.1.1. Under the Clery Act regulations, at 34 CFR 668.46(b)(12), institutions must include in their Annual Security Report a statement about where information "concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address." There are no additional obligations under Clery.

VIII.5.14.1.2. Nebraska State Statute 29-4002 declares that sex offenders present a high risk to commit repeat offenses and that efforts of law enforcement agencies to protect their communities, conduct investigations, and quickly apprehend sex offenders are impaired by the lack of available information about individuals who have pleaded guilty to or have been found guilty of sex offenses and who live, work, or attend school in their jurisdiction. Because of that, the legislature determined that state policy should assist efforts of local law enforcement agencies to protect their communities by requiring sex offenders to register with local law enforcement agencies as provided by the Sex Offender Registration Act.

VIII.5.14.1.3. This information is to be used to provide public notice and information about a registrant so a community can develop constructive plans to prepare themselves and their family. Sex Offenders have "always" been in our communities. The notification process will remove their ability to act secretly.

VIII.5.14.1.4. Sex offender registry information shall not be used to retaliate against the registrants, their families, or their employers in any way. Vandalism, verbal or written threats of harm are illegal and will result in arrest and prosecution.

VIII.5.14.1.5. For information on sex offenders living in or near Crete, please visit the Nebraska State Patrol website at <https://sor.nebraska.gov/>

IX. Report to ED via the Web-Based Data Collection

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

IX.1. Annually, Doane University provides electronic data to the Department of Education (DoE) via their online database collection tool.

IX.2. Records kept on file (electronic) after data is "locked" when the federal government opens the online entry site in August of each year. Once locked the government sends a confirmation email to the security office that the data was entered and site is now locked. You can also research the entered data by going to this site: <http://ope.ed.gov/security/>.

IX.2.1. *Note: Data submitted for the current reporting period is typically not available until November or when published by the Department of Education.*

IX.2.2. *Note: For the 2020 report, information will not be available on the DoE site until January 2021 due to COVID 19*

X. Missing Student Notification Procedures

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

IX.3. Missing Student Notification Policy and Procedures

IX.3.1. Contacts:

IX.3.1.1. For students living in on-campus student housing facilities missing for 24 hours: Public Safety Office – (402)826-8669 or doanesafetyoffice@doane.edu or local law enforcement for the jurisdiction of that campus.

IX.3.1.2. Students may designate a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the Public Safety Office or local law enforcement. This information will be registered confidentially and accessible only to authorized campus officials and it will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. Designee information should be sent to the Public Safety Office at doanesafetyoffice@doane.edu.

IX.3.2. Report suspected missing students immediately! Students under 18 years of age that are not emancipated need to be aware that the institution must notify parents no later than 24 hours after the student is determined to be missing. The University must also notify law enforcement no later than 24 hours after a student is determined/reported to be missing. If a student is determined to be missing, the Public Safety Office will initiate the emergency contact procedures once a student, for whom a missing persons report has been filed, has been missing for 24 hours. Any missing student report must be filed with the Public Safety Office within 24 hours of the determination that the student is missing. The report will be immediately referred to local law enforcement.

IX.3.3. Notification Procedures:

IX.3.3.1. Notification of appropriate University officials (call 402-826-8669)

IX.3.3.2. Forward of reports to campus Public Safety Office
(doanesafetyoffice@doane.edu)

IX.3.3.3. Notification of appropriate law enforcement officials within 24 hours of a missing person report.

IX.3.3.4. Notification of the student's confidential contact (if filed) within 24 hours of a missing person report.

IX.3.3.5. Notification of the student parent if her or she is under 18 and not emancipated a missing person's report has been filed, and the student has been missing for 24 hours within 24 hours of a missing person report.

IX.3.3.6. If the student has not submitted a confidential contact, a parent or legal guardian will be notified.

XI. Fire Safety Log

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

IX.4. Our institution must maintain a written fire log that records fire that occurs in on-campus student housing facilities.

IX.4.1. Only the Doane – Crete campus has residential facilities. *Note: To be added to the report there must be open flame reported.*

IX.5. Office/Individual Responsible – Public Safety Office,
doanesafetyoffice@doane.edu, (402)826-8669

IX.6. Public Access – This report can be located at the following website. It is included annually in our security report: <https://web.doane.edu/offices-services/public-safety-office/security-report>

IX.7. Campus Fire Log – Crete (see below in Fire Safety Statistics)

XII. Fire Safety Statistics

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

Statistics and Related Information Regarding Fires in Residential Facilities for 2021

Residential Facilities	Address	Total fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Cause by Fire
Hansen Hall	1014 Boswell	0	0	N/A	N/A	N/A	0
Sheldon Hall	1014 Boswell	0	0	N/A	N/A	N/A	0

Frees Hall	1014 Boswell	0	0	N/A	N/A	N/A	0
Smith Hall	1014 Boswell	0	0	N/A	0	0	0
Burrage Hall	1014 Boswell	0	0	N/A	N/A	N/A	0
Colonial Hall	1014 Boswell	0	0	N/A	N/A	N/A	0

XIII. Annual Fire Safety Report (AFSR)

Office/Individual responsible	Public Safety Office/Public Safety Director
Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated	August 1, 2022

Fire Safety Systems in Student Residential Facilities 2021*

Residential Facilities	Address	Fire alarm monitoring done on site (by Doane)	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year
Hansen Hall	1014 Boswell	NECO (off site)	X	X	X	X	1
Sheldon Hall	1014 Boswell	NECO (off site)	X	X	X	X	1
Frees Hall	1014 Boswell	NECO (off site)	X	X	X	X	1
Smith Hall	1014 Boswell	NECO (off site)	X	X	X	X	1
Burrage Hall	1014 Boswell	NECO (off site)	X	X	X	X	1
Colonial Hall	1014 Boswell	NECO (off site)	X	X	X	X	1

* X=system/resources available in that building

IX.8. Fire Safety Report Information

IX.8.1. Campus Housing Fire Safety Systems - Every campus residence hall has smoke and sprinkler systems available throughout the buildings. These systems are tested throughout the year and any reported issues are addressed as soon as possible.

IX.8.2. Fire Drills - Each residence hall performs one supervised fire drill/tornado drill each academic year

IX.8.3. Campus Housing Fire Safety Policies (Crete Campus Only)**IX.8.3.1. Portable Electrical Appliance**

IX.8.3.1.1. Devices with electric heating sources are not allowed in campus residence halls. Maintenance checks and room checks are performed twice per year to ensure student compliance.

IX.8.3.2. Smoking and Open Flame Policy

IX.8.3.2.1. Smoking and open flames (candles) are banned from all residence halls

IX.8.3.3. Evacuation Procedures

IX.8.3.3.1. Evacuations policy and procedures are posted on all residence hall rooms (backside of door). The postings have helpful hints as well as maps of floor locations to the nearest exits. Students are asked to respond to all fire alarms and drills by moving to the most immediately and safe exit. Once outside, move a safe distance from the building and contact your community life staff member.

IX.8.4. Fire Safety Education and Training Programs - An annual safety program is made available to faculty and staff. Residential students attend frequent hall and floor meetings where safety issues are addressed.

IX.8.5. Reporting – If you have any concerns related to fire/fire safety, please call the Public Safety Office at (402)826-8669 or email us at doanesafetyoffice@doane.edu.

XIV. Drugs, Alcohol and Tobacco

1. Section 4.01 Alcohol, Drug, & Substance Abuse Policy

One of the fundamental purposes of Doane University is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. All members of the University community, students, faculty and staff members, share the responsibility for protecting that environment, and all are expected to exemplify standards of professional and personal conduct. The illegal or abusive use of drugs or alcohol by members of the College community adversely affects the educational environment. Therefore, Doane College is committed to having a campus that is free of illegal drug use and alcohol abuse.

In keeping with its primary purpose, Doane University will utilize educational strategies as its major approach to this area. Any member of the University community who uses, distributes, or abuses any drug, including alcohol, may be subject to prosecution and punishment by the civil authorities and to disciplinary proceedings by the University. Trafficking illegal drugs is particularly offensive and the penalties reflect this judgment. Doane University's interest in resolving the problem is not punitive, but rather to establish clear boundaries of conduct. Misuse and abuse of alcoholic beverages is a serious problem often resulting in loss of human potential and irresponsible behavior that may be dangerous to the individual(s) involved, threaten the lives of others, infringe on the rights of others, and/or cause destruction of property. Alcohol poisoning is a significant and rising social problem that causes multiple deaths every year at college campuses across the nation. Drinking games promote mass consumption and binge drinking. Doane University respects the rights of individuals to consume alcohol in a legal and responsible manner. The university expects all students to participate in educational programming and discussion about the effects of alcohol use and abuse. The university prohibits the use of alcoholic beverages by minors on campus and university policies are in compliance with state and federal laws regarding alcohol use, possession and distribution. Violations of the university alcohol policy are grounds for disciplinary action.

Pertinent statutes include:

- a. 53-103: Defines a minor as any person less than 21 years.
- b. 53- 80: Prohibits the sale, giving away, exchange or delivery of alcoholic beverages to a minor. Procurement to a minor at Doane University will be turned over local law enforcement and the student/s responsible will receive campus sanctions including but not limited to a \$500 fine.

Doane University is dedicated to the pursuit and dissemination of knowledge and expects all members of the academic community to behave in a manner conducive to that end. Faculty, staff and students must maintain the highest standards of personal and professional conduct. Illegal (or abusive), use of drugs, or behavior by members of the University community, adversely affects the mission of the University and is prohibited. The University, through its Board of Trustees, adopts the following policy consistent with the State of Nebraska on illegal drugs. The policy is intended to accomplish the following:

- a. Prevent drug abuse through a strong educational effort outside the classroom.
- b. Encourage and facilitate the development and use of rehabilitation services/programs.
- c. Discipline those members of the University community who engage in illegal drug-related behavior.

In addition to these, and all state laws, the following regulations also apply at Doane University:

- a. Consumption and possession of alcoholic beverages is permitted by a person of legal age in their private room, suite or quad area under the following conditions:
 - i. All residents of the room, suite or quad are 21 years of age
 - ii. Residents of the room, suite or quad have been approved having registered their living environment as an alcohol tolerant room with Residence Life.
 - iii. An Alcohol Tolerant Room contract is posted in plain sight in the room. This document is inspectable by Safety Office or Residence Life staff upon request.
 - iv. Minors cannot be present in alcohol tolerant rooms when alcohol is visibly present and/or being consumed. This includes empty alcohol containers if they are visibly present. If it is discovered that underage drinking is occurring in an alcohol tolerant room, all residents will be referred to the judicial affairs office. If no residents are present, all residents will be referred to the judicial affairs office.
- b. Students in rooms that are not alcohol tolerant (whether they are of age or not) cannot have alcohol or alcoholic containers present at any time.
- c. In the traditional residence halls, alcoholic beverages are not permitted in the hallways, lounges, or any other public areas in or around the residence halls, including the balcony area of Colonial and Burrage Halls.
- d. Except when authorized by university officials, kegs and other multi-liter containers, empty or full are prohibited on university property. University officials have the authority to request and supervise the immediate removal and disposal of prohibited items.
- e. The university prohibits using university or student organization funds for the purchase of alcoholic beverages for any student function.
- f. Campus organizations may not use alcoholic beverages at membership recruitment functions.
- g. References to and/or pictures of alcoholic beverages may not be used directly or indirectly in the advertisement of any university organization function.
- h. Hard alcohol (examples: Whisky, Rum, Tequila), including but not limited to mixes, brews or alcohol punches, is not permitted on campus.
- i. No "drinking games" (with alcohol) are allowed on the Doane University campus. Participants and observers are also in violation of this policy. Note: Drinking games are also banned by our residential policies. Even if not in use, drinking game can be confiscated by the university.

Drinking or possessing alcoholic beverages on University property (except where permitted under these regulations) is subject to disciplinary action. This includes fines, community service, drug and alcohol evaluations (at the student's expense), probation, suspension or expulsion from the University.

- a. Minor in Possession: Anyone under the age of 21 that possesses or is in the presence of alcohol. Examples of a MIP:
 - i. Any minor present in a room that is alcohol tolerant where the alcohol is in plain sight.
 - ii. Any minor in a non-alcohol tolerant room where alcohol is anywhere within the room
 - iii. A minor holding an alcohol container for an "of age" student.
 - iv. Possession of unopened or open alcohol containers.
 - v. Alcohol found in a minor's room during room checks. This includes alcohol that is found in shared lounges, bathrooms or trashcans.

- b. Procuring for a Minor: Serving and/or making alcohol available for students under legal age is a crime and the University will not tolerate or condone such practices. This also includes providing an environment where minors can drink. If minors have alcohol in their possession in your room, it will be assumed that you provided the alcohol for them. The residents of the room are required at all times to be diligent in ensuring minors are not drinking in their room, suite or quad. The University's judicial system is designed to handle such infractions of the law and penalties are severe. In addition, these cases may be turned over to the local law enforcement.
- c. Alcohol Consumption in Public Places/"Open Container": Alcohol is only allowed in the room or shared living space of students who are 21 years of age or older, and who have received training and have properly displayed their alcohol tolerant room certificate. Alcohol is only allowed in the room, suite or quad that is alcohol tolerant or designated areas on campus during special events (i.e. Butler Gatherings).

Minors and "of age" students committing any of the above offenses are subject to any and all fines. Legal and responsible use of alcohol on campus is the goal of these regulations. Irresponsible (though legal) use of alcohol which infringes on the rights of others (i.e., excessive noise, physical or emotional abuse or assault or unsafe conduct) or results in the destruction of property, will be subject to appropriate disciplinary action. Based on behavioral concern reports and/or incident reports, the administration reserves the right to require that a student submit himself/herself for an alcohol or drug evaluation at his or her own expense. Subsequently, the student will be expected to abide by the recommendations of the evaluation. The university does reserve the right to turn any and all violations of law over to local authorities.

a) Good Samaritan Policy

The Doane community values the health and safety of its members and supports an environment that encourages students to come to the assistance of one another. To that end, the Good Samaritan policy has been created to ensure that responsible action is taken when a student is medically endangered due to the consumption of alcohol.

Students for whom medical assistance is summoned for alcohol intoxication will be granted amnesty from University disciplinary action. The student who summons the Safety Office or Residence Hall staff members or EMS on behalf of an intoxicated student as soon as the emergency situation is apparent will likewise be granted such amnesty provided the caller remains with the intoxicated student until help arrives and is cooperative with university, medical and law enforcement personnel. Students involved in an alcohol-related incident for which amnesty is granted will be provided appropriate educational or developmental interventions, which may include assessment and counseling. Amnesty applies only to alcohol violations and does not apply to other violations of the student conduct code such as assault, property damage, hazing or the presence of other illicit substances. It is expected that individual students will not abuse this policy and they will be notified if they lose the right to utilize this policy.

2. [Section 4.02 Rehabilitation Services](#)

Those students who seek assistance to overcome a drug-related problem shall be provided with information about drug counseling and rehabilitation services available through Doane University contacts/networks and through community organizations. Those individuals who voluntarily avail themselves of these services prior to disciplinary actions by the University shall

be assured that applicable professional standards of confidentiality will be observed to the extent allowed by law.

3. [Section 4.03 Federal Trafficking Penalties](#)

Students, faculty members and other staff are responsible, as citizens, for knowing about and complying with the provisions of Nebraska law that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as controlled substances. Any member of the University community who violates any of those laws is subject to both prosecution and punishment by the civil authorities and disciplinary proceedings by the University. TRAFFICKING IN ILLEGAL DRUGS and/or the illegal POSSESSION OF DRUGS is taken very seriously and will be dealt with in a similar fashion. The University is not an environment to use, sell and/or possess drugs. If such conduct occurs, or is alleged by law enforcement to have occurred and criminal charges are filed, the involved students will be subject to immediate suspension and additional disciplinary consequences up to and including expulsion. The penalties to be imposed by the University may range from written warnings with probationary status to expulsions and complete separation from enrollment and/or discharges from employment. A federal drug conviction will result in the loss of federal student aid eligibility and the loss of all Doane University institutional funding. Check out more information on [Federal Trafficking Penalties](#).

4. [Section 4.04 Smoking Policy](#)

In order to provide a safe and healthy work/study environment for all employees and students and to comply with the [Nebraska Clean Indoor Air Act](#), the University has adopted the following tobacco policy.

The following forms of tobacco products are prohibited:

- In the all campus buildings and university vehicles: smoking through the use of pipes, cigars and cigarettes.
- In all non-residential buildings and university vehicles: smoking in any form through the use of tobacco products (pipes, cigars and cigarettes) or "vaping" with E-cigarettes. Smokeless tobacco (chewing or sniffing.)

The use of smokeless tobacco and E-cigarettes is permitted in the residence halls. Smoking tobacco in any form and smokeless tobacco will be permitted outdoors in designated smoking areas at least 20 feet away from building entrances. All employees share responsibility for adhering to and enforcing this policy, and have responsibility for bringing it to the attention of visitors.

5. [Section 4.05 Beverage Container Policy](#)

Beverage containers of any type are not allowed into any Doane-sponsored public event, including sporting events and special events at the Haddix Center, Butler, Fuhrer Fieldhouse, etc. The public and students are encouraged to purchase refreshments sold at the concession stand. Anyone attempting to bring in a beverage container will be asked to dispose of it.

XV. Policies and Statements

Article V. Nondiscrimination and Harassment

<http://catalog.doane.edu/content.php?catoid=10&navoid=661>

1. Section 5.01 Violence & Unacceptable Behavior Policy

A basic tenet of our society is that every citizen has the right to security in both person and property. Our laws prohibit the physical abuse of persons, and the illegal appropriation and destruction of property. The effect of those laws is to provide a setting in which persons can realize their potential as social, political, economic, and creative beings.

Doane is a place of excitement and learning where all ages, abilities and disabilities, races, creeds, orientations, genders, identities, and ethnic and national origins have the opportunity to develop skills and knowledge toward goals which will make them effective citizens and promote their individual and group well-being.

Those students who do not share these goals, who flagrantly or consistently disrupt the educational process, or who physically abuse or harass, or attempt to physically abuse or harass, other persons in the Doane community or the Crete community as a whole, will be subject to disciplinary consequences. Such individuals may be dismissed from school and may be subject to criminal charges. Similarly, students who do not respect the property of others, thereby degrading the quality of student life and increasing the cost of education, will be held liable for such damages and may be dismissed from the institution as well as be subject to criminal liability.

Moreover, students found diminishing the dignity of other members of the community through illegal harassment, including sexual harassment, hate speech, hate/bias incidents or other means of disparagement, which are unlawful or inconsistent with the University's aspiration to produce citizens who are respectful and tolerant of the diversity of people, may be disciplined or dismissed from the University. Violation of this policy is prohibited both on campus and off campus during normal work or school hours and outside the normal work or school hours. Off campus conduct constituting a violation of this policy is subject to disciplinary consequences up to and including expulsion from school when said off campus conduct is determined by the University: to affect the normal student/faculty/staff relationships, and/or, has negative effects on Doane University's educational programs, students, faculty or school sponsored activities, and/or, is so severe, pervasive or objectively offensive that it interferes with student academic performance or student ability to fully participate in Doane University's educational programs or activities

Students are encouraged to report criminal actions occurring on campus directly to the police by dialing 9-911. In addition, they are encouraged to report crimes to the University.

Doane University does not condone and will not tolerate violence of any kind. This prohibition includes, but is not limited to, violation of Doane's Sexual Assault and Rape Policy, § 5.02; Doane's Anti-Harassment Policy, § 5.04; and Doane's Bias/Hate Incident Policy, § 5.03. Violence prohibited under Doane's policies includes (but is not limited to):

1. Domestic violence, which includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former co-habitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

2. Dating violence, which means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. Stalking, which means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

2. Section 5.02 Sexual Harassment, Sexual Assault, Dating/Domestic Violence, and Stalking Policy (Title IX Policy)

STATEMENT OF PURPOSE

Doane University, referred to as the "University", is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. This policy addresses the University's responsibilities under Title IX, the Violence Against Women Reauthorization Act of 2013, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

Doane University does not condone and will not tolerate sexual misconduct, sexual or gender-based harassment, intimate partner violence, stalking and all other terms below defined (collectively referred to throughout as "Prohibited Conduct"). This policy refers only to those incidents that occur on-campus or within the scope of campus activities and/or educational programs. Off-campus incidents (including those that occur in a study abroad context), incidents that fall outside the definitions listed below, and incidents that are reported after graduating, after a student voluntarily leaves the campus (by unenrolling or transferring), or leaving employment at the University are subject to our non-discrimination policy which can be found [here](#).

CAMPUS RESOURCES AND TRAINING

New students and new employees will be provided primary prevention and awareness programs to promote awareness of sexual assault, rape, sexual harassment, date rape, acquaintance rape, domestic violence, dating violence and stalking within the Doane community. The training programs will include:

- the fact that Doane University prohibits these conducts and offenses;
- the definition of the prohibited conduct and offenses;
- the definition of consent with reference to sexual offenses;
- safe and positive options for bystander intervention which an individual may take to prevent harm or intervene in risky situations;
- how to recognize signs of abuse behavior and how to avoid potential attacks
- the presence of ongoing prevention and awareness campaigns for students, employees and faculty at Doane University as they relate to each of these topics.

DEFINITIONS

Sexual Harassment

Conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education programs or activities; or
3. Sexual assault (as defined in the Clery Act), or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Note: Please see our [non-discrimination policy](#) if you would like to report an incident that falls outside the above criteria.

Sexual Assault

Sexual assault is any type of sexual contact that occurs without the explicit consent of the recipient. Sexual assault is forced, manipulated, or coerced sexual contact.

Sexual contact is defined as:

- any intentional sexual touching with any object or body part, however slight, of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching another with any of these body parts; or
- forcing or coercing another person to touch you or themselves in a sexual manner.

A number of different acts fall into the category of sexual violence, including rape, fondling, and sexual exploitation.

Rape

Engaging in sexual intercourse (oral, anal, or vaginal) with another person without that person's consent or cognizance. Rape is 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 consent. Rape may be accomplished by forcing or coercing an individual(s) to have sexual intercourse against their will, including the use of threat of physical force, or any behavior that is designed to intimidate and induce fear. Rape is the use of sex to inflict physical and emotional violence and humiliation on or to exert power and control over an individual.

Rape can occur when an individual is under the influence of alcohol or drugs, is undergoing physical or emotional trauma, or is incapable of denying or giving consent (for example, when they are underage or in an unconscious or semi-conscious state).

Acquaintance or date rape is rape committed against an acquaintance, friend, or date under any of the conditions described above. An individual's consent to socialize or date does not constitute consent to sexual intercourse. Acquaintance or date rape is still rape. According to RAINN, 7 out of 10 rapes are acquaintance or date rape, making this the most common type of rape.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent. In Nebraska, that is the age of 16. Statutory rape occurs when an individual is less than 16 and the other individual is at least 19.

Incest

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

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental capacity.

Sexual Exploitation

Sexual exploitation is defined as purposefully taking advantage of another person without consent for the purpose of sexual gratification, financial gain, or personal benefit or advantage. It may involve use of one's own or another individual's nudity or sexuality.

Examples of Sexual Exploitation include (but are not limited to):

- Inducing incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to consent to sexual activity;
- Disseminating, streaming, posting pictures or video, allowing someone to observe from a hidden location another person(s) in a state of undress, content of a sexual nature, or private sexual activity without the consent of all parties;
- Voyeurism: such as watching or taking pictures, videos, or audio recordings of another person in a state of undress or of another person engaging in a sexual act without the consent of all parties;
- Exposing one's genitals to another person without consent;
- Forcing a person to engage in sex work; or
- Knowingly exposing another individual to a sexually transmitted infection or virus without the other individual's knowledge and consent.

Revenge Porn

Revenge porn is a type of sexual exploitation that is illegal in Nebraska. Revenge Porn is defined as sharing private images of intimate areas or people engaged in sexual acts. Threatening to distribute such images with the intent to intimidate or harass a person also falls within this definition.

Intimate Partner Violence

Intimate Partner Violence is an umbrella term that includes any act of violence or threatened act of violence used to maintain power and control over another. This can be a single act or a pattern of behavior within a relationship.

An occurrence of Intimate Partner Violence will be judged:

- Objectively: a reasonable person would find the behavior to be emotionally, physically, or psychologically abusive
- Subjectively: the Complainant felt the behavior was emotionally, physically, or psychologically abusive

Intimate partner violence includes, but is not limited to, physical, sexual, emotional, economic, spiritual, and/or psychological actions or threats of action, including threatening to reveal personal or confidential information (including, but not limited to, information regarding one's gender identity and/or sexual orientation). Prohibited Conduct under this definition includes threats of violence or harm to one's self, one's family member(s) and/or friend(s), and/or one's pet.

Domestic Violence

Domestic Violence is defined as abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another. This can be a single incident or pattern of behavior. Domestic violence can be physical, sexual, emotional, economic, spiritual, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Domestic violence includes asserted violent misdemeanor and felony offenses committed by an individual's current or former spouse, current or former intimate or romantic cohabitant, a person with whom the individual shares a child, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence

Dating Violence is defined as abusive behavior where one person uses threats of abuse, or actual abuse, to exert power and control over a current or former dating partner. This can be a single incident or pattern of behavior. Dating violence often involves a pattern of escalating violence and abuse over a period of time. Dating violence can include any person, regardless of gender, who is or has been in a social relationship of an intimate or romantic nature with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term. Such a relationship will be gauged by its length, type, and frequency of interaction.

Dating violence covers a variety of actions and can include physical, sexual, emotional, economic, spiritual, or psychological actions or threats of actions that influence another person. It can also include "digital abuse," the use of technology, such as smartphones, the internet, or social media, to intimate, harass, threaten, or isolate an individual.

Stalking

Stalking is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for their or others' safety, or to suffer substantial emotional distress.

For the purposes of this definition-

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or

means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking often involves individuals who are known to one another or who have a current or previous relationship, but may also involve individuals who are strangers. Stalking is dangerous and can often cause severe and long-lasting emotional and psychological harm to an individual. Stalking often escalates over time and can lead to domestic violence, sexual assault, and even homicide. Stalking can include frightening communications, direct or indirect threats, and/or harassing an individual through the internet, also known as cyber-stalking. Cyber-stalking is a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, and/or other similar devices or forms of contact are used.

Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications by phone, mail, email, and/or the internet;
- Repeatedly leaving or sending an individual unwanted items, even if they appear harmless such as presents, or flowers;
- Following or lying in wait for an individual at places such as home, school, work, or recreation place;
- Making direct or indirect threats to harm an individual, or the individual's children, relatives, friends, or pets;
- Damaging or threatening to damage an individual's property;
- Posting information or spreading rumors about an individual on the internet, in a public place, or by word of mouth; and/or
- Obtaining personal information about an individual by accessing public records, using internet search services, hiring private investigators, going through an individual's garbage, following an individual, contacting an individual's friends, family, work, or neighbors, etc.

Consent

Consent is a willing agreement and permission to engage in specific forms of sexual activity with other persons. It is the responsibility of each person to ensure they have the consent of others to engage in the sexual activity. Consent is always freely given and all people in a sexual situation must feel that they are able to say "yes" or "no" or stop the sexual activity at any point. When consent is withdrawn, sexual activity must cease.

Consent is:

- Informed: having knowledge of the sexual activity to which you are agreeing;

- Voluntary: acting of one's own free will;
- Mutual: all parties involved are in agreement;
- Ongoing: if confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and clarifies the others' willingness to continue;
- Checking in with your partner(s) throughout the course of progressive sexual activity;
- Expressed outwardly through mutually understandable words or actions;
- Doane describes consent briefly as: Clear, Coherent, Willing and Ongoing.

Consent cannot be obtained when there is force, expressed or implied, when coercion or threats are used, or when a party is incapacitated.

- Force: Expressed or implied physical violence, or force, means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.
- Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.
- Coercion is the use of an unreasonable amount of pressure and/or persistence to gain sexual access. It is more than an effort to persuade, entice, or attract another person to have sex. When a person makes clear their decision not to participate in a particular form of sexual contact or sexual intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the University will consider:
 - the frequency of the application of the pressure,
 - the intensity of the pressure,
 - the degree of isolation of the person being pressured, and
 - the duration of the pressure.
- Incapacitation means that a person lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity. Consent cannot be gained by taking advantage of the incapacitation of another.

A person who is incapacitated is unable, temporarily or permanently, to give consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. Mental helplessness means a person is rendered temporarily incapable of appraising or controlling one's own conduct. Physically helpless means a person is physically unable to verbally, or otherwise communicate, consent or unwillingness to an act.

A person may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. When alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. A person is not

necessarily incapacitated merely as a result of drinking or using drugs; the level of impairment must be significant enough to render the person unable to give consent. Where alcohol or other drugs are involved, evaluating incapacitation requires an assessment based on objectivity and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.

One must look for the common and obvious warning signs that show that a person may be incapacitated due to drugs or alcohol. Typical signs often include slurred or incomprehensible speech, unsteady manner of walking or difficulty maintaining balance, inability to focus eyes, disorientation, combativeness, emotional volatility, vomiting, incontinence, or unresponsiveness. Engaging in sexual activity with a person when you know - or reasonably should know - that the person is incapacitated is a violation of University Policy.

Consent cannot be obtained if a person is incapable of giving consent based on:

- Mental incapacitation: a person impaired so that such person cannot understand the fact, nature, or extent of the sexual situation;
- Age of consent: Nebraska age of consent is 17 years old. However, a 16 year old, in some cases, can consent to sexual activity with someone who is no more than two years their senior.

Consent should not be assumed through:

- Body language, appearance, or non-verbal communication: One should never assume that by the way a person dresses, smiles, looks or acts that they want to have sex with you.
- Dating relationships or previous sexual activity: The existence of a dating relationship itself, or, past sexual relations between the persons involved, should never be assumed to be an indicator of present consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct).
- Marriage: Even in marriage, a person should not assume they have consent for sexual activity.
- Previous activity: Past consent to sexual activity does not imply ongoing consent or consent to that same sexual activity with another person. Consent to engage in one sexual activity at one time is not consent to engage in a different sexual activity or to engage in the same sexual activity on a later occasion.
- Silence, passivity, lack of resistance, or immobility: Silence or absence of resistance or protest does not imply consent.
- Incapacitation: If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes:
 - impairment or incapacitation due to alcohol or drug consumption that meets this standard. Alcohol is often used as a weapon to target individuals and is used to excuse a Respondent's own actions. Students who are assaulted while intoxicated will not face judicial consequences for drinking. We encourage people to report.

- being asleep or unconscious.
- Sexual orientation or gender identification: How someone identifies or expresses their gender or sexuality does not imply consent.

WHAT TO DO IF AN INCIDENT OCCURS

Sexual Harassment

1. Document the harassment. You should:
 1. Keep a journal with detailed information: dates, time, witnesses, conversation, frequency, etc.
 2. Photograph or keep copies of any offensive material at the workplace. Save emails and other documents to a dedicated file that you have access to outside of work.
 3. Tell trusted people, including close friends and co-workers if possible.
2. Seek out support. Our Counseling Center is available for Crete students (myron.parsley@doane.edu). Counseling services are available through Continuum EAP for Lincoln, Grand Island and Omaha undergraduate students and all staff and faculty. These services are confidential and only meant for support, not for creating a report.
3. Make a formal complaint to the Title IX Coordinator (titleix@doane.edu).

Sexual Assault

1. Get to a safe place. The most important thing after an incident of sexual assault is your safety.

Note: It is important to preserve evidence, as it may be needed to get a protection order with the local police department or for a criminal investigation (i.e. avoid showering, bathing, washing clothing, deleting electronic communications, etc.).

2. Know your options:
 1. You can report the incident to local law enforcement, a Residential Life Staff member, the Title IX Coordinator, or any Doane employee designated as a Responsible Employee.

Note: You have the right to decline involving the police.

- Crete Police Department (402)826-4311
- Residential Life Emergency Line (402)418-1575
- Doane Safety Office (402)826-8669
- Title IX Coordinator (402)826-6773
- Omaha Police Department 402.444.5600

- Lincoln Police Department 402.441.6000
- Grand Island Police Department (308)385.5400, option 1

3. You can seek medical care. Call 911 or go to your nearest hospital emergency room to be examined and treated for injuries.

Note: You have the right to request the presence of a victim advocate during your medical examination. Ask the police or nurse to request an advocate from a local crisis center on your behalf.

4. You can seek confidential resources and guidance from the Counseling Center or a local victim services agency:

- [Crete](#)
- [Grand Island](#)
- [Lincoln](#)
- [Omaha](#)

5. If you want to report to the police, any of the offices listed above or personnel at the hospital can help you contact the local police. If you are in immediate danger, call 911.

Note: Doane University will provide assistance if you choose to report to the local police department.

6. If you want to talk to someone first about reporting the assault, you can call the [National Sexual Assault Hotline](#) at 800-656-HOPE (4673). An advocate or counselor can help you understand how to report the crime.

7. If possible, write down as many details as you can remember about the person and what happened. This will help you provide information in the event that you want to report the incident. With good information, police, medical examiners, and/or the Title IX Coordinator will be better able to assist you.

8. You may also report any sexual assault incident that happened in the past to any of the offices below.

- Police Department
 - Crete: (402)826-4311
 - Grand Island: 308.385.5400, option 1
 - Lincoln: 402.441.6000
 - Omaha: 402.444.5600
- Title IX Coordinator (402)826-6773
- Doane Safety Office (402)826-8669
- Residential Life Emergency Line (402)418-1575

If you choose to report, avoid these things:

- Washing or cleaning your body. If you shower, bathe, or wash after an assault, you might wash away important evidence.
- Brushing, combing, or cleaning any part of your body, including your teeth. Do not change clothes, if possible. If not, bag the clothing you were wearing during the assault.
- Touching or changing anything at the scene of the assault. That way, the local police will have physical evidence from the person who assaulted you.

Useful information to be aware of:

- The [National Sexual Assault Hotline](#) at 800-656-HOPE (4673) can help you find a hospital with staff members who are trained to collect evidence of sexual assault. Ask for a [sexual assault forensic examiner \(SAFE\)](#) or a [sexual assault nurse examiner \(SANE\)](#).
- A doctor or nurse will use a rape kit to collect evidence. This might be fibers, hairs, saliva, semen, or clothing left behind by the Respondent. You do not have to decide whether to press charges while at the hospital. You do not need to press charges in order to have evidence collected with a rape kit.
- If you think you were drugged, talk to the hospital staff about testing for [date rape drugs](#), such as Rohypnol and GHB (gamma-hydroxybutyric acid). Date rape drugs pass through the body quickly and may not be detectable by the time you are tested.
- Reach out for help. The hospital staff can connect you with the local rape crisis center. Staff there can help you make choices about reporting the sexual assault and getting help through counseling and support groups. You can also call a friend or family member you trust to call a crisis center or hotline for you. Crisis centers and hotlines have trained volunteers and other professionals (such as mental health professionals) who can help you find support and resources near you. One hotline is the [National Sexual Assault Hotline](#) at 800-656-HOPE (4673). If you are in the military, you may also call the [Department of Defense Safe Helpline](#) at 877-995-5247.

Intimate Partner Violence

It can take someone who has experienced intimate partner violence multiple times to leave an abusive relationship. We are here to help you stay safe.

Below are recommendations. By no means must you follow all of the below.

1. If you are in immediate danger, call 911. Get to a place of safety.
2. If you are injured, go to a doctor or an emergency room and report what happened to you. Ask that they document your visit.
3. Contact a crisis hotline, victim services agency, local police department, or counselor.
4. Create a safety plan with help from local victim services agency advocates. They can give you information about local laws, refer you to other services, and weigh options such as seeking a protection order.
5. Keep a record of significant information:

1. Date, time, place, and event
2. Threatening messages, notes, letters, emails, or texts
3. Pictures of injuries
6. Decide in advance what to do if your partner shows up at your home, work, school, or somewhere else. Tell people how they can help you.
7. Contact the police.
8. If comfortable, tell family, friends, roommates, and co-workers and seek their support.
9. If comfortable, tell the Doane Safety Office. Ask them to work with you to create a safety plan.

Stalking

1. If you are in immediate danger, call 911. Get to a place of safety.
2. You can contact a crisis hotline, victim services agency, local police department, or counselor.
3. Create a safety plan with help from local victim services agency advocates. They can give you information about local laws, refer you to additional services, and weigh options such as seeking a protection order.
4. Keep record of any significant events/people
 - Date, time, and place
 - Phone calls (save any voicemails)
 - Gifts, letters, notes, texts, or emails
 - Photograph anything the stalker damages and any injuries the stalker causes
 - Vehicles parked outside your home, class, or workplace (take a photo if possible, note the registration, make, and color)
 - People you told of an incident or who were witnesses (ask witnesses to write down what they saw)
5. Decide in advance what to do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you.
6. Don't communicate with the stalker or respond to attempts to contact you.
7. Contact the police. Consider getting a court order that tells the stalker to stay away from you.
 - Tell the police the nature of your relationship with the stalker, if any.
 - Tell the police if there is a current protection or restraining order in place. Take a copy of this order with you.
8. Tell family, friends, roommates, and co-workers about the stalking and seek their support.

9. Tell the Doane Safety Office. Ask them to work with you to create a safety plan.

GRIEVANCE PROCEDURES

In the event that the University has actual knowledge of the occurrence of Prohibited Conduct as defined within this policy, the Title IX Coordinator will schedule an initial meeting with the Complainant. During this meeting, supportive measures will be offered to restore the Complainant's equal access to education.

If, and when, a Formal Complaint is filed by the Complainant, the University will provide a prompt and equitable resolution of complaints of Prohibited Conduct. The University will ensure the procedures listed in this policy are followed providing for equal protection to both the Complainant and Respondent - including the assumption that the Respondent is not responsible for the Prohibited Conduct until the hearing reaches a conclusion.

If an individual chooses not to file a Formal Complaint initially, they may do so at any point in the future. There is no statute of limitations on the filing of a complaint for Title IX purposes.

Time Frame of a Title IX Investigation

Upon receipt, the University will act promptly to address the complaint. A Title IX Investigation and Grievance Process should normally be completed within 75 calendar days after the University has notice of an allegation of Prohibited Conduct. The Title IX Coordinator or their designee may extend or delay this time frame for good cause, including University breaks and delays caused by a concurrent law enforcement investigation.

Supportive Measures

Supportive measures are non-punitive measures that are taken to ensure the Complainant maintains access to the University's education programs and activities. A comprehensive list can be found in Section 5.06. Upon first meeting, the Title IX Coordinator will provide supportive measures for the Complainant.

Reporting Options

Filing a Complaint

1. Person(s) wishing to bring a complaint of Prohibited Conduct through the campus formal complaint process should contact the Interim Title IX Coordinator Leah Cech titleix@doane.edu, Padour Walker, Room 36, or 402-826-6773. The Title IX Coordinator will apprise the Complainant of the University's policies and grievance procedures, including the procedures for the live hearing, and possible outcomes.

Note: any person can file a report of Prohibited Conduct, whether or not the person reporting is the alleged victim.

2. If the Complainant wishes to proceed with a Formal Complaint, they must submit a formal complaint against the Respondent. The formal complaint may be filed via handwritten submission, email, mail, or phone. The complaint shall include a statement of the situation, date(s) of occurrence, and all parties related to the complaint.
3. As a result of the initial discussions between the Complainant and the Title IX Coordinator, the University will conduct a prompt, thorough, and equitable investigation

into the matter, and will take any steps it deems appropriate to provide for the safety and security of all involved parties.

4. An investigation will take place regardless of whether the Complainant chooses to file a formal written complaint to determine if an ongoing threat to the campus environment exists. By signing a formal complaint, the Title IX Coordinator can begin the formal complaint process on their own, even at times against the wishes of the Complainant, if there is an ongoing threat to the campus environment.
5. The University will attempt to honor a Complainant's request for confidentiality unless an effective investigation cannot be conducted without disclosure of the Complainant's identity. In which case the University will provide as much privacy for those involved as possible.

A Rights and Responsibilities handout is available (upon request) and is designed to answer some of the frequently asked questions regarding the investigation and hearing process. If specific questions are not answered, in Section 5.02 or the handout, direct additional questions to the Interim Title IX Coordinator, Leah Cech: titleix@doane.edu; 1014 Boswell Ave., Padour Walker Building, Room 36, Crete, NE 68333; or 402-826-6773

University Dismissal of a Formal Complaint

At any time during the investigation, a Complainant may withdraw their complaint. This must be made in writing and submitted to the Title IX Coordinator. Additionally, the University must dismiss a complaint if:

- the alleged Prohibited Conduct falls outside the definition listed within this Policy;
- the alleged Prohibited Conduct did not occur within the University's education programs or activities; and/or
- the alleged Prohibited Conduct occurred or the allegations are against a person outside of the United States.

In the event that the University dismisses a Formal Complaint for the aforementioned reasons, the University must provide written notification of the dismissal to all parties that includes the reasons why the complaint was dismissed.

If you feel your allegations do not meet the standards outlined within this policy, please see our [non-discrimination policy](#). If the event that the University dismisses your Formal Complaint for the aforementioned reasons, you may have recourse through our non-discrimination policy.

File a Complaint with the local Law Enforcement Agency

In addition to, and separate from, seeking redress through the University, the Complainant is encouraged to report criminal concerns to local law enforcement. Local law enforcement agencies do not notify the university when a crime has occurred in their jurisdiction, so the University will not have notice of an incident unless a report is also made to the University Title IX Coordinator. A criminal investigation is separate from a University process and will not impact the investigative and adjudication process by the University.

While the University will never file a criminal complaint on behalf of a Complainant, we will provide support to someone who is wishing to speak with and file a complaint with a law enforcement agency.

Note: reports to the police are not a requirement under this policy.

Choose not to file a formal complaint

A person may choose not to file a formal complaint with the Title IX Coordinator. In such cases, the Title IX Coordinator will evaluate whether there is an ongoing threat of prohibited conduct within the community. If there is an ongoing threat, the Title IX Coordinator is obligated to continue an investigation with the information received. However, if it is determined that an ongoing threat does not exist, the Title IX Coordinator will not proceed with an investigation, but will provide supportive measures. If an individual chooses not to file a Formal Complaint initially, they may do so at any point in the future. There is no statute of limitations on the filing of a complaint for Title IX purposes.

Investigation

All interviews and meetings conducted in the course of a campus investigation will be videotaped. In addition to the below outlined requirements of written notice, all parties will be informed at each step of the Grievance Process.

Requirements of Written Notice

The University is required to send simultaneous, written notification (email or letter) to both the Complainant and Respondent:

- Prior to any meeting, interview, or hearing throughout the investigation or hearing process.
- If a Formal Complaint is dismissed as outlined in the "University Dismissal of a Formal Complaint" section.
- At the conclusion of the hearing process.
- If an appeal is filed, at the conclusion of the appeal hearing.

Investigator Training

Training for the Title IX Coordinator and Investigators will be consistent with Title IX and will include:

- The definition and scope of the Prohibited Conduct;
- How to conduct an investigation into an alleged occurrence of sexual misconduct;
- How to serve impartially, including training on how to avoid prejudgment determinations, conflicts of interest, and bias;
- The full grievance process; and
- Issues of relevance, primarily regarding application of Privacy Protections.

Investigation Process

The University assumes the responsibility for the burden of proof and for gathering evidence during the Investigation Process.

Overview of Grievance Process

1. File a report/initial meeting of Complainant and Title IX Coordinator
2. Supportive measures provided and next steps in the Grievance Process discussed
3. File a formal complaint, if desired
4. Investigation:
 1. Meeting between Complainant and Title IX Investigator
 2. Meeting between Respondent and Title IX Investigator
 3. Meetings with witnesses and Title IX Investigator
 4. Review of the evidence by all parties involved
 5. Investigator submits evidence to Special Hearing Board
 6. Special Hearing Board hears the case with guidance from General Counsel
 1. Mandatory live hearing with cross examination
 7. The Special Hearing Board makes a decision of responsible or not responsible and provides sanction recommendations to the Chief Judicial Officer.
 8. The Chief Judicial Officer determines sanction
5. Both parties notified simultaneously of the outcome in writing
6. Both parties may appeal to the President
7. Sanctions administered by the Title IX Coordinator

Detailed

1. After the determination is made to proceed with a Title IX Investigation, the Title IX Coordinator will assign an investigator(s).
 1. The Title IX Coordinator has the authority to consolidate formal complaints where allegations arise out of the same facts.
2. The Title IX Investigator will meet with the Complainant to collect all information related to the alleged incident, including evidence and witness information.
3. The Complainant may have one advisor of their choice present at this or any other investigatory meetings where the substance of the complaint is discussed.
 1. If the Complainant fails to choose an advisor, the University will appoint an advisor for the live-hearing.
 2. The role of the advisor is to support the Complainant and provide advice to the Complainant in a manner which does not disrupt the meeting. The advisor may not question the investigator or attempt to influence the substance of the information being provided. If the advisor fails to act in accordance with these

guidelines, they may be barred from further participation in the meeting. During the live-hearing, the Advisor will perform the cross-examination for the Complainant.

4. A written summary of this discussion, video, and all other evidence will be included in the investigation file.
5. Following receipt of the formal complaint, the Title IX Coordinator will inform the Respondent of the complaint by the end of the next business day if the whereabouts of the Respondent are known. If the whereabouts of the Respondent are not known, the University will inform the Respondent of the complaint as soon as the Respondent is located.
6. The Title IX Coordinator will assign an Investigator.
7. The Respondent will have 24 hours from the time the Investigator contacts the Respondent to arrange for an investigative meeting to provide a statement about the allegation and to answer questions from the investigator.
 1. The Respondent is not required to provide a statement, witnesses, or evidence on their own behalf. However, choosing not to provide information to the investigator will not impede the investigation and hearing from moving forward; rather, the case will proceed with only statements, witnesses, and evidence provided by others during the investigation.
8. The Title IX Investigator will meet with the Respondent to obtain a statement regarding the allegation, collect all information related to the alleged incident, including evidence and witness information.
9. The Respondent may have one advisor of their choice present for this or any other investigatory meetings where the substance of the complaint is discussed.
 1. If the Respondent fails to choose an advisor, the University will appoint an advisor for the live-hearing.
 2. The role of the advisor is to support the Respondent and provide advice to the Respondent in a manner which does not disrupt the meeting. The advisor may not question the investigator or attempt to influence the substance of the information being provided. If the advisor fails to act in accordance with these guidelines, they may be barred from further participation in the meeting. During the live-hearing, the Advisor will perform the cross-examination for the Respondent.
10. A written summary of this discussion, video, and all other evidence will be included in the investigation file.
11. The investigator will meet with any witnesses identified by the Complainant or Respondent.
 1. All Doane University faculty, staff, students and community members are expected to cooperate in the investigation process, although the Respondent has the right not to incriminate themselves.

12. A written summary of these discussions, video, and all other evidence collected will be included in the investigation file.
13. In addition to meeting with witnesses, the Complainant and Respondent have the opportunity to present evidence and other inculpatory and exculpatory evidence following certain Privacy Protections.
14. Throughout the course of the investigation, it may be necessary to recall the Complainant, Respondent, or witnesses to clarify information or ask questions as new information becomes available. Those who are recalled during the course of the investigation must respond to requests from the Title IX Investigator within 24 hours.
15. At the completion of the investigation, the Investigator will create an impartial, fairly written summary of the relevant evidence.
16. The Title IX Coordinator will provide both parties, and their advisors, access to all evidence directly relating to the allegations as well as the impartial summary of the relevant evidence.
 1. Parties must be given 10 days to review this evidence before they can be expected to respond.
 2. Their responses must be completed prior to the finalization of the investigative report or convening of the Special Hearing Board.
17. After approval from both parties, the Title IX Coordinator will convene the Special Hearing Board and provide the evidence.

Hearing Process

Standard of Proof

The standard of proof for complaints heard by the Special Hearing Board will be preponderance of the evidence or "more likely than not that the prohibited conduct occurred".

Privacy Protections

Limitation on Evidence. The University must not use, rely on, or seek disclosure of information protected under a legally recognized privilege (e.g. medical or psychological information). A party may waive this privilege allowing the University to use this information.

Rape Shield Protections. All cross-examination must exclude evidence of the Complainant's previous sexual behavior or history. Questions that seek this information will be deemed irrelevant by the Hearing Officer. Exceptions to this protection involve evidence:

- offered to prove that someone other than the respondent committed the conduct alleged by the Complainant; or
- presented to prove consent.

The Special Hearing Board

- All incidents of alleged Sexual Misconduct (5.02) involving members of the University community will be adjudicated by a Special Hearing Board consisting of five members selected on a rotating basis from a pool of trained individuals.

- The Title IX Coordinator, in consultation with the Student Affairs Office, will coordinate the management of the pool of individuals for the Special Hearing Board. This includes periodic recruitment and training of individuals.
- Training of all Special Hearing Board members will be the responsibility of the Title IX Coordinator. The Title IX Coordinator and each member of the pool will come to an agreement as to their readiness to hear the case.
- Training for the board will be consistent with Title IX and shall include:
 - The definition and scope of the Prohibited Conduct;
 - How to serve impartially, including how to avoid pre-judgment determinations on issues of fact or credibility of the parties;
 - Issues of relevance, primarily regarding application of Privacy Protections; and
 - Technology used for Live Hearings.
- The pool of Special Hearing Board members shall consist of individuals drawn from the campus community (Doane faculty and staff). An attempt will be made to maintain gender-balanced representation for all areas of the campus community.
 - The Special Hearing Board members will be free from conflicts of interest according to Adjudication of the Complaint 1a.

Note: In accordance with the recommendations from the Office of Civil Rights (OCR), students are not permitted to serve on the Special Hearing Board for alleged incidents of sexual misconduct.

- The Title IX Coordinator, convening the board, will appoint one member of the board as chairperson for the case.
- Legal Counsel for the University will act as the Hearing Officer. They will provide technical and legal advice to the Special Hearing Board and assist with the conduct of the hearing, including determination of cross examination question relevance, but legal counsel is not a voting member of the board.
- The investigation and deliberations will be conducted to insure interests of both parties are carefully protected. All matters before the Special Hearing Board are closed to the public.
- The hearing conducted by the board will be videotaped. The investigation and hearing tapes, transcripts, documents and all evidence will be sealed in a locked file for seven (7) years and will not be published or released to anyone unless the University, in the context of legal proceedings, deems that publication necessary or required by court order.

Adjudication of the Complaint

1. Select the members of the Special Hearing Board:
 1. An initial slate of individuals from the pool will be proposed to the Complainant and Respondent who, for good cause, can challenge any individuals proposed.

This process will be continued (as quickly as possible) until a complete Special Hearing Board of five (5) is assembled.

2. The process will consist of a Mandatory Live-Hearing.
 1. This hearing can be conducted with all parties physically present at the same location or virtually.
 2. Either party may request the use of technology to provide separate rooms for the parties. This decision may also be made by the University.
 3. The parties must be able to see and hear the other party.
3. This process begins with presentation of a summary of the videotaped statements and other evidence collected by the Investigator.
4. Following review of the Investigator's report and the evidence collected in the course of the investigation, the Special Hearing Board or legal counsel may choose to ask questions of any party appearing before the board.
5. Both parties are permitted, through their advisor, to cross-examine the other party and all witnesses. This must occur at the live hearing and must be conducted directly, orally, and in real-time by the party's advisor.
 1. The advisor can ask questions and follow-up questions, including those that challenge credibility.
 2. The Complainant and Respondent are not permitted to personally cross-examine the other party.
 3. In the event that one party does not have an advisor, the University will provide one.
 4. Only relevant questions may be asked. After a question is asked, the Hearing Officer will determine if the question is relevant before the other party answers. The Hearing Officer will provide an explanation for the irrelevance of the question. A party is not required to answer a question deemed irrelevant.
 5. Refusal to submit to cross-examination will result in previous statements being deemed unreliable in the Special Hearing Board's determination of responsibility.
 6. The Special Hearing Board must refrain from drawing any inference of a party's potential responsibility (or lack thereof) based solely on a party or witness denying to participate in the cross-examination.
6. After the live hearing, the Special Hearing Board will decide whether the Respondent is responsible or not responsible for violation of the University Policy on Sexual Harassment, Sexual Assault, Dating/Domestic Violence, and Stalking or associated conduct codes. The board will meet off the record in closed session to deliberate and prepare a written report of its findings and determinations. The board may also make recommendations regarding disciplinary sanctions in the event the individual is found responsible.
7. If the board finds that the Respondent is responsible for violation of University policy:

1. Students/Third-Party Visitors: the Chief Judicial Officer will determine appropriate disciplinary sanctions after consideration of the Special Hearing Board's findings and recommendations.
2. Faculty/Staff/Third-Party Vendors: the Title IX Coordinator or Director of Human Resources will determine appropriate disciplinary sanctions after consideration of the Special Hearing Board's findings and recommendations.

Sanctions will not be imposed until after the Appeal Process is complete. Supportive measures will continue to be offered to the Complainant to ensure their equal access to education.

Investigation Outcome

Within two business days of receiving the final determination from the Special Hearing Board, the decision-maker or their designee will notify, simultaneously and in writing, the Complainant and the Respondent of:

1. The determination of responsibility - the investigative outcome;
2. Findings of fact;
3. Conclusions of whether the alleged conduct was found to have occurred;
4. Rationale for the result as to each allegation;
5. If applicable, any actions the University will take to provide remedies to the Complainant, or safety measures for the University community;
6. Any disciplinary sanctions imposed on the Respondent; and
7. Information needed to file an appeal.

All parties involved are responsible for providing the Title IX Coordinator and/or Human Resources appropriate contact information for receipt of such notice.

If the Respondent is staff or faculty, Human Resources will issue each party a written Outcome Letter. The letter may also describe whether any systemic remedies are being considered or implemented. Additionally, the letter may include a recommendation that the matter be referred for disciplinary review by another University process, such as the Judicial Affairs Office (for students) or the Employee Discipline Process (for faculty and staff). An Outcome Letter will be provided to both parties, although the contents of each letter may be modified subject to the limitations of FERPA and other relevant federal or state privacy laws. Where Prohibited Conduct has been found to have occurred by the Respondent, the Outcome Letter will be provided to the Respondent's supervisor, HR manager or Dean, as appropriate under the circumstances.

Appeal Process

Either the Respondent or Complainant has the right to appeal the decision of the Special Hearing Board, the imposed sanctions, the dismissal of the Formal Complaint, or the dismissal of any allegations therein. Merely disagreeing with the outcome is not grounds for appeal. An appeal is not a rehearing of the case, but a review of the process and procedure. One of the following criteria must be met in order to have an appeal heard:

- Failure to follow procedural standards in the hearing that affected the outcome of the matter;
- The emergence of new evidence that was not presented in the original hearing and could affect the outcome;
- Title IX Coordinator, Investigators, or Special Hearing Board members having a conflict of interest that could affect the outcome; and/or
- Substantial reason to believe the sanction is either too severe or lenient for the violation.

Appeal Timeline

1. Such an appeal must be made in writing via mail or email to the University president or their designee within two (2) business days of the notification of the Special Hearing Board decision. The appeal must state the specific basis of the appeal based on the above criteria.
2. The President, or their designee, will notify the other party in writing that an appeal has been filed and act upon a written appeal within a reasonable time, normally five (5) business days after receipt of the appeal.
3. The President, or their designee, shall convene a Committee to hear the appeal.
 1. The Committee shall consist of three (3) members selected from the Doane community who have been trained to hear cases as a Special Hearing Board member.
 1. These members are required to be different from the previous Special Hearing Board members.
 2. The Committee will have access to all documents relating to the decision and any video tape or written transcript of the hearing.
 3. The Committee may call witnesses and receive as evidence the information it deems necessary to assist it in reaching a determination of the merits of the allegation.
4. A majority vote of the committee members is required to uphold or overturn the decision and any recommendation of sanctions.
5. The Committee shall forward its decision and recommendations for sanctions directly to the University President and Title IX Coordinator, or their designees, in the matter.
6. The Title IX Coordinator shall promptly act in response to the recommendations of the Committee.
7. The President, or their designee, will then simultaneously notify both the Complainant and Respondent of the decision in writing. The decision of the President, or their designee, is final.

Remedies

If the Respondent is found responsible for violating University policy, possible discipline includes, but is not necessarily limited to, one or all of the following:

- Restorative Sanctions
 - Academic Reassignment
 - Assignment of Community Service or Constructive Task
 - Athletic Reassignment
 - Disciplinary probation
 - Educational Bulletin Board/Program
 - Educational Paper
 - Educational Workshop
 - Evaluation and Counseling
 - Housing Reassignment
 - Letter of apology
 - Mediation
 - No Contact Order
- Monetary Sanctions
 - Monetary Fine
 - Restitution
- Notification Sanctions
 - Dean of Students Hold on Record
 - Notification of Academics
 - Notification of Athletics
 - Notification of Financial Aid
 - Notification of Parent or Legal Guardian
 - Notification of Student Affairs
- Employment Related
 - Educational/Training requirement
 - Verbal warning
 - Written warning
 - Job suspension (with or without pay)
 - Job transfer or reassignment

- Termination of employment
- Suspension/Restriction/Ban/Expulsion
 - Ban From University campus(es)
 - Ban From University Residence Halls
 - Denial of on-campus use of automobile
 - Expulsion from the University
 - Hold on forwarding personal records to external institutions or individuals until satisfactory completion of disciplinary sanctions.
 - Revocation of admission and/or degree
 - Revocation of housing accommodation
 - Revocation of registered student organization
 - Suspension from extracurricular activities
 - Suspension of Residential Life Privileges
 - Suspension from University Housing
 - Suspension from the University
 - Withholding degree

Note: Typically sanctions are not executed until the appeals process is concluded.

Retaliation

Retaliation means any adverse action taken against an individual, including through third parties and/or legal counsel, because the individual has made a good faith report of Prohibited Conduct or is participating in the investigation or disciplinary processes in this Policy. This includes threats, intimidation, harassment, coercion, reprisals, and/or adverse employment or educational actions that would discourage a reasonable person from engaging in activity protected under this policy, such as seeking services, receiving protective measures and accommodations, and/or reporting Prohibited Conduct.

Retaliation also includes charging an individual with Student Code of Conduct violations that do not involve Prohibited Conduct under this policy, but arise from the same facts or circumstances as a report or formal complaint of Prohibited Conduct, for the purpose of interfering with any right or privilege secured by Title IX. However, the exercise of rights protected under the First Amendment does not constitute retaliation.

Student Code of Conduct violations for materially false statements, made in bad faith during the Title IX Grievance Process, do not constitute retaliation.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved. Retaliation may be present even where there is a finding of "not responsible" on the allegations of Prohibited Conduct.

PROCEDURAL DEFINITIONS

Actual Knowledge: Notice of allegations of Prohibited Conduct made to the Title IX Coordinator or any official who has authority to institute corrective measures on behalf of the recipient.

Advisor: A person of choice that can accompany a Complainant or a Respondent during investigative and hearing proceedings. The role of the advisor is to support, provide advice, and conduct the cross-examination for the Complainant or Respondent. In the event that a party fails to choose an advisor, the University will appoint one for the live-hearing.

Appeal: Apply for a review of the decision made at the conclusion of an investigation. Both the Complainant and Respondent have equal opportunity and grounds for appeal. Both parties will receive simultaneous notification with a decision.

Appeal Officer: Individual assigned to review appeals from the Complainant or Respondent. Typically the President or their designee.

Complainant: The individual alleged to be the victim of conduct that could constitute sexual harassment.

Confidentiality: A state of keeping information about an alleged misconduct that limits others ability to access or share that information.

Deliberate Indifference: The response of the University must not be clearly unreasonable with regard to known information.

Education Program or Activity: Programs or activities in which the University maintains substantial control of the context, circumstances, and the alleged Respondent.

Formal Complaint: A document filed by the complainant, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent and requesting the school to investigate the allegation.

The University asks that this is a written statement of the allegation with detailed description of what occurred, including date and time of occurrence, name(s) of the accused and names of all parties related to the complaint.

Grievance Process: Procedure that outlines how the University responds to and addresses conduct or behavior that violates University policy. The process is designed to provide procedural fairness to all parties involved, and an educational and developmental approach. The standard of proof is preponderance of the evidence or "more likely than not".

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act: The Clery Act is a federal law that requires Universities to provide crime statistics and policies for responding to emergency situations and sexual assaults that have occurred on campus, in off-campus buildings or property owned or controlled by the school and on public property. If there is an incident in Clery Act designated geography that is an ongoing threat, the university must communicate that to the campus. We will take all precautions to maintain privacy of the Complainant.

Not Responsible: Determination of not in violation of this policy reached using a preponderance of the evidence standard (that means whether it is more likely than not that Prohibited Conduct occurred).

Privacy: A state in which information alleging misconduct is not shared with the general public but on a "need to know" basis. It will only be shared internally with other University employees who need to know (like the Title IX coordinator or a crisis advocate) and generally would not be shared externally.

Remedies: Disciplinary consequences imposed if the Respondent is found responsible.

Respondent: An individual alleged to be the perpetrator of the reported misconduct that could constitute sexual harassment.

Responsible: Determination of in violation of this policy reached using a preponderance of the evidence standard (that means whether it is more likely than not that Prohibited Conduct occurred).

Retaliation: Retaliation means any adverse action taken against an individual, including through third parties and/or legal counsel, because the individual has made a good faith report of Prohibited Conduct or is participating in the investigation or disciplinary processes in this Policy. This includes threats, intimidation, harassment, coercion, reprisals, and/or adverse employment or educational actions that would discourage a reasonable person from engaging in activity protected under this policy, such as seeking services, receiving protective measures and accommodations, and/or reporting Prohibited Conduct.

Retaliation also includes charging an individual with Student Code of Conduct violations that do not involve Prohibited Conduct under this policy, but arise from the same facts or circumstances as a report or formal complaint of Prohibited Conduct, for the purpose of interfering with any right or privilege secured by Title IX. However, the exercise of rights protected under the First Amendment does not constitute retaliation.

Student Code of Conduct violations for materially false statements, made in bad faith during the Title IX Grievance Process, do not constitute retaliation.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved. Retaliation may be present even where there is a finding of "not responsible" on the allegations of Prohibited Conduct.

Special Hearing Board: Board consisting of five members (Faculty and Staff) selected on a rotating basis from a pool of trained individuals that assist with resolving complaints of sexual misconduct.

Standard of Proof: Level of certainty and the degree of evidence necessary to establish whether or not a policy violation occurred. The University uses a standard of proof that is preponderance of the evidence or "more likely than not that the Prohibited Conduct occurred". This means, the evidence gathered by the University, during its investigation, must illustrate that it is more likely than not that the misconduct occurred.

Supportive Measures: Individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to either party. These measures help to ensure equal educational access and safety are protected, as well as to mitigate further Prohibited Conduct.

Title IX: Title IX prohibits discrimination on the basis of sex in all educational programs and activities (including academics, employment, athletics, and other extracurricular activities) that receive federal assistance.

Title IX Coordinator: The Title IX Coordinator's primary responsibility is to coordinate the University's compliance with Title IX, including the University's grievance procedures for resolving Title IX complaints. The Title IX Coordinator is also responsible for imposing and/or enforcing possible sanctions.

Title IX Investigator: A neutral party that conducts a prompt and thorough investigation of complaints and provides a detailed, unbiased report regarding the findings of the investigations. The Title IX Coordinator cannot serve as the Investigator.

Violence Against Women Reauthorization Act of 2013 (VAWA): The Violence Against Women Reauthorization Act of 2013 (VAWA) section 304 requires that universities have procedures in place to respond to matters of sexual assault, domestic violence, dating violence, and stalking (collectively referred to as interpersonal violence in this policy).

Witness: A person who may have knowledge of a prohibited conduct under this policy.

SUPPORTIVE MEASURES

Each case will be treated with sensitivity and privacy. In order for staff to respond effectively to an incident, it should be reported as soon as possible. The Title IX Coordinator (titleix@doane.edu; 1014 Boswell Ave. Padour Walker, Room 36, Crete, NE 68333; or (402)826-6773) will promptly determine the need or options for modifying living arrangements or other accommodations. All steps taken for supportive measures should be non-punitive to both parties.

- **Accommodations and Safety Measures:** The University will take steps to prevent the recurrence of Prohibited Conduct through safety measures, and will redress its effects through appropriate accommodations. To the extent reasonable and feasible, the University will consult with the Complainant and Respondent in determining accommodations and safety measures. During this process, we will maintain privacy of the parties involved.
- Appropriate actions may include:
 - Class reassignments
 - Housing reassignments
 - Limitation on extracurricular or athletic activities
 - No contact directives
 - Review or possible revision of University policies or practices
 - Additional training
 - Transportation to and from healthcare or court appointments
- Other appropriate actions as necessary to stop the Prohibited Conduct, prevent its recurrence, remedy its effect on the Complainant or improve University policies or practices.
- Removal from the University community may occur on an emergency basis if the Respondent (student, staff, or faculty) has been deemed an immediate threat to the

physical health or safety of any student or other individual arising from the allegations of Prohibited Conduct. The University must provide the respondent with notice and an opportunity to challenge the decision immediately after removal.

- **Interim Measures:** When the University has notice of an allegation of Prohibited Conduct, the Title IX Coordinator may impose interim accommodations or safety measures, which will remain in effect throughout the duration of the Title IX Investigation and appeals process, if an appeal is filed. When a qualified University staff member imposes interim measures, a report of the actions taken should be reported to the Title IX Coordinator as soon as possible. Interim Measures may include the same accommodations provided above.
- **Potential Accommodations in the Event of No Investigation:** Even if the University decides not to confront the Respondent because of the Complainant's request for confidentiality, the University may pursue other reasonable steps to limit the effects of the alleged harassment and prevent its recurrence as reasonable in light of the Complainant's request for confidentiality.

RESOURCES

Whether or not a Complainant chooses to make an official report of Prohibited Conduct, they are urged to seek appropriate help and services. There are numerous resources for students, faculty, and staff. Specific resources, either on or off campus, for medical treatment, obtaining information, support and counseling, and officially reporting violations of the Sexual Harassment, Sexual Assault, Intimate Partner Violence, and Stalking Policy are listed below. Each resource can assist a person to access the full range of services available.

Crete

Confidential Resources

Local Crisis Centers and Counseling

- Counseling Center
 - myron.parsley@doane.edu
- Health and Wellness
 - kelly.jirovec@doane.edu
 - 402.826.8265
- Hope Crisis Center
 - 1.877.388.HOPE (4673)

Formal Reporting Options

- Interim Title IX Coordinator: Leah Cech: titleix@doane.edu; 402.826.6773; 1014 Boswell Ave., Padour Walker Building, Room 36, Crete, NE 68333
- Doane Safety Office: doanesafetyoffice@doane.edu; 402.826.8669
- Crete Police Department: Non-emergency: 402.826.4311

Other Resources

- CAPE Project: capeproject@doane.edu; 402.826.8117
- Vice President, Diversity, Equity and Inclusion: luis.sotelo@doane.edu; 402.826.8116
- Director of Religious and Spiritual Life: leah.cech@doane.edu; 402.826.8118
- Human Resources: anne.ziola@doane.edu; 402.826.6773

Services Available 24 Hours a Day

- For Crete campus undergraduate students, contact the Community Assistant on duty and request that the on-call Community Director be called
 - Southside: Hansen, Sheldon, Frees (402) 826-8475
 - Northside: Burrage, Colonial, Smith (402) 826-8301
- For emergency medical and police services, call 911. Individuals may also go to the nearest hospital emergency department.
 - Crete Area Medical Center (open until 7pm)
 - 402.826.2102
 - 2910 Betten Dr. Crete, NE 68333
 - Bryan Medical Center West Campus
 - 402.481.1111
 - 2300 S 16th St. Lincoln, NE 68502
- Crete Police Department
 - Non-emergency: 402.826.4311
- Confidential Crisis Line
 - Hope Crisis Center
 - Crisis line: 1.877.388.HOPE (4673)
 - <http://hopecrisiscenter.org/>
 - support@hopecrisiscenter.org

Medical Treatment - An individual who has been sexually assaulted is urged to seek appropriate medical evaluation as promptly as possible. Preserve evidence using a paper bag (rather than plastic).

- For life-threatening conditions: go to the closest medical center, call 911, or seek a Blue Emergency Phone on the Crete campus.
 - Butler Gymnasium

- Frees Hall
- Hansen Hall
- Lied Science and Mathematics Building
- Memorial Stadium
- Padour Walker
- Smith Hall
- Sheldon Hall
- For treatment of less serious injuries: students on the Crete campus can see Nurse Kelly Jirovec in the Health and Wellness Center (kelly.jirovec@doane.edu; 402.826.8265).
- For evaluation for sexually transmitted infections or pregnancy: please visit the closest medical center.

Medical-Legal Evidence Collection - An individual who has been sexually assaulted is encouraged to request collection of medical-legal evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.

Note: Once in a safe place, preserve evidence in a brown paper bag. Do not shower or bathe, douche, or change clothes.

Federal law provides free medical-legal exams to victims of sexual assault. For assistance in seeking such an exam, contact:

- Hope Crisis Center at 1.877.388.HOPE (4673)

Obtaining Information, Support and Counseling - Regardless of filing an official report, the University encourages the Complainant(s) to seek out information, support, and counseling.

These services are available to anyone in the Doane Crete community who wishes to discuss issues related to any Prohibited Conduct outlined in this policy, whether such conduct has actually occurred, and whether the person seeking information has been subject to Prohibited Conduct, has been accused of Prohibited Conduct, or is a third party.

The degree to which confidentiality can be protected depends upon the professional role of the person being consulted and should be addressed with that person before specific facts are disclosed.

Grand Island

Confidential Resources

- Crisis Center, Inc.
 - 308.381.0555
- Employee Assistance Program (for undergraduate students and employees):

- 402.476.0186
- Toll-free: 800.755.7636

Formal Reporting Options

- Interim Title IX Coordinator: Leah Cech: titleix@doane.edu; 1014 Boswell Ave., Crete, NE 68333
- Doane Safety Office: doanesafetyoffice@doane.edu; 402.826.8669
- Grand Island Police Department: Non-emergency: 308.385.5400, option 1

Other Resources

- CAPE Project: capeproject@doane.edu; 402.826.8117
- Vice President, Diversity, Equity and Inclusion: luis.sotelo@doane.edu; 402.826.8116
- Human Resources: anne.ziola@doane.edu; 402.826.6773

Services Available 24 Hours a Day

- For emergency medical and police services, call 911. Individuals may also go to the nearest hospital emergency department.
 - CHI Health St. Francis
 - 308.384.4600
 - 2620 W Faidley Ave. Grand Island, NE 68803
- Grand Island Police Department
 - Non-emergency: 308.385.5400, option 1
- Confidential Crisis Line
 - Crisis Center, Inc:
 - Crisis line: 308.381.0555
 - <http://www.gicrisis.org/>

Medical Treatment - An individual who has been sexually assaulted is urged to seek appropriate medical evaluation as promptly as possible. Preserve evidence using a paper bag (rather than plastic).

- For life-threatening conditions: call 911 or go to the closest medical center.
- For evaluation for sexually transmitted infections or pregnancy: please visit the closest medical center.

Medical-Legal Evidence Collection - An individual who has been sexually assaulted is encouraged to request collection of medical-legal evidence. Prompt collection of physical

evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.

Note: Once in a safe place, preserve evidence in a brown paper bag. Do not shower or bathe, douche, or change clothes.

Federal law provides free medical-legal exams to victims of sexual assault. For assistance in seeking such an exam, contact:

- Crisis Center, Inc. at 308.381.0555

Obtaining Information, Support and Counseling - Regardless of filing an official report, the University encourages the Complainant(s) to seek out information, support, and counseling.

These services are available to anyone in the Doane Crete community who wishes to discuss issues related to any Prohibited Conduct outlined in this policy, whether such conduct has actually occurred, and whether the person seeking information has been subject to Prohibited Conduct, has been accused of Prohibited Conduct, or is a third party.

The degree to which confidentiality can be protected depends upon the professional role of the person being consulted and should be addressed with that person before specific facts are disclosed.

Lincoln

Confidential Resources

- Voices of Hope
 - 402.475.7273
- Employee Assistance Program (for undergraduate students and employees):
 - 402.476.0186
 - Toll-free: 800.755.7636

Formal Reporting Options

- Interim Title IX Coordinator: Leah Cech: titleix@doane.edu; Crete, NE 68333
- Doane Safety Office: doanesafetyoffice@doane.edu; 402.826.8669
- Lincoln Police Department: Non-emergency: 402.441.6000

Other Resources

- CAPE Project: capeproject@doane.edu; 402.826.8117
- Vice President, Diversity, Equity and Inclusion: luis.sotelo@doane.edu; 402.826.8116
- Human Resources: Anne.ziola@doane.edu; 402.826.6773

Services Available 24 Hours a Day

- For emergency medical and police services, call 911. Individuals may also go to the nearest hospital emergency department.
 - Bryan Medical Center West Campus
 - 402.481.1111
 - 2300 S 16th St. Lincoln, NE 68502
- Lincoln Police Department
 - Non-emergency: 402.441.6000
- Confidential Crisis Line
 - Voices of Hope
 - Crisis line: 402.475.7273
 - <http://www.voicesofhopelincoln.org/>

Medical Treatment - An individual who has been sexually assaulted is urged to seek appropriate medical evaluation as promptly as possible. Preserve evidence using a paper bag (rather than plastic).

- For life-threatening conditions: call 911 or go to the closest medical center.
- For evaluation for sexually transmitted infections or pregnancy: please visit the closest medical center.

Medical-Legal Evidence Collection - An individual who has been sexually assaulted is encouraged to request collection of medical-legal evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.

Note: Once in a safe place, preserve evidence in a brown paper bag. Do not shower or bathe, douche, or change clothes.

Federal law provides free medical-legal exams to victims of sexual assault. For assistance in seeking such an exam, contact:

- Voices of Hope at 402.475.7273

Obtaining Information, Support and Counseling - Regardless of filing an official report, the University encourages the Complainant(s) to seek out information, support, and counseling.

These services are available to anyone in the Doane Crete community who wishes to discuss issues related to any Prohibited Conduct outlined in this policy, whether such conduct has actually occurred, and whether the person seeking information has been subject to Prohibited Conduct, has been accused of Prohibited Conduct, or is a third party.

The degree to which confidentiality can be protected depends upon the professional role of the person being consulted and should be addressed with that person before specific facts are disclosed.

Lincoln

Confidential Resources

- Voices of Hope
 - 402.475.7273
- Employee Assistance Program (for undergraduate students and employees):
 - 402.476.0186
 - Toll-free: 800.755.7636

Formal Reporting Options

- Interim Title IX Coordinator: Leah Cech: titleix@doane.edu; 402.826.6773; 1014 Boswell Ave., Padour Walker Building, Room 36, Crete, NE 68333
- Doane Safety Office: doanesafetyoffice@doane.edu; 402.826.8669
- Lincoln Police Department: Non-emergency: 402.441.6000

Other Resources

- CAPE Project: capeproject@doane.edu; 402.826.8117
- Vice President, Diversity, Equity and Inclusion: luís.sotelo@doane.edu; 402.826.8116
- Campus Contact: chris.brady@doane.edu ; 402.466.4774
- Human Resources: anne.ziola@doane.edu; 402.826.6773

Services Available 24 Hours a Day

- For emergency medical and police services, call 911. Individuals may also go to the nearest hospital emergency department.
 - Bryan Medical Center West Campus
 - 402.481.1111
 - 2300 S 16th St. Lincoln, NE 68502
- Lincoln Police Department
 - Non-emergency: 402.441.6000
- Confidential Crisis Line
 - Voices of Hope
 - Crisis line: 402.475.7273
 - <http://www.voicesofhopelincn.org/>

Medical Treatment - An individual who has been sexually assaulted is urged to seek appropriate medical evaluation as promptly as possible. Preserve evidence using a paper bag (rather than plastic).

- For life-threatening conditions: call 911 or go to the closest medical center.
- For evaluation for sexually transmitted infections or pregnancy: please visit the closest medical center.

Medical-Legal Evidence Collection - An individual who has been sexually assaulted is encouraged to request collection of medical-legal evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.

Note: Once in a safe place, preserve evidence in a brown paper bag. Do not shower or bathe, douche, or change clothes.

Federal law provides free medical-legal exams to victims of sexual assault. For assistance in seeking such an exam, contact:

- Voices of Hope at 402.475.7273

Obtaining Information, Support and Counseling - Regardless of filing an official report, the University encourages the Complainant(s) to seek out information, support, and counseling.

These services are available to anyone in the Doane Crete community who wishes to discuss issues related to any Prohibited Conduct outlined in this policy, whether such conduct has actually occurred, and whether the person seeking information has been subject to Prohibited Conduct, has been accused of Prohibited Conduct, or is a third party.

The degree to which confidentiality can be protected depends upon the professional role of the person being consulted and should be addressed with that person before specific facts are disclosed.

Omaha

Confidential Resources

- WCA Omaha
 - 402.345.7273
- Employee Assistance Program (for undergraduate students and employees):
 - 402.476.0186
 - Toll-free: 800.755.7636

Formal Reporting Options

- Interim Title IX Coordinator: Leah Cech: titleix@doane.edu; 402.826.6773; 1014 Boswell Ave., Padour Walker Building, Room 36, Crete, NE 68333
- Doane Safety Office: doanesafetyoffice@doane.edu; 402.826.8669

- Omaha Police Department: Non-emergency: 402.444.5600

Other Resources

- CAPE Project: capeproject@doane.edu; 402.826.8117
- Vice President, Diversity, Equity and Inclusion: luis.sotelo@doane.edu; 402.826.8116
- Campus Director: chris.brady@doane.edu ; 402.466.4774
- Human Resources: anne.ziola@doane.edu; 402.826.6773

Services Available 24 Hours a Day

- For emergency medical and police services, call 911. Individuals may also go to the nearest hospital emergency department.
 - CHI Health Lakeside Hospital
 - 402.717.8000
 - 16901 Lakeside Hills Ct. Omaha, NE 68130
- Omaha Police Department
 - Non-emergency: 402.444.5600
- Confidential Crisis Line
 - WCA Omaha
 - Crisis line: 402.345.7273
 - wcaomaha.org/

Medical Treatment - An individual who has been sexually assaulted is urged to seek appropriate medical evaluation as promptly as possible. Preserve evidence using a paper bag (rather than plastic).

- For life-threatening conditions: call 911 or go to the closest medical center.
- For evaluation for sexually transmitted infections or pregnancy: please visit the closest medical center.

Medical-Legal Evidence Collection - An individual who has been sexually assaulted is encouraged to request collection of medical-legal evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.

Note: Once in a safe place, preserve evidence in a brown paper bag. Do not shower or bathe, douche, or change clothes.

Federal law provides free medical-legal exams to victims of sexual assault. For assistance in seeking such an exam, contact:

- WCA Omaha at 402.345.7273

Obtaining Information, Support and Counseling - Regardless of filing an official report, the University encourages the Complainant(s) to seek out information, support, and counseling.

These services are available to anyone in the Doane Crete community who wishes to discuss issues related to any Prohibited Conduct outlined in this policy, whether such conduct has actually occurred, and whether the person seeking information has been subject to Prohibited Conduct, has been accused of Prohibited Conduct, or is a third party.

The degree to which confidentiality can be protected depends upon the professional role of the person being consulted and should be addressed with that person before specific facts are disclosed.

Policy update and attorney review August 2020

3. Section 5.03 Bias/Hate Incident Policy

Members of the Doane University community are expected to demonstrate individual responsibility in showing consideration for the beliefs and feelings of others; abiding by federal, state and local laws; and demonstrating exemplary conduct. When a student's behavior has direct implications for others and/or the well-being of the campus community, there is cause for community involvement, regardless of where the situation occurs (e.g. home or abroad).

Doane University creates a social and academic environment where students develop awareness of diversity and multiculturalism, and how to function in a pluralistic and global society. Any behavior which threatens this environment will not be tolerated. Any such reports will be made to the Chief Judicial Officer, megan.failor@doane.edu; 402.826.6721. The actions/incidents outlined in the report will constitute a possible violation of the Student Conduct Code. Sanctions will be determined based upon information gathered from investigations.

Bias/hate incidents include, but are not limited to, attempted or actual harassment or violence based wholly or in part on the victim's membership in a legally protected class, or based on the victim's sexual orientation or gender identity. See also Anti-Harassment Policy, § 5.04, and Violence and Unacceptable Behavior Policy, § 5.01. Bias/hate incidents are prohibited both on campus and off campus during normal work or school hours and outside the normal work or school hours. Off campus conduct constituting a violation of this policy is subject to disciplinary consequences up to and including expulsion from school and/or termination of employment when said off campus conduct is determined by the University to affect the normal working or student/faculty/staff relationships and/ or has negative effects on or interferes with Doane University's educational programs, educational purpose, students, faculty or school sponsored activities and/or is so severe, pervasive or objectively offensive that it interferes with any student's academic performance or student ability to fully participate in Doane College's educational programs or activities

4. Section 5.04 Non-Discrimination Policy: Preventing and Addressing Discrimination, Harassment, and Retaliation & Reporting Procedures

POLICY PURPOSE

Doane University (the "University") believes that diversity is our strength and is committed to an inclusive community that values all community members so all may live, learn, and work in a safe environment, free from illegal discrimination and illegal harassment.

POLICY STATEMENT

The University prohibits discrimination and harassment on the basis of age, color, (dis)ability, gender identity, gender expression, marital status, national or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, veteran status, genetic information or any other protected class recognized by state or federal law in University academics, employment, or in its programs or activities. Retaliation against any individuals who, in good faith, report illegal discrimination and/or harassment will not be tolerated.

SCOPE

Any student, staff, faculty, or third party member (e.g. contractors, vendors, those contractually obligated to the University, in addition to visitors and guests of the University) has the option to file an informal and/or formal report (outlined below) against a member of the community who is believed to have violated the policy. To the extent possible, both informal and formal procedures will seek to maintain confidentiality.

The report can be filed with:

- Luis Sotelo, Vice President for Diversity, Equity and Inclusion at luis.sotelo@doane.edu, 402-826-8116, 1014 Boswell Ave. Crete, NE 68333 (Padour Walker Administration Building, second floor),
- Anne Ziola, Director of Human Resources at anne.ziola@doane.edu, 402-826-6773, 1014 Boswell Ave. Crete, NE 68333 (Padour Walker Administration Building), or
- Megan Failor, Dean of students at megan.failor@doane.edu, 402-826-6721, 1014 Boswell Ave. Crete, NE (Perry Campus Center).

The following internal reporting procedures govern the reports of illegal conduct, such as discrimination, harassment, or retaliation, and outline reporting and resolution options. The procedure applies to employees, students, and third parties.

DEFINITION OF TERMS

Discrimination: Inequitable treatment of a person based on one or more of that person's protected characteristics or statuses, excepting any treatment permitted or required by law.

Protected Characteristics/Statuses: Age, color, disability, gender identity, gender expression, marital status, national or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, veteran status, genetic information or any other protected class recognized by state or federal law.

Harassment: Unwelcome conduct directed against a person based on one or more of that person's protected characteristics or statuses, which conduct is so severe or pervasive that it interferes with an individual's employment, academic performance or participation in University programs or activities, and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive.

Report: Allegation(s) of discrimination, harassment and/or retaliation, filed in good faith (holding a genuine belief in the truth of one's allegations).

Reporting Party: The person who has filed a report of a violation of this policy which may or may not be the victim of the prohibited conduct.

Responding Party: The person who is accused of engaging in prohibited conduct.

Retaliation: Any adverse action taken or threatened against an employee or student because the individual has, in good faith, engaged in protected activity, such as alleging the violation of state or federal law, University policy, rule or regulation, or has participated in any manner with an investigation of such allegation.

INFORMAL PROCEDURES

An informal report aims to reach a resolution between the Reporting Party and Responding Party without any formal filing and/or fact finding investigation by following any of the three options below. Employees, students, and third parties are encouraged to start with informal procedures, when appropriate and safe to do so. However, some reports of illegal discrimination, harassment, and/or retaliation may be too severe to proceed under informal procedures and may require a formal investigation. Informal procedures may resolve concerns through educational programming or tailored training (but not limited to) for involved parties, if warranted, to achieve the goals of this policy. Reporting Party may file a formal report if informal procedures fail to resolve concerns.

1. Direct Communication with Responding Party: If the Reporting Party reasonably believes that the Responding Party will be receptive to one-on-one communication, does not feel threatened or at risk of physical harm, they may communicate directly with Responding Party to reach a resolution.
2. Third Party Assistance: Reporting Party has the option to seek third party assistance to informally serve as mediator of report of discrimination, harassment, and/or retaliation from (a.) the Division of Diversity, Equity and Inclusion's designee, (b.) Human Resources or their designee, or (c.) Director of Residential Life and Education. No party shall be represented by legal counsel.
3. Consulting: Reporting Party may choose to consult with (a.) the Vice President for Diversity, Equity and Inclusion or designee, (b.) Human Resources or their designee, or (c.) Director of Residential Life and Education to receive resources to informally address concern with the Responding Party-in which case the Responding Party would not be notified without the consent of the Reporting Party.

Responding Party is encouraged to use one or all of the informal procedures outlined above in whichever order is appropriate. If resolution is reached using any of the above informal procedures, the report of discrimination, harassment, and/or retaliation will be considered closed. If involved parties fail to follow agreed-upon resolution, formal procedures may be filed. The University holds the right to initiate a formal investigation at any time.

PROCEDURES

A formal report aims to reach a resolution between the Reporting Party and the Responding Party through a fact-finding investigation.

1. Filing A Report: Provide the name and address of the Reporting Party and address the complaint, using a description of the facts that support the alleged prohibited discrimination or retaliation.

Reports may be submitted, in writing or verbally, in any of the following ways.

- Email to Vice President for Diversity, Equity and Inclusion luis.sotelo@doane.edu, to Human Resources Director anne.ziola@doane.edu or Dean of Students Megan Failor megan.failor@doane.edu.
- Mail to 1014 Boswell Avenue, Crete, NE 68333, to the attention of Vice President for Diversity, Equity and Inclusion Luis Sotelo, Human Resources Director Anne Ziola, or Dean Megan Failor.
- Hand-deliver to the Division of Diversity, Equity and Inclusion (Padour Walker Administration Building), Office of Human Resources (Padour Walker Administration Building), or Office of Residential Life and Education (Perry Campus Center). All offices are located in buildings in the Crete Campus, 1014 Boswell Ave.

Reasonable accommodations may be made to assist Reporting Party in filing a written report.

2. Evaluation of Report:

1. Once the report is received, an investigator will be appointed by the Division of Diversity, Equity and Inclusion. The University may take interim measures to address safety and well-being concerns and to allow Reporting Party continued access to education, employment, or other university activities. Possible interim measures may include but not limited to change in course/work schedule, housing arrangement, safety plan or other reasonable measures available to the University. Interim measures are considered temporary.
2. Investigator will decide if the report states a potential violation of the Preventing and Addressing Discrimination, Harassment, and Retaliation Policy ("Policy"). Reporting Party may be contacted during this process to obtain necessary information not provided in the initial report.
 1. If the allegations support a potential violation of Policy, the Investigator will meet with the Reporting Party to gain additional information, confirm allegations, discuss procedures, and-when appropriate-offer resolution without formal findings (explained later in procedures). If the allegations do not fall under this policy, the Reporting Party may be referred to other campus policies or resources.
 2. If the allegations do not support a potential violation of Policy, the Investigator will issue a written notice to the Reporting Party explaining why the report does not violate the policy and may inform the Reporting Party of other resolution pathways.
3. Resolution Without Formal Findings: A resolution without formal findings seeks to resolve a report equitably, quickly, and to the satisfaction of all involved parties without conducting a formal investigation, but does include a written resolution signed by both parties outlining agreed-upon terms. Generally, a resolution without formal findings does not require a facilitated meeting between the Reporting Party and Responding Party, unless both parties agree to do so. This process will only involve the Reporting Party, Responding Party, and other University officials to consult on University policies and procedures or available resolutions.

1. If a resolution without a formal findings option is provided to the Reporting Party during initial evaluation of the report, they will be given five (5) business days to decide whether to pursue that option.
2. If the Reporting Party agrees to resolution without formal findings, the Investigator will notify the Responding Party that they have been named in a report and will be provided with the allegation(s). This notification will also include information regarding procedure and the option to follow the resolution without formal findings option. The Responding Party has five (5) business days after notification to decide whether to exercise this option.
3. The resolution without formal findings process may be terminated at any point and the investigation will begin, at the discretion of the university.
4. If the report is successfully resolved, the parties will sign a formal resolution.
4. Investigation: If either party declines to exercise resolution without a formal findings option or if the Investigator does not find this option suitable for the report, the Investigator will conduct investigation following the steps outlined below. The investigation will typically be completed within forty-five (45) business days of the receipt of the report, unless circumstances prevent meeting that deadline. In such cases, both parties will be notified of extensions.
 1. The Reporting Party and Responding Party will be notified in writing and at the same time when the investigation begins. Communication to the parties will (a.) name the Reporting Party and the Responding Party, (b.) detail the allegations, (c.) provide the policy & procedures, and (d.) identify the investigator.
 2. The Investigator will conduct formal interviews with the Reporting Party and the Responding Party, with equal opportunity to be heard. During this phase of the investigation, both parties may submit evidence and identify witnesses who may have relevant information.
 3. The Investigator will meet with third party witnesses. Witnesses do not have to have been identified by the Reporting Party or Responding Party to be interviewed.
 4. The Investigator will gather other relevant and available evidence and information not provided by the Reporting Party and Responding Party.
 5. Upon completion of the investigation, Investigator will issue a written report that will include a recommendation as to whether there is sufficient information, by a preponderance of the evidence, to support a finding that the Responding Party engaged in illegal discrimination, harassment, and/or retaliation. The report will be delivered at the same time to the Reporting Party, Responding Party, and the administrative official(s) responsible for the area in which the Reporting and Respondent Parties are involved in (College Dean for faculty, Dean of Students for students, Vice President for staff member's division, President for those directly reporting to President, Vice President of division most closely connected to the third party member or the Vice President of Finance and Administration, as applicable).

6. If the investigation finds that the report of discrimination is founded, the Responding Party's administrative official, in consultation with the Chief Judicial Officer if Responding Party is a student, or the Director of Human Resources if the Responding Party is an employee or a third party member, is responsible for making the decision on appropriate sanctions, including but not limited to suspension, expulsion, reassignment, termination, delivered to Responding Party. The Division of Diversity, Equity and Inclusion will also provide support in making decisions about appropriate sanctions.

APPEALS PROCEDURE

Either the Reporting Party or Responding Party has the right to appeal the investigator's written report. Merely disagreeing with the assessed sanction or outcome of the investigation is not grounds for appeal.

1. Criteria for Appeal: One of the following criteria must be met in order to have an appeal: (a.) Failure of investigation to follow procedural standards of the policy, (b.) The emergence of new evidence that was not presented in the original investigation, or (c.) Substantial reason to believe the sanction is too severe for the violation and/or does not fall within the range of penalties imposed for similar misconduct.
2. Appeal: The appeal must be made in writing to the Provost or their designee for faculty, the Vice President or their designee for students, or the Vice President for Finance and Administration or their designee for staff members, and the Chair of the Board of Trustees for direct reports to the President within five (5) business days of the notification of the investigation or sanction (whichever is delivered last). The appeal shall consist of a concise and complete written statement outlining the criteria for appeal and all supporting information to substantiate the grounds for the appeal.
 1. The aforementioned person receiving the appeal, or their designee, will act upon a written appeal within a reasonable time, normally five (5) business days after receipt of the appeal. Deadlines may be modified depending on the complexity of the case and/or if the severity of the allegations warrant variation from the normal appeal process timeline.
 2. The person receiving the appeal, or their designee, will have access to all documents relating to the investigation and sanction decisions, if sanction is applicable to a specific case.
 3. The person receiving the appeal, or their designee, will issue a written decision on the appeal. The written decision of the person receiving the appeal, or their designee, shall constitute the University's final decision.

Section 5.05 ADA Grievance Procedure

Updated August 2019

Doane University wants to ensure prompt and equitable resolution of complaints alleging any discrimination or other conduct prohibited by the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. 794.) If at any point a student, faculty or staff member believes that there has been a violation of ADA or Section 504, he or she should follow these steps:

1. To file a grievance, the student, faculty or staff member must contact the University's Section 504 Coordinator within 30 working days of the alleged discrimination or other conduct. (In special circumstances an extension may be granted for filing a grievance.) All grievances should be filed with Anne Ziola, Director of Human Resources and the University's designated Section 504 Coordinator. She may be contacted at (402) 826-6773 or via email at anne.ziola@doane.edu.
2. The 504 coordinator will make contact with the student or employee filing the grievance within two business days. The 504 coordinator will make a record of the meeting and may request person filing the complaint to present the grievance in writing.
3. Upon review of the documentation and information gathering, the 504 coordinator will render a findings report to Doane University, the student bringing forth the grievance and the parents or guardian of the student if FERPA (Family Educational Rights and Privacy Act) permits or employee within 30 days after its filing.
4. The person filing the complaint may request reconsideration of the report determination and findings if he or she is dissatisfied with the resolution. This request should be made to the Section 504 Coordinator within 10 working days. With such a request, the findings report will be provided to the appropriate Vice President. The designated Vice President will be responsible for reviewing the report findings and resolution and making a determination. A copy of their written determination will be provided to the person filing the grievance within 10 working days of the request. The written determination will also be filed with the 504 Coordinator.

References:

1. (2020) U.S. Department of Education - *Clery Act Appendix for FSA Handbook*
2. (2020) United Educators – *The Campus SaVE Act/VAWA: A Compliance Guide* (Risk Research Bulletin)
3. (2016) U.S. Department of Education – *Handbook for Campus Safety and Security*
4. (2013) U.S. Department of Education - 34 CFR Part 668, Violence Against Women Act

Useful Links:

- Doane University Student Handbook – (Rights and Responsibilities) - <http://catalog.doane.edu/content.php?catoid=10&navoid=680>
- Doane Employee Handbook - <http://catalog.doane.edu/content.php?catoid=10&navoid=636>
- Title IX Webpage - <https://web.doane.edu/offices-services/student-services/title-ix>
- CAPE Webpage - <https://web.doane.edu/offices-services/student-services/cape-project>
- Counseling Office Webpage - <https://web.doane.edu/offices-services/student-services/student-health/counseling>