

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



DOANE
UNIVERSITY

2024

(* Reporting period for this report is January 1, 2023 – December 31, 2023)

Annual Security Report (ASR) 2024

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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	September 1, 2024

I.1. Buildings and Properties – Crete Campus

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
Brodie Hall	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 Recreational Center	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.
5000 CPD Building	On Campus	Academic	5000 Central Park Dr.

I.3. Buildings and Properties – **Omaha Campus**

I.3.1. Address – 4020 South 147th St, Omaha, NE 68137

I.3.2. Building and Property Classification List – Doane Omaha is a non-residential campus with a non-traditional student population. This campus is 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 these locations fall under the College of Education (COE) and are 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
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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 institution owns or controls the location.

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 (including 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. Our annual report statistics would include those incidents reported to Doane that fell under Clery/VAWA reporting requirements.

I.6.4. The Public Safety Office keeps a record of all letters sent to those law enforcement agencies.

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 student's 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)
2021	0
2022	0
2023	0

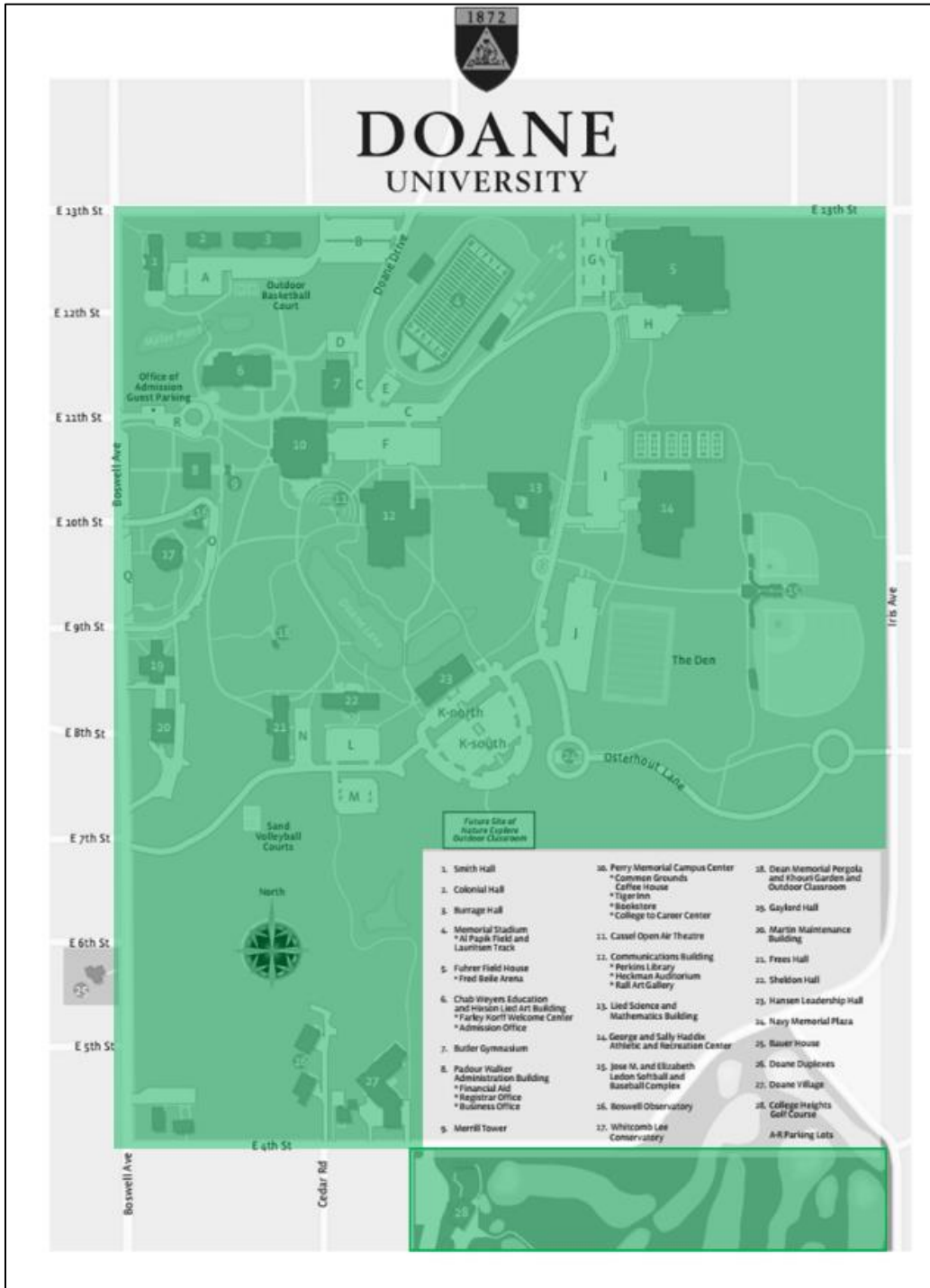
I.7. Clery Geography Maps

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

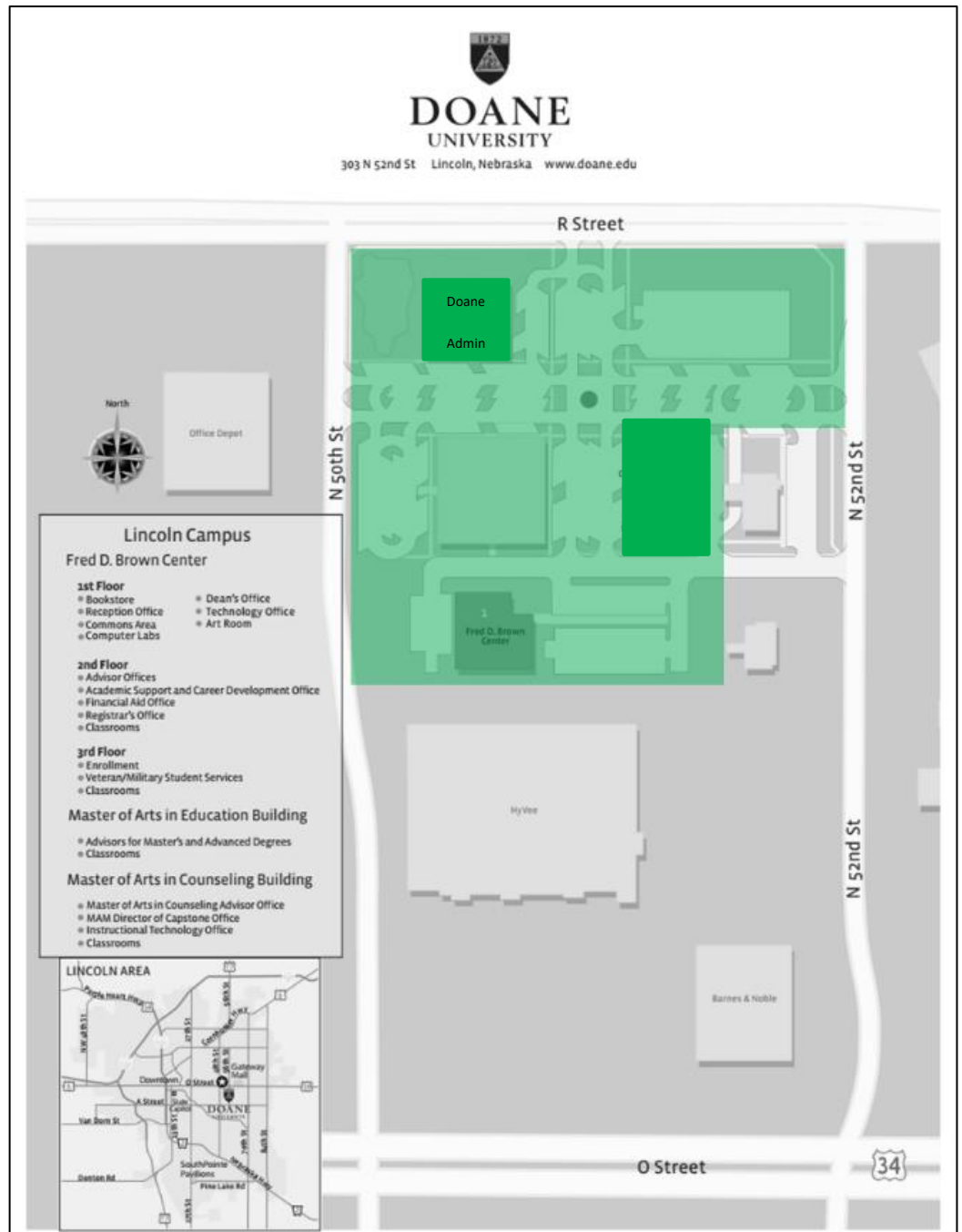
I.7.2. Although the Clery Act does not require institutions to provide a map to show their campus and non-campus buildings or property or public property areas, one is provided in this ASR to help the campus community understand where reported crimes occur.

See Next Page.

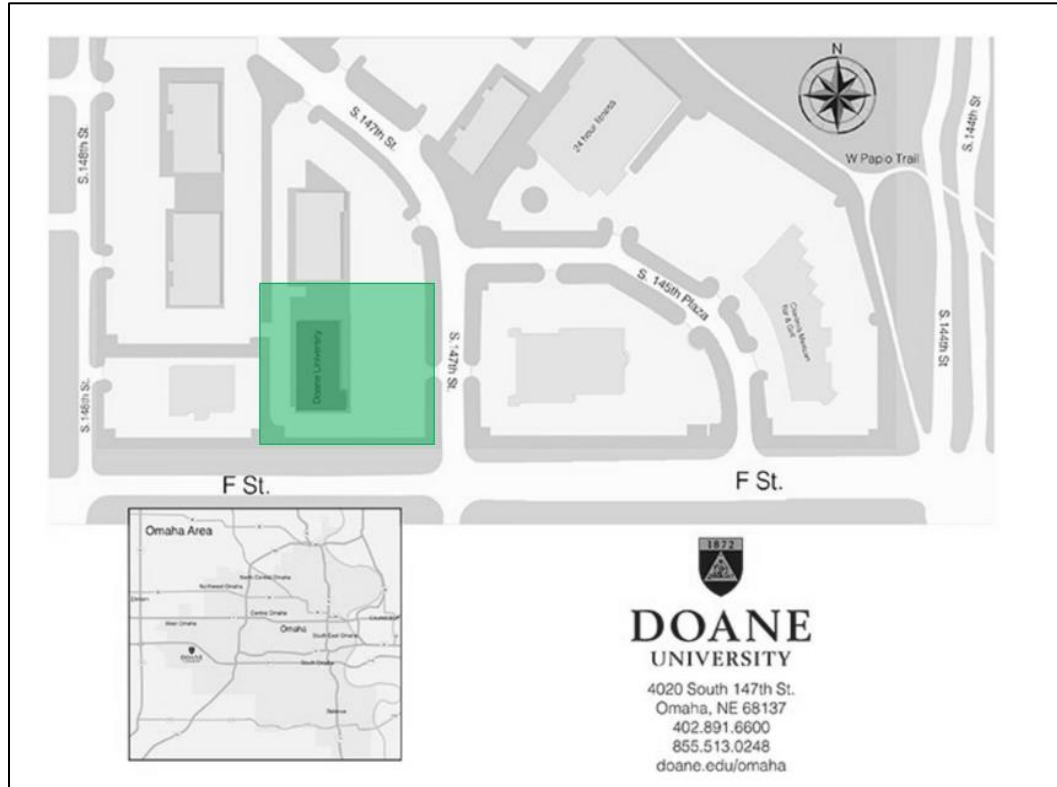
I.7.2.1. Doane Crete



I.7.2.2. Doane Lincoln



I.7.2.3. Doane 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 (Communications Building - LL Crete, NE)

II.1. The Cities of Crete, Lincoln, 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 follows 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 annually and 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 reported date (e.g., belated reports from past years).

See the 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	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
NEGLIGENT MANSLAUGHTER	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
SEX OFFENSES, FORCIBLE (Rape, Fondling)	2021	2	1	0	0
	2022	2	1	0	0
	2023	2	0	0	0
SEX OFFENSES, NON-FORCIBLE (Incest, Statutory Rape)	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
ROBBERY	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
AGGRAVATED ASSAULT	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
BURGLARY	2021	0	0	0	0
	2022	5	4	0	0
	2023	1	1	0	0
MOTOR VEHICLE THEFT	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
ARSON	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2021	0	0	0	0
	2022	3	2	0	0
	2023	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSION	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2021	7	7	0	0
	2022	3	2	0	0
	2023	1	1	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2021	30	30	0	0
	2022	6	6	0	0
	2023	6	6	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	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
NEGLIGENT MANSLAUGHTER	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
SEX OFFENSES, FORCIBLE (Rape, Fondling)	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
SEX OFFENSES, NON-FORCIBLE (Incest, Statutory Rape)	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
ROBBERY	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
AGGRAVATED ASSAULT	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
BURGLARY	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
MOTOR VEHICLE THEFT	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
ARSON	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSION	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2021	0	0	0
	2022	0	0	0
	2023	0	0	0

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

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
NEGLIGENT MANSLAUGHTER	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
SEX OFFENSES, FORCIBLE (Rape, Fondling)	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
SEX OFFENSES, NON-FORCIBLE (Incest, Statutory Rape)	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
ROBBERY	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
AGGRAVATED ASSAULT	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
BURGLARY	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
MOTOR VEHICLE THEFT	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
ARSON	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSION	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2021	0	0	0
	2022	0	0	0
	2023	0	0	0

II.8. VAWA Stats

II.8.1. VAWA Stats - Crete Campus

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
DATING VIOLENCE	2021	1	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
STALKING	2021	1	1	0	0
	2022	0	0	0	0
	2023	0	0	0	0

II.8.2. VAWA Stats – Lincoln Campus

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
DATING VIOLENCE	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
STALKING	2021	0	0	0
	2022	0	0	0
	2023	1	0	0

II.8.3. VAWA Stats – Omaha

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
DATING VIOLENCE	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
STALKING	2021	0	0	0
	2022	0	0	0
	2023	0	0	0

II.11. Hate Crime Reports

II.11.1. Hate Crimes – Crete Campus

Year	Reports
2021	No Hate Crimes Reported
2022	No Hate Crimes Reported
2023	No Hate Crimes Reported

II.11.2. Hate Crimes – Lincoln Campus

Year	Reports
2021	No Hate Crimes Reported
2022	No Hate Crimes Reported
2023	No Hate Crimes Reported

II.11.3. Hate Crimes – Campus

Year	Reports
2021	No Hate Crimes Reported
2022	No Hate Crimes Reported
2023	No Hate Crimes Reported

II.11.4. Hate Crimes – Omaha

Year	Reports
2021	No Hate Crimes Reported
2022	No Hate Crimes Reported
2023	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)
The date information was last updated.	September 1, 2024

III.1. Doane University has identified all CSAs as responsible employees and all other employees as referral employees to support promptly reporting all crimes. See link for more details: <https://web.doane.edu/offices-services/student-services/cape-project/employee-information>

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 institution official with 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 promptly reporting 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 and 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. Doane employees are offered training resources that immediately provide information on reporting 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: Catherine Archie-Johnson (308) 398-0800, cat.archiejohnson@doane.edu

III.2.2.7. Doane Omaha: Catherine Archie-Johnson (308) 398-0800, cat.archiejohnson@doane.edu

III.2.2.8. Crete Police Department – 911 or (402) 826-4311

III.2.2.9. Lincoln Police Department – 911 or (402) 441-6000

III.2.2.10. Omaha Police Department – 911 or (402) 444-7555

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 CSAs 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: Director of Residence Life – Brian Stutz (402) 826-6796, brian.stutz@doane.edu
- All Campuses: Title IX (402)826-8118, titleix@doane.edu
- Crete: Judicial Affairs Office (402)826-6796, brian.stutz@doane.edu
- Student Organizations and Advisors: [Link](#)
- Doane Athletics: Athletic Director Mark Wateska, (402) 826-8583, mark.wateska@doane.edu

- Doane Lincoln: Catherine Archie-Johnson, (402) 467-9002
cat.archiejohnson@doane.edu
- Doane Omaha: Director Catherine Archie-Johnson, (402) 467-9002,
cat.archiejohnson@doane.edu

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

III.6. Providing Confidentiality: The campus Counselor and the Student Health Director may receive confidential reports (while they are in the 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) and are generally 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—CSAs 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, which the Public Safety Office manages. This reporting and data collection software provides immediate information and reporting into our daily *public crime logs*.

III.8.2. The only reports not kept in *Report Exec* are occasional 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 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)
The date information was last updated.	September 1, 2024

III.9. Documentation of Requests to Local Law Enforcement Agencies – Doane University makes a good-faith effort to obtain crime statistics from all the law enforcement agencies within our campus jurisdictions. Local law enforcement is sent letters per the Campus Safety and Security Reporting standards requesting crime information at all our locations (Crete, Lincoln, Omaha) as well as the information received that relates 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 law enforcement's immediate use and contact 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 the 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. Still, in most cases, the University will annotate what occurred in the caveat section of the ASR. Any report deemed “unfounded” will be documented in this report per requirement.

Unfounded Reports	
2021	0
2022	0
2023	0

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)
The date information was last updated.	September 1, 2024

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 and 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 reporting 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, and 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 8 a.m. to 4 p.m. during open business hours. It can be made available via PDF and 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. To protect victims, personally identifiable information (PII) will be removed from all public crime logs.

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)
The date information was last updated.	September 1, 2024

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 situations. We also encourage community members to be involved in this process by empowering them to act individually, contact 911, and communicate with others. The Public Safety Office coordinates our process 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, accessed online or via a mobile application. In addition to 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) can notify all community members via TXT and email following an incident. Doane has an “opt-out” program. All Doane students, staff, and faculty are registered 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 aware of a danger or emergency 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 reviewed, tested, and updated annually, and 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 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 need to be alerted; however, most community members will be notified in most cases.

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

III.13.9.4. a pre-identified number of individuals accessing our system can trigger the alert 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 and athletic and academic buildings.

III.13.10.2. Exit signs in hallways indicate the closest route to exit the building if necessary.

III.13.11. Community Notification—This is often sent 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 is 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 occur.

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 Public Safety Office exercises the University's plans yearly 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" are discussed in each residence hall during all-hall meetings and communicated to all new

students and employees during orientation. All tests are announced and publicized, and documentation of the tests is kept on file.

III.13.12.2. CPS campuses support non-traditional students during morning and evening course times. Students are informed about emergencies, and response information is posted in classrooms. Doane employees on CPS campuses work with the Public Safety Office to stay 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, including emergencies.

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)
The date information was last updated.	September 1, 2024

III.14. Timely Warning and Campus Alerts Procedure

III.14.1. The purpose of a timely advisory is to alert the campus community to ***a crime that poses a serious or ongoing threat to the campus community and to heighten the 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 decide, 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 and the Public Safety Office’s evaluation of the situation/threat potential will dictate the need and manner for issuing 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 thinks 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 previously reported incidents
- Description of injuries or use of force, if relevant
- Crime Prevention Tips
- Emergency contact information (phone numbers and websites)
- 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 a 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 (*Omnilert*)
- 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 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 sent 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)
The date information was last updated.	September 1, 2024

III.18. Timely Warning Reports – See VII

III.19. Policy Statements—Doane University will publish and make available an annual security report (ASR) to all enrolled students and employees. The report is also available online to 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 the support of multiple offices and individuals who supply accurate data to ensure the report is correct and informative to the community of Doane University. This includes offices that keep records relevant to our crime statistics and policies and law enforcement agencies from the surrounding communities.

III.21. The ASR aims 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 is available at the Public Safety Office. A copy of the current report will be 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 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 other agencies when necessary
- Take action(s) and 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 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 Nurses may deem it appropriate to inform the person they are counseling of our procedures for reporting crimes on a voluntary, confidential basis for inclusion in our ASR.

III.21.1.3.3.1. Director of Counseling, Darcy Dawson,
Darcy.Dawson@doane.edu

III.21.1.3.3.2. Health and Wellness Director - Andreea Baker,
Andreea.baker@doane.edu

III.21.1.3.4. Doane Tip Line—Community members 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 emergencies according to the policy listed in previous paragraphs

VIII.4.2.2.1.5. Asking students, visitors, and employees to comply with the facility 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 emergencies

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

VIII.4.2.3. Crete Campus Facilities

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

VIII.4.2.5. The campus is open during business hours and locked (pending events schedule) during the remaining hours. Below is a general overview of access to campus buildings. The University reserves the right to change open and closed hours based on educational needs.

VIII.4.2.5.1. **Simon Field and Lauritzen Track:** Only players and authorized personnel are allowed on Simon Field during athletic events. The track's public hours are 6 a.m. 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 the 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**—The Communications Building Library is the campus's 24-hour computer lab. Students are encouraged to use this facility after the average closings of other buildings. Note: Students are encouraged to call the Public Safety Office at 402.826.8669 (x8669 on campus) if they would like an escort across campus in the evening hours.

VIII.4.2.5.4. **Academic Room** key checkouts are available only to students with the professor's permission at the Public Safety Office. The Public Safety Office compiles a list of eligible students from faculty members at the beginning of each semester. Key checkout policy states that a key must be returned immediately after use, on the same day the key was checked out. Failure to return the key in the designated amount of time will result in the following sanctions: 1st offense of warning; 2nd offense – letter of warning and 3-day suspension of key checkout; 3rd offense suspension of key checkout for the remainder of the 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 10 am) 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 is active until 11 pm.

VIII.4.2.5.4.5. **Perry Campus Center, Communications Building** (7 am-9 pm M-F). The Communications Building is open on weekends per the library schedule. It is keyless and 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. Visitation 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. Guests are the responsibility of their host. They may be in public areas during public hours or as approved (by the administration) and under the supervision of their host.

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

VIII.4.2.5.6. For safety reasons, only residential students or supervised guests are allowed inside, especially in the residence halls. 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 on campus, and the host student(s) is responsible for their guests' actions. 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 non-compliant. 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 rooms for up to 24 hours. Residents hosting guests overnight should obtain permission from their roommate(s). All guests should register with Residential Life by informing their Community Advisor (CA) or Community Director (CD). Overnight guests cannot move from room to room or hall to hall.

VIII.4.2.6. Security considerations used in the 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 emergencies according to the policy listed in previous paragraphs.

VIII.4.2.6.2.4. Maintaining activity log 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 with the police.

VIII.4.2.6.2.6. Summoning the local authorities to help with emergencies.

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 non-compliance and emergencies, they must 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 for this reporting period. They are opened by staff and secured in the evening by staff/security. An onsite facilities/safety staff member can inspect the buildings and make immediate corrections. Buildings are open (during the academic year) M-Thur from 8 am until closing (when staff are present)

VIII.4.2.8. **Omaha** Campus Facilities

VIII.4.2.8.1. The Omaha campus is in a shared building 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 encourages reporting campus criminal activity directly to the Public Safety Office or 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 a victim of a crime. All Doane campuses are open to the public, and local law enforcement has jurisdiction based on the community they serve.

VIII.4.3.2. Local police will be contacted about the likelihood of the incident threatening others when choosing an immediate and 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 works closely with local law enforcement. The Public Safety Office staff occasionally works with other law enforcement agencies in Saline County and other local agencies. The leaders of these agencies meet on both a formal and informal basis. The Safety Administrator (SA) (Crete) regularly communicates with Crete PD on the scene of incidents around the campus area.

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

VIII.4.3.4. The Public Safety Office works closely with the Office of Residence Life, judicial affairs, and 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.

VIII.4.3.6. Contracted Security—Contracted Security for Doane University supports hours of operation when a Doane Safety Administrator (SA) is unavailable. Since guards sometimes rotate to other locations, they are limited in capabilities compared to our SAs (e.g., ID Card Creation and

Keyless entry updates). However, they can fully 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 – is 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

Sexual Projects	1/4/2023	Men's Track/CC
Sexual Projects	1/4/2023	Women's Track/CC
Emotional Intelligence	1/11/2023	Men's Track/CC
Emotional Intelligence	1/11/2023	Women's Track/CC
Sexual Projects	1/16/2023	Women's Soccer
Emotional Intelligence	1/16/2023	Men's Baseball
Sexual Projects	1/17/2023	Men's Basketball
Basic v. Queen	1/17/2023	Women's Basketball
Toxic Feminity	1/18/2023	Softball
Sexual Projects	1/23/2023	Women's Tennis
Sexual Projects	1/23/2023	Men's Tennis
Sexual Projects	1/25/2023	Volleyball
Sexual Projects	1/25/2023	Men's Golf
Toxic Feminity	1/25/2023	Women's Golf
Men's Mental Health	1/26/2023	Football
Sexual Projects	1/31/2023	Shotgun Sports Co-Ed
Sexual Projects	2/1/2023	Softball
Sexual Projects	2/2/2023	Women's Golf
Sexual Projects	2/6/2023	Men's Tennis

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Sexual Projects	2/6/2023	Women's Tennis
Emotional Intelligence	2/7/2023	Women's Soccer
Emotional Intelligence	2/7/2023	Women's Golf
Emotional Intelligence	2/13/2023	Men's Basketball
Emotional Intelligence	2/15/2023	Men's Golf
Holding Teammates Accountable	2/16/2023	Men's Soccer
LGBTQA+ Relationships Tabling w/ PRISM	2/16/2023	
Emotional Intelligence	2/27/2023	Volleyball
Holding Teammates Accountable	2/28/2023	Men's Soccer
Emotional Intelligence	3/8/2023	Shotgun Sports Co-Ed
Emotional Intelligence & Holding Teammates Accountable	3/9/2023	Football
Sexual Projects	3/9/2023	Men's Soccer
SAAM Newsletter	3/31	
Teal Tuesday	4/4/2023	
To Write Well Is To Live Well: Telling an Authentic Story Without Risking the Whole Truth	4/18	
Sexual Projects	4/17/2023	Women's Basketball
Emotional Intelligence	4/24/2023	Women's Basketball
Denim Day	4/26/2023	
Responding to Disclosures Workshop w/ HCC	4/26	
Peer Educator Training	8/9-8/15	All peer educators
Student Leadership Training	8/9	Student leaders
Exploring Femininity	8/14/2023	Women's Volleyball
Men's Mental Health	8/17/2023	Men's Basketball
Exploring Femininity	8/21/2023	Women's Basketball
Healthy Relationships	8/21/2023	Women's Volleyball
Men's Mental Health	8/22/2023	Men's Tennis
Exploring Femininity	8/22/2023	Women's Tennis
Exploring Femininity	8/22/2023	Women's Soccer
Healthy Relationships	8/24/2023	Men's Basketball
Men's Mental Health	8/24/2023	Football
Healthy Relationships	8/29/2023	Women's Soccer
H&W Tabling	8/30/2023	-
Exploring Femininity	9/6/2023	Women's Softball
Men's Mental Health	9/6/2023	Men's Soccer AND Esports
Burn Your Trauma	9/7/2023	-

Exploring Femininity	9/11/2023	Women's Golf
Men's Mental Health	9/13/2023	Men's Wrestling
Exploring Femininity	9/13/2023	Women's Wrestling
Healthy Relationships	9/14/2023	Men's Soccer
Men's Mental Health	9/15/2023	Men's Track/CC
Exploring Femininity	9/15/2023	Women's Track/CC
Healthy Relationships	9/18/2023	Women's Golf
Healthy Relationships	9/20/2023	Men's Wrestling
Healthy Relationships	9/20/2023	Women's Wrestling
Healthy Relationships	10/4/2023	Esports
Healthy Relationships	10/6/2023	Women + Men's Track/CC
Healthy Relationships	10/16/2023	Women's Tennis & Men's Tennis
Healthy Relationships	10/18/2023	Women's Softball
Men's Mental Health	10/25/2023	Men's Golf
Men's Mental Health	11/2/2023	Baseball
Healthy Relationships	11/14/2023	Baseball
Sexual Projects	11/28/2023	Baseball
Emotional Intelligence	12/5/2023	Baseball
Healthy Relationships	11/15/2023	Men's Golf

VIII.5.1.3. Crime prevention includes reporting information and safety warnings to new students and employees and offering annual employee training. Programs are provided during new student orientation and yearly 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 responsibility assignments to oversee the plan.

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

VIII.5.1.5.1. Campus Security Informational Programs

Doane University prioritizes 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 safety.

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

VIII.5.1.5.3. Doane Lincoln, Omaha, has limited security availability but has designated contact personnel for crime-related incidents. All such reports are sent to the Crete campus for record-keeping and future reporting.

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

- Fall orientation, spring and summer enrollment sessions for new students
- Residence life meetings with 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 well-lit paths.

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 are 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 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 connected to the city emergency center.

VIII.5.1.7.1.5.2. Access to certain facilities, including residence halls, is controlled using a card key access control system. Systems at Doane Lincoln, Omaha, 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 involving crime or suspicious activity to local law enforcement. The university will assist students who want help making a report.

VIII.5.2.4. Doane University does not have non-campus locations for student organizations that the institution officially recognizes.

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 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 Section XVI)

VIII.5.9. The campus standard of proof is a **preponderance of the evidence**.

VIII.5.8.1. Sanctions: See Section XVI

VIII.5.8.2. Dissemination of Reports on Crimes.

VIII.5.8.2.1. 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.5.8.3. Definitions for Clery Reportable Crimes

VIII.5.8.3.1. Murder: the willful (non-negligent) killing of one human being by another.

VIII.5.8.3.2. Negligent Manslaughter – The killing of another person through gross negligence.

VIII.5.8.3.3. 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.5.8.3.4. 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.5.8.3.5. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

VIII.5.8.3.6. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

VIII.5.8.3.7. 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 by putting the victim in fear.

VIII.5.8.3.8. Aggravated Assault: An unlawful attack by one person upon another to inflict severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

VIII.5.8.3.9. Burglary: The unlawful entry of a structure to commit a felony or a theft.

VIII.5.8.3.10. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

VIII.5.8.3.11. 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.5.8.4. Local police will be contacted about the likelihood of the incident threatening others when choosing an immediate and personal notification or a more general warning using bulletin boards, campus news media, flyers, or other announcements or forums.

VIII.5.8.5. The University will prepare and inform current students and employees annually 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.5.8.5.1. Murder

VIII.5.8.5.2. Sexual Violence: Sexual Assault/Rape, Stalking, Domestic Violence, Dating Violence

VIII.5.8.5.3. Robbery

VIII.5.8.5.4. Aggravated Assault

VIII.5.8.5.5. Burglary

VIII.5.8.5.6. Motor Vehicle Theft

VIII.5.8.5.7. And arrests for:

VIII.5.8.5.7.1. Liquor Law Violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

VIII.5.8.5.7.2. Drug Abuse Violations: violations of laws or ordinances prohibiting the production, distribution, and use of certain controlled substances and the equipment or devices utilized in their preparation or use.

VIII.5.8.5.7.3. 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 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 happened "on-campus" as defined by this act. The University will also send the statistics to the Secretary of Education and prospective students.

VIII.5.8.6. Sexual Assault, Domestic Violence, Dating Violence and Stalking Prevention

VIII.5.8.6.1. Doane University participates in the Office of Violence against Women (OWV) and the 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 will assist us in unifying our approach to sexual violence across all four Doane campuses, including programming and training resources.

VIII.5.8.6.2. New students and employees receive information regarding sexual violence, campus resources, and reporting options.

VIII.5.8.7. Crime Prevention, Substance Abuse, and Security Awareness Materials

VIII.5.8.7.1. 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 programs impacting these areas.

VIII.5.8.8. Bystander Intervention

VIII.5.8.8.1. Students are encouraged to use the three “D’s” for safe and effective bystander intervention:

VIII.5.8.8.2. Direct – Approach and confront the situation

VIII.5.8.8.3. Delegate – Ask someone else to intercede or call for help from a campus authority figure.

VIII.5.8.8.4. Distract – Get their attention focused on something else. Use friends to interfere and assist a potential victim in getting to a safe place.

VIII.5.8.9. Risk Reduction

VIII.5.8.9.1.1. Personal safety choices are the most effective way to prevent incidents. Having a plan and avoiding risky behaviors such as high-risk drinking or being alone in an unfamiliar place can help.

VIII.5.8.10. Health Resources

VIII.5.8.10.1. Health and Wellness Center - Contact: Andreea Baker,
Phone: ext. 8265 or andreea.baker@doane.edu

VIII.5.8.10.2. Campus Counselor – Contact: Darcy Dawson, Phone: 8265
or Darcy.Dawson@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 higher education institutions 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 University community member who violates 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 similarly. The University is not an environment to use, sell, and possess drugs. Suppose such conduct occurs or is alleged by law enforcement to have occurred, and criminal charges are filed. In that case, the involved students will be subject to immediate suspension and additional disciplinary consequences, 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 losing federal student aid eligibility and 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. Students seeking 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 community organizations. Those individuals who voluntarily avail themselves of these services before 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>.

VIII.5.10. Campus Safety and Security Training

VIII.5.10.1. Public Safety Office

VIII.5.10.1.1. The Public Safety Office does not employ commissioned law officers. It is comprised 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 are limited to campus property, including civil powers to report incidents and protect community members and University assets.

VIII.5.10.1.2. Doane University conducts/requests a background check on all security staff members (including contracted) annually.

VIII.5.10.1.3. 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.

VIII.5.10.1.4. Due to 24/7 (Crete) requirements, limited hours of availability (Omaha, Lincoln), and one staff member typically on duty per shift, our staff usually delivers a “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 to conduct an interview and prepare accurate and concise investigation documents is not possible. In those cases, other Doane employees with investigation training are assigned.

VIII.5.10.1.5. Note: Doane does not have security provided as this location is housed within another owner’s business space.

VIII.5.10.1.6. 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.

VIII.5.10.1.7. Incidents involving non-compliant, non-Doane community members may result in staff contacting local law enforcement for assistance. Crimes at Doane University will be reported to the local law enforcement.

VIII.5.10.1.8. Training of Public Safety Staff

VIII.5.10.1.8.1. Safety Administrator staff receive training regarding the key aspects of their jobs, including supporting 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 report immediately or seek assistance. The University supports and promotes 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 outlined in the campus student handbook related to judicial actions for all violations 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, domestic violence, and stalking will follow the requirements of the campus sexual assault policy. 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 of committing 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 the 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 will 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
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Location where documentation is kept (all campuses)	Public Safety Office (Padour Walker Building, Crete, NE)
Date information was last updated.	September 1, 2024

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

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 stating that the data was entered and the site is closed. You can also research the entered data by visiting this site: <http://ope.ed.gov/security/>.

IX.2.1. Note: Data submitted for the current reporting period is typically unavailable until November or when published by the Department of Education.

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.	September 1, 2024

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 who are not emancipated must be aware that the institution must notify parents no later than 24 hours after the student is determined to be missing. The University must notify law enforcement no later than 24 hours after a student

is determined/reported to be missing. Suppose a student is determined to be missing. In that case, the Public Safety Office will initiate the emergency contact procedures once a student for whom a missing persons report has been filled has been missing for 24 hours. Any missing student report must be filed with the Public Safety Office within 24 hours of determining 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 reports to the campus Public Safety Office
(doanesafetyoffice@doane.edu)

IX.3.3.3. Notify 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. Notify the student's parent if, if the student 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 the missing person report.

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

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.	September 1, 2024

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

IX.4.1. Only the Doane—Crete campus has residential facilities. Note: An open flame must be reported to add to the report.

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

IX.6. Public Access – This report is on 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.	September 1, 2024

Statistics and Related Information Regarding Fires in Residential Facilities for 2023

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	N/A	N/A	0
Brodie 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	September 1, 2024

Fire Safety Systems in Student Residential Facilities 2023*

Residential Facilities	Address	Fire alarm monitoring is 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

Brodie Hall	1014 Boswell	NECO (off-site)	X	X	X	X	1
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*** 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 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 prohibited in campus residence halls. Maintenance and room checks are performed twice yearly 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. Evacuation policy and procedures are posted on the backside of all residence hall rooms (backside of door). The postings have helpful hints and maps of floor locations to the nearest exits. Students are asked to respond to all fire alarms and drills by moving to the most immediate and safe exit. Once outside, move safely from the building and contact your community life staff member.

IX.8.4. Fire Safety Education and Training Programs—Faculty and staff are provided with an annual safety program. 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 or fire safety, please call the Public Safety Office at (402) 826-8669 or email us at doanesafetyoffice@doane.edu.

XIV: Doane University Student Handbook 2024-2025:

<https://web.doane.edu/sites/default/files/2024-08/2024%20-%202025%20Crete%20Student%20Handbook%20FINAL.pdf>

FYI: Relevant sections from student conduct codes are provided on the next pages for reference.

Article V. Student Conduct Codes

Section 5.01 Violation of Law and University Rules and Regulations

Doane University is committed to its mission to create distinctive educational experiences, immersed in the liberal arts, to prepare our students for careers and lives grounded in inquiry, ethics, and a commitment to lead and serve in the global community. We strive to encourage students to develop a sense of self-worth, an understanding of how their behavior impacts others, and a commitment to their own responsibility for upholding and strengthening community standards. Students are expected to obey the policies of Doane University as well as applicable local, state and federal laws and are not entitled to greater immunity or privilege before the law than that enjoyed by ordinary citizens.

As they prize rights and responsibilities for themselves, students are expected to respect the rights and responsibilities of others. For infractions of laws, regulations, policies and standards, students may be subject to judicial sanction up to and including expulsion from the University. Such action may be imposed for violations that occur on University premises, at University-sponsored activities, and to off-campus conduct that adversely affects the University community, its reputation and/or the pursuit of its objectives. The Vice President for Student Affairs, Senior Judicial Officer or designee will determine whether the Student Conduct Code applies to conduct occurring off campus, on a case-by-case basis.

The policies and procedures outlined in the Student Conduct Code will be followed in a majority of student discipline cases. Although as a private institution, the University specifically reserves the right to deviate from said policies and procedures if it is determined that such a deviation is in the best interest of the student(s) involved, the effective learning and education environment to which all Doane students are entitled, and/or will best protect the safety and well-being of the Doane community.

Nothing in these policies or procedures is intended to nor shall it create a contractual agreement between the University and the students as to how student judicial matters will be handled; rather, Doane retains discretion to protect the best interests of the institution and students in all cases. Generally, the University judicial process is limited to incidents of student behavior that adversely affect the University community's pursuit of its educational objective or create a substantial interference with the safety and well-being of Doane students and members of the community.

Students are expected to be familiar with all University regulations and to abide by them at all times in order to maintain an equitable, just and safe living-learning environment. Students are responsible for checking their Doane University email on a regular basis, as all official University notifications, including those related to the Student Conduct Code, will be sent to that email address.

Jurisdiction

All students are responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual

enrollment. The Student Conduct Code may apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Doane University may choose to address student discipline matters prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Affairs, Senior Judicial Officer or designee. If a criminal complaint is filed against a student(s) for conduct on or off campus that constitutes a crime of violence, theft, sexual assault, distribution of controlled substances and/or illegal drugs, or any other serious crime, the University may determine whether the presence of student(s) on campus during the pendency of the criminal justice proceedings will constitute a substantial interference with school and educational purposes. If such a determination is made, the University may suspend the student from attendance at Doane University until such time as the matter is brought to conclusion by the criminal justice system. Such suspension shall not restrict the University from invoking additional disciplinary sanctions.

University discipline will not be used to duplicate the function of city/state laws when a student is charged with or convicted of a violation occurring off-campus. The University however, may, impose sanctions for serious misconduct, flagrant disregard for the rights of others or jeopardizing the good reputation of the University. The University may institute proceedings against a student who violates a federal, state, county or city law that is also a violation of a published University policy.

Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced or resolved in favor of or against the criminal law defendant. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Conduct Code, the University may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Section 5.02 Student Conduct Code

The following forms of misconduct are subject to University sanction. Each student is held accountable for their behavior under the judicial system of the University.

- A. Abuse of the student conduct system, including but not limited to:
 - Failure to obey a notice from a Student Conduct Code process or University official to appear for a meeting or hearing as part of the process.
 - Failure to answer questions accurately and honestly during the course of a meeting or hearing.

- Disruption or interference with the orderly implementation of any conduct proceeding, or attempting to discourage an individual's proper participation, or use of, the student conduct system.
 - Harassment or intimidation of a University official prior to, during, and/or after a student conduct code proceeding.
 - Failure to comply with the sanction(s) imposed under the Student Conduct Code.
- B. Violation of the Doane University Academic Integrity policy, including but not limited to all forms of dishonesty, cheating, plagiarism and forgery.
- C. Knowingly furnishing false information to University staff or being in possession of any form of false identification.
- D. Alteration, falsifying or misuse of University documents, Doane-affiliated websites, platforms or instruments of identification with intent to defraud.
- E. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other University activities. This includes violations of library policies.
- F. Abusive conduct, physical or verbal abuse, disruptive behavior, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, including but not limited to:
- Acts or expression of harassment, discrimination, personal intimidation or intentional physical or emotional abuse of any person
 - Physical assault or attempted assault
 - Sexual misconduct
 - Sexual harassment
 - Bullying/cyber bullying
 - Domestic violence
 - Retaliation
 - Emotional, mental or psychological abuse
 - Use of technology or social media to target groups or individuals, or to send obscene or abusive messages
 - Abusive language or other behavior that is inappropriate, threatening or directed toward University staff
 - Conduct that is unsafe, disorderly or lewd, including any unauthorized use of electronic or other devices to make a visual or audio record of any person without their prior knowledge or consent when such a record is likely to cause injury or distress
 - Hazing as defined by Nebraska law. The express or implied consent of the victim is not a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this policy.
 - Bias incident or hate crime that is threatened, attempted or completed
- G. Any violation of Doane University Computer Use Policy and Procedures, including but not limited to:
- Unauthorized entry into a file for any purpose
 - Unauthorized transfer of a file
 - Use of another individual's identification and/or password
 - Use of computing facilities and resources to interfere with normal University functions, the work of another student, University faculty/staff member or official, or in violation of copyright laws

- H. Theft or attempted theft of property or services of the University or that of a member of the University community or campus visitor, or possession of known stolen property.
- I. Failure to comply with directions of University officials, their designees or local law enforcement and safety personnel acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.
- J. Unauthorized entry or use of University facilities or property.
- K. Unauthorized possession or use of dangerous items or weapons, including but not limited to: firearms or guns of any type, knives (including pocket knives); fireworks, or dangerous chemicals. This includes carrying a concealed handgun, which is prohibited in or on Doane University property. This prohibits permit holders from possessing or carrying a concealed handgun on these premises. Unless otherwise authorized by law, violation of the prohibition is a criminal offense. This policy is pursuant of the Nebraska Revised Statute 28-1202.01.
- L. Setting fires, tampering with fire protection equipment, causing false fire alarms or failure to leave the building during fire alarms or drills. Tampering with fire protective equipment may result in sanctions including a \$500 fine.
- M. Possession, manufacture of, sale, distribution, use or involvement with any kind of non-prescribed narcotics, drugs or controlled substances. This includes the possession of prescription drugs that have been prescribed to others.
- N. Violation of the campus alcohol policy.
- O. Damage to or vandalism of University facilities or property, or to property of a member of the campus community or campus visitor.
- P. Violation of any University policies, rules or regulations published in hard copy or available electronically on the University website.
- Q. Violation of any federal, state or local law.
- R. Violation of the Student Responsibility and Self-Care policy as outlined below:
 - Self-care and Threatening Behavior Policy: Students must be able to care for themselves at all times. The University has limited resources for students who are not able to provide reasonable care for themselves. Incidents where students demonstrate lack of care for themselves (alcohol poisoning, suicidal threats, not taking health medication, failing to turn in required health documents to the Director of Student Health and Wellness, etc.) may be removed from campus housing immediately. Students involved in incidents like this are required to provide documentation from health professionals that they have completed any assigned requirements (such as alcohol, medical, or mental health evaluations). Repeat incidents may result in removal from residential housing until documentation is provided supporting the student(s) ability to live in the residential community. Students who exhibit threatening behavior towards other students may be removed from housing immediately.
 - Direct/Immediate Threat Policy: Any student threatening to harm themselves or others mandates immediate action. Statements of suicidal and homicidal threats will be reported to the Crete Police Department or local EMS for additional evaluation and assistance.

If an immediate threat of harm to oneself or others is possible, the University will take the necessary steps to ensure safety for the student and community and local authorities will be

contacted. **If no immediate threat of harm to oneself or others is present, then the University will move forward with the following steps:**

- A. Convene the Threat Assessment Management Team to assess threat(s) and make recommendations.
- B. Generate an assessment report.
- C. Immediately contact the student posing the threat to ensure a proper, objective, assessment interview.
- D. If the student has disclosed a disability and has an accommodation plan with the University, the University will consider additional accommodations available to the student, and when necessary, will make an individualized assessment of the direct threat posed by the student in accordance with applicable federal law.
- E. At minimum, the University will respond with the following:
 - Establish contact with the accused student and alleged victims.
 - Confirm Report of Threat and follow the steps within the Student Handbook.
 - The University will separate the accused student and victim. This may be provided by creating alternative classes or housing arrangements as the situation warrants.

Article VI. Judicial Systems

Section 6.01 Judicial Proceedings

The Division of Student Affairs views the judicial process as an opportunity for learning. When a student is in violation of University policy, sanctioning is a natural consequence. Our goal is to encourage students to understand their responsibility for upholding and strengthening community standards.

Every attempt is made in the imposition of sanctions to provide procedural fairness to an accused student and to protect them from unfair impositions of penalties. The University standard of proof is a preponderance of the evidence or “more likely than not” that a violation of policy of the Student Conduct Code has occurred.

Doane University, as a private University, is not required to provide due process in its response to student discipline matters. The policies and procedures below will be followed in a majority of student discipline cases, but the University specifically reserves the right to deviate from said policies and procedures whenever the administration determines that such a deviation is in the best interest of the student or students involved; in the best interests of the effective learning and educational environment to which all Doane students are entitled; or will best protect the safety and well being of the Doane student population. Nothing in these policies or procedures is intended to nor shall it create a contractual agreement between the University and students as to how student judicial cases will be handled; rather, Doane retains discretion to protect the best interests of the institution and students in all cases.

Authority for the administration of regulations at the University rests with the President. The Vice President for Student Affairs, Senior Judicial Officer or designee is the President’s primary designee for administering the student judicial system. The responsibilities of the Senior Judicial Officer include training of hearing officers, hearing boards, and administrative review professionals, communication with students and parents/family members, and oversight and review of all cases. The Vice President for Student Affairs is responsible for overseeing the Senior Judicial Officer and will serve as an appellate body when needed.

All complaints for sexual assault or rape will be processed, investigated, and resolved according to the Doane policy on sexual assault and rape (see Article 8: Non-Discrimination and Harassment) set forth in this handbook.

Section 6.02 Judicial Actions

This policy applies to student judicial matters unless the matter falls within another Doane policy, such as the Title IX, Sexual Assault and Rape Policy, and/or Anti-Harassment and/or Non-Discrimination Policies, Article 8.

University judicial proceedings are not legal trials. There is the need to make every effort to sort out facts, establish a positive attitude and educational tone, and making certain that fairness is demonstrated to all persons involved is paramount. Courtesy and civil treatment is expected on the part of all concerned. Learning, growth, and improvement of the campus climate and advancing the comfort and mutual understanding of all concerned are desired outcomes of the process.

It is not double jeopardy for both civil authorities and the University to proceed against and sanction a person for the same specified conduct. The University will initiate its own disciplinary proceedings against a member of the academic community when the alleged conduct is deemed to affect the interest of the University.

Definitions

The following selected terms are defined in an effort to promote transparency and facilitate a more thorough understanding of the Student Conduct Code. This list is not intended to be a complete list of all the terms that might require interpretation or clarification. The Vice President for Student Affairs, Senior Judicial Officer or designee shall make the final determination on the definition of any term found in the Student Conduct Code.

“Accused student” means any student accused of violating the Student Conduct Code.

“Hearing Officer” or “student conduct officer” means a University staff member who is authorized to determine the appropriate resolution of an alleged violation, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provision in this code, a hearing officer as well as a student conduct officer is vested with the authority to, among other duties, investigate a complaint of an alleged violation of the Student Conduct Code; decline to pursue a complaint; refer identified disputants to mediation or other appropriate resources; approve an administrative agreement developed with an accused student; conduct a hearing; impose sanctions; approve sanctions recommended by another hearing body; and chair and/or advise a hearing and conduct an appellate review.

“Appellate body” means any person or persons authorized by the Vice President for Student Affairs or designee to conduct a review of a decision reached by a hearing body.

“Business day” means any day, Monday through Friday, in which the University is open.

“Complainant” means any person who submits an allegation that a student violated the Student Conduct Code. When a student believes that they have been a victim of another student’s misconduct, the student who believes they have been a victim will have the same rights under the Student Conduct Code as are provided to the complainant, even if another member of the University community submitted the charge itself.

“Consent” is a clear, informed and voluntary agreement to engage in sexual activity. Consent requires an outward demonstration, through understandable words or behavior, which conveys a clear willingness to engage in sexual activity. Consent to one type of sexual activity does not equal consent to other types of sexual activity. Consent can be withdrawn at any point during sexual activity and the sexual activity must stop immediately. A verbal “no” establishes lack of consent. Silence, without clear actions demonstrating permission, cannot be assumed to indicate consent – the absence of “no” does not equal “yes.” Consent cannot be obtained by coercion, threat or force. Consent cannot be given by someone if they are mentally or physically incapacitated. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct. A person also is incapable of giving valid consent to sexual activity if they are under the legal age of consent (age 16 in Nebraska). Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness

and respect. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted and do not constitute evidence of consent.

“Designee” refers to a staff or faculty member who has responsibility for implementing the student conduct process or administering the student conduct system, in part or in whole.

“Hearing Board Chair” means a hearing officer who observes a hearing board/meeting and during the hearing board’s private deliberations for the purpose of providing information and interpretations relative to the University student conduct system and the Student Conduct Code.

“Hearing Officer/Hearing Board” means one or more members of the University community authorized by the Senior Judicial Officer or designee to determine whether a student has violated the Student Conduct Code and to impose sanctions as warranted.

“Instructor” means any faculty member, teaching assistant or any other person authorized by the University to provide educational services (e.g., teaching, research, or academic advising).

“May” is used in the permissive sense.

“Member of the University community” includes any person who is a student, instructor, or University staff member; any other person working for the University, directly or indirectly (e.g., private enterprise on campus) or any person who resides on University premises. A person’s status in a particular situation shall be determined by the Senior Judicial Officer.

“Policy” is defined as the written regulations, standards, and student conduct expectations adopted by the University and found in, but not limited to, the Student Conduct Code; the Terms and Conditions of the Occupancy and Board contract; the Policy on Alcohol and Other Drugs, the Policy on Harassment; graduate and undergraduate catalogs; and other publicized University notices.

“Senior Judicial Officer” refers to that person in Student Affairs, designated by the Vice President for Student Affairs to be responsible for the overall coordination of the University student conduct system, including the development of policies, procedures, and the education and training programs. This individual may serve as a hearing officer, student conduct officer and/or an appellate body.

“Shall” and “Will” are used in the imperative sense.

“Student” means any person admitted, registered, enrolled, or attending any University course or University conducted program; any person admitted to the University who is on University premises or University-related premises for any purpose pertaining to their registration or enrollment.

“Student conduct file” means the printed/written/electronic file, which may include but is not limited to the incident report(s), correspondence, academic transcript, witness statements, and student conduct history.

“Student organization” means an association or group of persons that has complied with the formal requirements for University recognition.

“Support person” means any person who accompanies an accused student, a complainant, or a victim to a hearing for the limited purpose of providing support and guidance. A support person

may not directly address the hearing body, question witnesses, or otherwise actively participate in the hearing process.

“University” means Doane University.

“University official” includes any person employed by the University to perform administrative, instructional, or professional duties.

“University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, solely or in conjunction with another entity.

Reporting Violations and the Investigation Process

A. Reports of Misconduct

Any member of the University community alleging behavioral misconduct on the part of a student should file a report with their respective Community Director in Residential Life and Education or the Senior Judicial Officer on a timely basis, normally within two business days of the alleged violation. The Senior Judicial Officer should be consulted if a report needs to be filed beyond that timeframe. All reports must include the name of the accused student(s), specific details of the alleged violation, and should include the name of the person filing the report.

B. Investigation/Review of Report

The University will investigate/review reported violations of the student conduct code to determine if they have merit and/or if they can be disposed of administratively, by mutual consent of the parties involved, in a matter acceptable to the Senior Judicial Officer. Such dispositions will be final and there will be no subsequent proceedings. If a decision is made to charge a student with an alleged violation, the University will select one of the following hearing bodies/procedures deemed most appropriate:

- If the violation does not rise to the level of a violation of the Student Conduct Code, the case will be resolved via an informal resolution process. This involves an educational discussion, and a University official will discuss the concern with the students' involvement in the alleged situation. The goal of the conversation is to provide an opportunity for the student to learn about the impact of their behavior. The student will also reflect on how to prevent similar situations from occurring in the future.
- Assign the case to a member of the Residential Life and Education staff for adjudication.
- Assign the case to the Senior Judicial Officer or his/her designated hearing officer for investigation and/or adjudication.
- Refer the case to the Hearing Board for adjudication. This typically occurs when the alleged violation is serious enough that the sanction could result in the accused student being suspended or expelled from the University.
- In cases of academic dishonesty, please refer to the Academic Dishonesty Policy. (Article 1)

C. Procedural Standards in Judicial Proceedings

The student(s) accused will be informed of the violation(s) or charge(s), name of the designated hearing officer (unless the notification specifies “no formal action taken at this time”). If the designated hearing officer is the Hearing Board, the student will receive a hearing notice with the date, time and location of the hearing. All charges shall be presented to the accused student in written form, which includes a written copy or an email. A time shall be set for the hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Senior Judicial Officer.

- The accused student must respond to indicate their receipt of the charges within a reasonable period of time, typically two business days. Failure to respond to notification will result in a hearing conducted without the accused students’ presence and input, and a potential sanction imposed with the information available.

Hearings will be conducted according to the following guidelines:

- A. Hearings shall be conducted in private.
- B. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the hearing officer.
- C. In hearings involving more than one accused student, the hearing officer, in their discretion, may permit the hearings concerning each student to be conducted either separately or jointly.
- D. The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. The complainant and/or the accused student is responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in any hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing, as delays will not normally be allowed due to the scheduling conflicts of an advisor.
- E. The complainant and the accused student have the right to request a redacted copy of Public Safety reports through Residential Life & Education or Doane Public Safety.
- F. The complainant, the accused student and the hearing officer may arrange for witnesses to present pertinent information at the hearing. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the hearing. Witnesses will provide information to and answer questions from the Hearing Board/Hearing Officer(s). Questions may be suggested by the accused student and/or the complainant to be answered by each other or by other witnesses. This will be conducted by the Hearing Chair/Hearing Officer with such questions directed to the Hearing Chair, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid the creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Hearing Chair.
- G. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the chairperson or the hearing officer.

- H. All procedural questions are subject to the final decision of the Hearing Chair/hearing officer.
- I. After the portion of the hearing concludes in which all pertinent information has been received, the hearing officer shall determine whether the accused student has violated each section of the Student Conduct Code which the student is charged with violating.
- J. The hearing officer's determination shall be made on the basis of whether it is more likely than not (the preponderance of evidence standard) that the accused student violated the Student Conduct Code.
- K. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Code proceedings.

The hearing may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, video conferencing, videotape, audio tape, written statement, or other means, as determined in the sole judgment of Senior Judicial Officer to be appropriate

Order of the Hearing

The following is an outline of the process of a hearing. Any questions relative to the process should be directed to the Senior Judicial Officer.

- A. Reading of the complaint.
- B. Opening statement of the accused student.
- C. Presentation of the complainant's case, including presentation of witnesses.
- D. Questions of the complainant by the judicial body or officer.
- E. Questions of the complainant when present by the accused presented through the Chair or officer.
- F. Presentation of the accused student's case, including presentation of witnesses.
- G. Questions of the accused by the judicial body or officer.
- H. Questions of the accused by the complainant when present, presented through the Chair or officer.
- I. Closing statement by complainant.
- J. Closing statement by accused student.
- K. Adjournment.

Decisions will be communicated to both the complainant and accused students within five (5) business days. The decisions of the hearing officer and the sanctions imposed are final, subject only to the University's appeal process.

Section 6.03 Judicial Sanctions

- A. In determining sanctions, the University reserves the right to review student judicial and/or academic records. Similar and/or repetitive violations will be taken into consideration and may warrant a more serious sanction. The following sanctions may be imposed individually or collectively:
 - Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.

- Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- Loss of Privileges - Denial of specified privileges for a designated period of time.
- Fines - Previously established and published fines may be imposed.
- Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Restorative Justice and/or Educational Sanctions - Work assignments, online modules, reflections, essays, service to the University, or other related discretionary assignments.
- Residence Hall Move - Mandatory move from your current residence hall room to another room
- University Suspension - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Suspended students are required to schedule a review meeting with the Office of the Vice President for Student Affairs to be considered for readmission to the University. Students suspended from the University shall receive no refund of tuition, room, board or other fees.
- University Expulsion - Permanent separation of the student from the University. Students expelled from the University shall receive no refund of tuition, room, board or other fees.
- Revocation of Admission and/or Degree - Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- Withholding Degree - The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

*More than one of the sanctions listed above may be imposed for any single violation.

Student conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's conduct record. Upon graduation, the student's conduct record may be expunged of student conduct actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the Vice President for Student Affairs or designee. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record five years after final disposition of the case.

In situations involving both a respondent(s) (or group or organization) and a complainant of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and complainant because the educational career and chances of success in the academic community of each may be impacted.

The following sanctions may be imposed upon groups or organizations:

- A. Those sanctions listed above: Warning, Probation, Loss of Privileges, Fines and Restitution.
- B. Loss of selected rights and privileges for a specified period of time.

- C. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

Interim Suspension

In certain circumstances, the Senior Judicial Officer or a designee may impose a University or residence hall suspension prior to the hearing. Students on interim suspension shall receive no refund of tuition, room, board or other fees.

Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Senior Judicial Officer may determine to be appropriate.

The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing, if required.

Appeals

A decision reached by a Hearing Officer or a sanction imposed by the hearing board may be appealed by the accused student(s) to the Vice President for Student Affairs or designee within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Senior Judicial Officer or their designee. Students are responsible for organizing, writing, and submitting all appeal information electronically to the appeal officer noted in the student's outcome notification. The appeal should be typed using standard font and spacing and include the basis for appeal, in detail.

Except as required to explain the basis of new information, an appeal shall be limited to a review of hearing and supporting documents and based on one or more of the following reasons:

- A. Failure to follow procedural standards in the hearing as outlined in the Student Handbook.
- B. The emergence of new evidence that could change the original determination of responsibility and resulting sanction that was not presented in the original hearing.
- C. Substantial reason to believe the sanction is too severe for the violation.

One of the above criteria must be met in order to have an appeal heard. Merely disagreeing with the assessed sanction is not grounds for appeal. An appeal is not a rehearing of the case, but a review of the process and procedure. Appeals from cases heard by Community Directors go to the Senior Judicial Officer or designee. Appeals from cases heard by the Senior Judicial Officer or hearing board go to the Vice President for Student Affairs or designee.

The President, as Chief Administrative Officer of Doane University, alone or in consultation with officers of the University, has the authority to levy judicial sanctions (such a summary suspension or expulsion) against one or more student(s) whose behavior is considered threatening, dangerous, or extreme.

If an appeal is granted by the appellate body, the Vice President for Student Affairs or designee has the right to make the following decisions based on the appeal:

- A. To accept and enforce the original sanction given to the accused student;
- B. To make the original sanction more stringent;
- C. To lower or lessen the original sanctions;
- D. Order a new hearing for the accused.

The Vice President for Student Affairs or designee shall notify the student in writing of his or her final decision within five (5) business days unless special circumstances make that impossible.

Accused student(s) are permitted one final appeal to the University President or designee if the sanction includes long-term (one semester or more) suspension or expulsion from the University. This appeal should be submitted in writing electronically within five (5) business days of being notified of the outcome of their initial appeal.

Section 6.04 Hearing Board

The Hearing Board will consider cases of policy violation referred by the Senior Judicial Officer. The Hearing Board will be comprised of Doane University faculty, staff and students who are informed of all aspects of the Student Conduct Code and have been trained in the campus judicial process. All members must be in good standing with the institution, meaning there have been no significant reports of misconduct while serving or for one year prior to service. In addition to the Senior Judicial Officer or hearing board chair, there must be a minimum of one faculty member, one staff member and one currently enrolled student present in order for a hearing to be conducted.

Members of the hearing board will recuse themselves in a particular case if they are unable to remain impartial or have been involved in the case to be heard. Hearing board members must follow a strict policy of confidentiality. Members are not to disclose information discussed, opinions, or votes of any member, or the degree of agreement reached in a decision. Members are not to discuss a pending case with anyone other than the hearing board members or the Senior Judicial Officer. They must remain fair and impartial to all parties involved.

The accused student(s) have the right to request one postponement of the initial hearing if the request is in writing and not less than 24 hours of the scheduled hearing and sufficient reason is given. Sufficient reasons include illness, being away from campus on a school-sponsored trip, or a family emergency. The written request for postponement must be submitted to the Senior Judicial Officer.

Article VII. Drugs, Alcohol and Tobacco

Section 7.01 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 University community adversely affects the educational environment. Therefore, Doane University 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 on 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. Neb. Rev. Stat. 53-103.23: Defines a minor as any person less than 21 years of age.
- B. Neb. Rev. Stat. 53-180: 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 to 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 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 and 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:
 - All residents of the room, suite or quad must be 21 years of age
 - Residents of the room or suite have been approved and registered their living environment as an alcohol tolerant room with Residential Life and Education.
 - An Alcohol Tolerant Room Certificate is posted in plain site for a University official to observe upon entering the room. This document is inspectable by the Public Safety Office or Residential Life and Education staff upon request.
 - 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 and this includes trash or recycling receptacles. If it is discovered that underage drinking is occurring in an alcohol tolerant room, all residents will be referred to the Judicial Affairs. If no residents are present, while underage drinking/possession is occurring, all residents will be referred to the Judicial Affairs for further follow-up, which could include the alcohol tolerant room certificate being revoked.
- 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 all 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 and outdoor areas.
- 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: whiskey, rum, tequila, vodka), including but not limited to mixes, brews or alcohol punches is not permitted in campus residence halls or other campus facilities unless approved by administration and provided by a third party vendor.
- I. No drinking games (with or without alcohol) are permitted on the Doane University's campus. Drinking games are also not permitted by the University's residential policies. Even if not in use, drinking game equipment (examples: tables used for beer pong) 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, but is not limited to,

finances, 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:
 - Any minor present in a room that is alcohol tolerant where the alcohol is in plain sight.
 - Any minor in a non-alcohol tolerant room where alcohol is anywhere within the room.
 - Possession of unopened or open alcohol containers.
 - Alcohol found in a minor's room during room checks. This includes alcohol that is found in shared lounges, bathrooms or trash cans.
- 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 a room, it will be assumed that residents registered to the room provided the alcohol for the minor(s). The residents of the room are required at all times to be diligent in ensuring others are not drinking in their room or suite. 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 permitted in the room or shared living space of students who are 21 years of age or older, have completed any required 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.

The goal of these regulations is legal and responsible alcohol use. Irresponsible use of alcohol that infringes on the rights of others (i.e. excessive noise, physical or emotional abuse, assault, or unsafe conduct) or results in the destruction of property will be subject to appropriate disciplinary action, even if the students in question are of legal drinking age. Based on behavioral concern reports and/or incident reports, the administration reserves the right to require that a student submit themselves for an alcohol or drug evaluation at their 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.

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 was enacted 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 Public Safety Office or Residential Life and Education staff members or EMS on behalf of an intoxicated student as soon as the emergency situation is apparent will likewise be granted such amnesty. This is contingent upon the reporter remaining with the intoxicated student(s) 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.

Section 7.02 Rehabilitation Services

Students who have concerns about their pattern of substance use or are seeking assistance to overcome a drug or alcohol related problem have access to up to five (5) free and confidential counseling services at Blue Valley Behavioral Health in Crete, Nebraska. Additionally, counselors are available to make referrals for students to receive Alcohol and Drug Assessments and Evaluations through outside agencies located in Crete and neighboring areas. Students may request an appointment with one of the on campus counselors by contacting Student Health Services at 402.826.8265 or visiting the Student Health office. More information about counseling services is available at <https://web.doane.edu/offices-services/student-services/student-health/counseling>

Section 7.03 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 addressed in a similar fashion. 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 may 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](#).

Section 7.04 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:

- A. In all campus buildings and University vehicles: smoking in any form through the use of tobacco products (pipes, cigars and cigarettes) or “vaping” with E-cigarettes. Chewing or snorting smokeless tobacco is also prohibited.

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 members of the campus community share responsibility for adhering to and enforcing this policy, and have responsibility for bringing it to the attention of visitors.

Section 7.05 Beverage Container Policy

Beverage containers of any type are not allowed into any Doane-sponsored public event, including events at the Haddix Center, Butler Gym, Fuhrer Fieldhouse, etc. The general public and Doane University 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.

Article VIII. Non-Discrimination and Harassment

Section 8.01 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 these 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 that 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 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 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, Section 8.02; Doane's Anti-Harassment Policy, Section 8.04; and Doane's Bias/Hate Incident Policy, Section 8.03. Violence prohibited under Doane's policies includes, but is not limited to:

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

- B. Dating violence, which means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- C. 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.

Section 8.02 Sexual Harassment, Sexual Assault, Dating/Domestic Violence, and Stalking Policy (Title IX Policy)

- Statement of Purpose
- When and to Whom this Policy Applies
- Employee Responsibility
- Campus Training
- Definitions
 - Sexual Harassment
 - Sexual Assault
 - Rape
 - Fondling
 - Sexual Exploitation
 - Intimate Partner Violence
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- What to do if an incident occurs:
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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 un-enrolling or transferring), or leaving employment at the University are subject to our non-discrimination policy which can be found [here](#).**

Good Samaritan Policy

The Doane community values the health and safety of its members and supports an environment that encourages community members to come to the assistance of one another. To that end, the Good Samaritan policy applies to the Complainant, Respondent, third-party reporters, and all witnesses who were under the influence of alcohol or other substances when the Prohibited Conduct occurred. These individuals will not face judicial consequences for the use of alcohol or other substances. The Good Samaritan policy applies only to Doane students in accordance with other Student Handbook policies. Law enforcement may have different requirements.

WHEN AND TO WHOM THIS POLICY APPLIES

To Whom This Policy Applies

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 a formal complaint against a member of the community who is believed to have violated the policy.

When This Policy Applies

- A. The conduct occurs on University grounds, buildings, or other property owned, leased, or controlled by the University; or
- B. The conduct occurs in the context of a University education program or activity within the United States, including online. An education program or activity is defined as programs or activities in which the University is in substantial control of the context, circumstances, and the respondent.
- C. The conduct occurs to an individual within the United States.

Note: Please see our [Non-Discrimination Policy: Preventing and Addressing Discrimination, Harassment, and Retaliation & Reporting Procedures](#) if you would like to report an incident that falls outside the above criteria.

Any person having inquiries concerning the University’s compliance with the regulations implementing Title VI, of the Civil Rights Act 1964, or Section 504 of the Rehabilitation Act of 1973, is directed to contact:

- Director of Human Resources and 504 Compliance Officer at humanresources@doane.edu or 1014 Boswell Ave., Crete, NE 68333; 402.826.6795.

Any persons having inquiries concerning the University's compliance with the regulations of implementing Title IX of the Education Amendments of 1972, is directed to contact:

- Leah Cech, Equity Compliance Officer (Title IX Coordinator) at titleix@doane.edu, or Perry Campus Center, 1014 Boswell Ave. Crete, NE 68333; 402.826.8118.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

EMPLOYEE RESPONSIBILITY TO REPORT ALLEGATIONS

There are (3) general classifications of employees on campus. Two categories of employees, Confidential and Referral, have the ability to maintain a Complainant's confidentiality. Responsible Employees, while they do not have the authority to institute corrective measures, are required by the University to report incidents of Prohibited Conduct to the Equity Compliance Officer (Title IX Coordinator).

(1) Confidential Resources (individuals listed in Section 8.07 with legally protected confidentiality): Confidential Resources can maintain the confidentiality of a Complainant's disclosures and will not share any information with the University, subject to the exception of threat to self and others, or ongoing abuse of a minor.

(2) Responsible Employees: While able to maintain an individual's privacy, Responsible Employees are required to immediately share all known details of incidents of Prohibited Conduct with only the Equity Compliance Officer (Title IX Coordinator). Doane considers all employees referred to as "Campus Security Authorities" (CSA) under the Clery Act as "Responsible Employees" or "Mandatory Reporters" within the scope of their CSA duties (e.g. an employee serving as an advisor for a student organization is only considered a Responsible Employee when serving in that role). You can find a full list of our CSAs [here](#).

Supervisors who receive reports of Prohibited Conduct from individuals they supervise are also required to share all known details with the Equity Compliance Officer (Title IX Coordinator).

(3) Referral Employees: All other employees who do not fall into categories (1) and (2) will be responsible for ensuring they provide a referral to confidential resources. These individuals will be trained yearly on how to respond to disclosures of interpersonal violence and the various resources offered. These employees are not subject to reporting requirements to the Equity Compliance Officer (Title IX Coordinator) nor do they have the authority to institute corrective measures.

Training: All Responsible Employees, Campus Security Authorities, and Referral Employees are trained on an annual/ongoing basis.

Clery Act Reporting: Pursuant to the Clery Act and VAWA, the University includes statistics about certain offenses in its daily crime log and Annual Security Report (ASR) and provides those statistics to the United States Department of Education in a manner that does not include any identifying information about persons involved in an incident. The University will also issue a

timely warning to the community for reports of Clery-defined conduct that constitutes a serious and ongoing threat, as outlined in the Annual Security Report. All efforts will be made to maintain the privacy of the Complainant.

CAMPUS 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:

- A. the fact that Doane University prohibits these conducts and offenses;
- B. the definition of the prohibited conduct and offenses;
- C. the definition of consent with reference to sexual offenses;
- D. safe and positive options for bystander intervention which an individual may take to prevent harm or intervene in risky situations;
- E. how to recognize signs of abuse behavior and how to avoid potential attacks
- F. 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:

- A. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
- B. 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
- C. 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:

- A. 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
- B. 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:

- A. 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;
- B. 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;

- C. 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;
- D. Exposing one's genitals to another person without consent;
- E. Forcing a person to engage in sex work; or
- F. 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:

- A. Objectively: a reasonable person would find the behavior to be emotionally, physically, or psychologically abusive
- B. 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-

- A. 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.
- B. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- C. 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:

- A. Repeated, unwanted, intrusive, and frightening communications by phone, mail, email, and/or the internet;
- B. Repeatedly leaving or sending an individual unwanted items, even if they appear harmless such as presents, or flowers;
- C. Following or laying in wait for an individual at places such as home, school, work, or recreation place;

- D. Making direct or indirect threats to harm an individual, or the individual's children, relatives, friends, or pets;
- E. Damaging or threatening to damage an individual's property;
- F. Posting information or spreading rumors about an individual on the internet, in a public place, or by word of mouth; and/or
- G. 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:

- A. Informed: having knowledge of the sexual activity to which you are agreeing;
- B. Voluntary: acting of one's own free will;
- C. Mutual: all parties involved are in agreement;
- D. Ongoing: if confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and clarifies the others' willingness to continue;
- E. Checking in with your partner(s) throughout the course of progressive sexual activity;
- F. Expressed outwardly through mutually understandable words or actions;
- G. 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.

- A. **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.
- B. **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.
- C. **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.
- D. **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:

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

Consent should not be assumed through:

- A. **Body language, appearance, or non-verbal communication:** One should never assume by the way a person dresses, smiles, looks or acts, that they want to have sex with you.
- B. **Dating relationships or previous sexual activity:** The existence of a dating relationship or past sexual relations between the persons involved should never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct).
- C. **Marriage:** Even in marriage, a person should not assume they have consent for sexual activity.
- D. **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.

- E. **Silence, passivity, lack of resistance, or immobility:** Silence or absence of resistance or protest does not imply consent.
- F. **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.
- G. **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

- A. Document the harassment. You should:
 - Keep a journal with detailed information: dates, time, witnesses, conversation, frequency, etc.
 - 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.
 - Tell trusted people, including personal friends and co-workers if possible.
- B. Seek out support. Our Counseling Center is available for Crete students (myron.parsley@doane.edu; darcy.dawson@doane.edu, mindy.parker@doane.edu). Counseling services are available through [Continuum EAP](#) for Lincoln, and Omaha undergraduate students and all staff and faculty. These services are confidential and only meant for support, not for creating a report.
- C. Make a formal complaint to the Equity Compliance Officer (Title IX Coordinator) (titleix@doane.edu).

Sexual Assault

- A. 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.).
- B. Know your options:
 - You can report the incident to local law enforcement, a Residential Life Staff member, the Equity Compliance Officer (Title IX Coordinator), or any Doane employee designated as a Responsible Employee.

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

 1. Crete Police Department 402.826.4311
 2. Residential Life Emergency Line 402.418.1575

3. Doane Safety Office 402.826.8669
 4. Equity Compliance Officer 402.826.8118
 5. Omaha Police Department 402.444.5600
 6. Lincoln Police Department 402.441.6000
- C. You can seek medical care. Call 911 or go to your nearest hospital emergency room to be examined and treated for injuries. The doctor or nurse may give you medicine to reduce the likelihood of HIV and some other [sexually transmitted infections \(STIs\)](#) and [emergency contraception](#) to prevent pregnancy.
- 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.
- D. You can seek confidential resources and guidance from the Counseling Center or a local victim services agency:
- Crete
 - Lincoln
 - Omaha
- E. 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.
- F. 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.
- G. 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 Equity Compliance Officer (Title IX Coordinator) will be better able to assist you.
- H. You may also report any sexual assault incident that happened in the past to any of the offices below.
- Police Department
 1. Crete: 402.826.4311
 2. Lincoln: 402.441.6000
 3. Omaha: 402.444.5600
 - Equity Compliance Officer (Title IX Coordinator) 402.826.8118
 - Doane Safety Office 402.826.8669
 - Residential Life Emergency Line 402.418.1575

If you choose to report, avoid these things:

- A. Washing or cleaning your body. If you shower, bathe, or wash after an assault, you might wash away important evidence.

- B. Brushing, combing, or cleaning any part of your body, including your teeth. Don't change clothes, if possible. If not, bag the clothing you were wearing during the assault.
- C. 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:

- A. 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 \(SANE\)](#).
- B. 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.
- C. 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 get tested.
- D. 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.

- A. If you are in immediate danger, call 911. Get to a place of safety.
- B. If you are injured, go to a doctor or an emergency room and report what happened to you. Ask that they document your visit.
- C. Contact a crisis hotline, victim services agency, local police department, or counselor.
- D. 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.
- E. Keep a record of significant information:
 - Date, time, place, and event
 - Threatening messages, notes, letters, emails, or texts
 - Pictures of injuries
- F. 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.
- G. Contact the police.
- H. If comfortable, tell family, friends, roommates, and co-workers and seek their support.

- I. If comfortable, tell the Doane Safety Office. Ask them to work with you to create a safety plan.

Stalking

- A. If you are in immediate danger, call 911. Get to a place of safety.
- B. You can contact a crisis hotline, victim services agency, local police department, or counselor.
- C. 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.
- D. Keep a 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)
- E. 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.
- F. Don't communicate with the stalker or respond to attempts to contact you.
- G. 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.
- H. Tell family, friends, roommates, and co-workers about the stalking and seek their support.
- I. 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 Equity Compliance Officer (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 Equity Compliance Officer (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 8.06](#). Upon first meeting, the Equity Compliance Officer (Title IX Coordinator) will provide supportive measures for the Complainant.

Reporting Options

Filing a Complaint

- A. Person(s) wishing to bring a complaint of Prohibited Conduct through the campus formal complaint process should contact the Equity Compliance Officer (Title IX Coordinator) titleix@doane.edu, 402.826.8118. The Equity Compliance Officer 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.

- B. 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.
- C. As a result of the initial discussions between the Complainant and the Equity Compliance Officer (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.
- D. 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 Equity Compliance Officer (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.
- E. 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
- F. Direct additional questions to the Equity Compliance Officer (Title IX Coordinator),: titleix@doane.edu, 1014 Boswell Ave., Crete, NE 68333; or 402.826.8118.

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 Equity Compliance Officer (Title IX Coordinator).

Additionally, the University must dismiss a complaint if:

- A. the alleged Prohibited Conduct falls outside the definition listed within this Policy;
- B. the alleged Prohibited Conduct did not occur within the University's education programs or activities; and/or
- C. 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 Equity Compliance Officer (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 Equity Compliance Officer (Title IX Coordinator). In such cases, the Equity Compliance Officer will evaluate whether there is an ongoing threat of prohibited conduct within the community. If there is an ongoing threat, the Equity Compliance Officer is obligated to continue an investigation with the information received. However, if it is determined that an ongoing threat does not exist, the Equity Compliance Officer 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 video-taped. 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:

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

Investigator Training

Training for the Equity Compliance Officer (Title IX Coordinator) and Investigators will be consistent with Title IX and will include:

- A. The definition and scope of the Prohibited Conduct;
- B. How to conduct an investigation into an alleged occurrence of sexual misconduct;
- C. How to serve impartially, including training on how to avoid prejudgment determinations, conflicts of interest, and bias;
- D. The full grievance process; and
- E. 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

- A. File a report/initial meeting of Complainant and Equity Compliance Officer (Title IX Coordinator)
- B. Supportive measures provided and next steps in the Grievance Process discussed
- C. File a formal complaint, if desired
- D. Investigation:
 - Meeting between Complainant and Title IX Investigator
 - Meeting between Respondent and Title IX Investigator
 - Meetings with witnesses and Title IX Investigator
 - Review of the evidence by all parties involved
 - Investigator submits evidence to Special Hearing Board
 - Special Hearing Board hears the case with guidance from General Counsel
 - 1. Mandatory live hearing with cross examination
 - The Special Hearing Board makes a decision of responsible or not responsible and provides sanction recommendations to the Senior Judicial Officer.
 - The Senior Judicial Officer determines sanction
- E. Both parties notified simultaneously of the outcome in writing
- F. Both parties may appeal to the President
- G. Sanctions administered by the Equity Compliance Officer (Title IX Coordinator)

Detail Procedure

- A. After the determination is made to proceed with a Title IX Investigation, the Equity Compliance Officer (Title IX Coordinator) will assign an investigator(s).
 - The Equity Compliance Officer has the authority to consolidate formal complaints where allegations arise out of the same facts.
- B. The Equity Compliance Officer will meet with the Complainant to collect all information related to the alleged incident, including evidence and witness information.
- C. 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.
 - If the Complainant fails to choose an Advisor, the University will appoint an Advisor for the live hearing.
 - The role of the Advisor is to support the Complainant and provide advice to the Complainant in a manner that 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.
- D. A written summary of this discussion, video, and all other evidence will be included in the investigation file.
- E. Following receipt of the formal complaint, the Equity Compliance Officer (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.
- F. The Equity Compliance Officer (Title IX Coordinator) will assign an Investigator.
- G. 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.
 - 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.
- H. The Equity Compliance Officer (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.
- I. 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.
 - If the Respondent fails to choose an Advisor, the University will appoint an Advisor for the live hearing.
 - The role of the Advisor is to support the Respondent and provide advice to the Respondent in a manner that 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.

- J. A written summary of this discussion, video, and all other evidence will be included in the investigation file.
- K. The Investigator will meet with any witnesses identified by the Complainant or Respondent.
 - 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.
- L. A written summary of these discussions, video, and all other evidence collected will be included in the investigation file.
- M. 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.
- N. 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 Equity Compliance Officer (Title IX Investigator) within 24 hours.
- O. At the completion of the investigation, the Investigator will create an impartial, fairly written summary of the relevant evidence.
- P. The Equity Compliance Officer 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.
 - Parties must be given 10 days to review this evidence before they can be expected to respond.
 - Their responses must be completed prior to the finalization of the investigative report or convening of the Special Hearing Board.
- Q. After approval from both parties, the Equity Compliance Officer (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:

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

The Special Hearing Board

- A. All incidents of alleged Sexual Misconduct (8.02) 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.
- B. The Equity Compliance Officer (Title IX Coordinator), in consultation with the Division of Student Affairs, will coordinate the management of the pool of individuals for the Special Hearing Board. This includes periodic recruitment and training of individuals.
- C. Training of all Special Hearing Board members will be the responsibility of the Equity Compliance Officer (Title IX Coordinator). The Equity Compliance Officer and each member of the pool will come to an agreement as to their readiness to hear the case.
- D. 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.
- E. 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.

- F. The Equity Compliance Officer (Title IX Coordinator), convening the board, will appoint one member of the board as chairperson for the case.
- G. 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.
- H. 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.
- I. 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

- A. Select the members of the Special Hearing Board:
 - 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.

- B. The process will consist of a Mandatory Live-Hearing.
- This hearing can be conducted with all parties physically present at the same location or virtually.
 - Either party may request the use of technology to provide separate rooms for the parties. This decision may also be made by the University.
 - The parties must be able to see and hear the other party.
- C. This process begins with the presentation of a summary of the videotaped statements and other evidence collected by the Investigator.
- D. 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.
- E. 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.
- The advisor can ask questions and follow-up questions, including those that challenge credibility.
 - The Complainant and Respondent are not permitted to personally cross-examine the other party.
 - In the event that one party does not have an advisor, the University will provide one.
 - 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.
 - 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.
- F. 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.
- G. If the board finds that the Respondent is responsible for violation of University policy:
- Students/Third-Party Visitors: the Senior Judicial Officer will determine appropriate disciplinary sanctions after consideration of the Special Hearing Board's findings and recommendations.
 - Faculty/Staff/Third-Party Vendors: the Equity Compliance Officer 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:

- A. The determination of responsibility - the investigative outcome;
- B. Findings of fact;
- C. Conclusions of whether the alleged conduct was found to have occurred;
- D. Rationale for the result as to each allegation;
- E. If applicable, any actions the University will take to provide remedies to the Complainant, or safety measures for the University community;
- F. Any disciplinary sanctions imposed on the Respondent; and
- G. Information needed to file an appeal.

All parties involved are responsible for providing the Equity Compliance Officer (Title IX Coordinator, titleix@doane.edu) 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:

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

Appeal Timeline

- A. 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.

- B. 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.
- C. The President, or their designee, shall convene a Committee to hear the appeal.
 - 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.
 - The Committee will have access to all documents relating to the decision and any video tape or written transcript of the hearing.
 - 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.
- D. A majority vote of the committee members is required to uphold or overturn the decision and any recommendation of sanctions.
- E. The Committee shall forward its decision and recommendations for sanctions directly to the University President and Equity Compliance Officer (Title IX Coordinator), or their designees, in the matter.
- F. The Equity Compliance Officer shall promptly act in response to the recommendations of the Committee.
- G. 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:

- A. 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
- B. Monetary Sanctions
 - Monetary Fine
 - Restitution
- C. 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
- D. Employment Related
- Educational/Training requirement
 - Verbal warning
 - Written warning
 - Job suspension (with or without pay)
 - Job transfer or reassignment
 - Termination of employment
- E. 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 Equity Compliance Officer (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 Equity Compliance Officer (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. All precautions will be taken to maintain the 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 Equity Compliance Officer (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, renamed to Equity Compliance Officer: 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 Equity Compliance Officer (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 Equity Compliance Officer (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 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 Equity Compliance Officer (Title IX Coordinator) titleix@doane.edu; 1014 Boswell Ave, Crete, NE 68333; or 402.826.8118 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.

- A. **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 the privacy of the parties involved.
- B. **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.
- C. **Interim Measures:** When the University has notice of an allegation of Prohibited Conduct, the Equity Compliance Officer (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 Equity Compliance Officer (Title IX Coordinator) as soon as possible. Interim Measures may include the same accommodations provided above.
- D. **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

- A. Counseling Center
- myron.parsley@doane.edu
 - darcy.dawson@doane.edu
 - mindy.parker@doane.edu
- B. Health and Wellness
- studenthealth@doane.edu
 - 402.826.8265
- C. Hope Crisis Center
- 1.877.388.HOPE (4673)

Formal Reporting Options

- A. Equity Compliance Officer (Title IX Coordinator):: titleix@doane.edu, 1014 Boswell Ave., Crete, NE 68333; or 402.826.8118
- B. Doane Safety Office: doanesafetyoffice@doane.edu; 402.826.8669
- C. Crete Police Department: Non-emergency: 402.826.4311

Other Resources

- A. CAPE Project: capeproject@doane.edu; 402.826.8117
- B. Vice President, Diversity, Equity and Inclusion: luis.sotelo@doane.edu; 402.826.8116
 - Equity Compliance Officer: leah.cech@doane.edu; 402.826.8118
- C. Human Resources: humanresources@doane.edu ; 402.826.6795
- D. Vice President for Student Affairs: studentaffairs@doane.edu; 402.826.8111

Services Available 24 Hours a Day

- A. For Crete campus undergraduate students, contact the Community Assistant on duty and request that the on-call Community Director be called.
 - Hansen, Sheldon, Frees, Smith 402.418.1575
- B. 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)
 1. 402.826.2102
 2. 2910 Betten Dr. Crete, NE 68333
 - Bryan Medical Center West Campus
 1. 402.481.1111
 2. 2300 S 16th St. Lincoln, NE 68502
- C. Crete Police Department
 - Non-emergency: 402.826.4311
- D. Confidential Crisis Line
 - Hope Crisis Center
 1. Crisis line: 1.877.388.HOPE (4673)
 2. <http://hopecrisiscenter.org/>
 3. 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).

- A. For life-threatening conditions, go to the closest medical center, call 911, or seek a Blue Emergency Phone Box on the Crete campus.
 - Butler Gymnasium
 - Frees Hall
 - Hansen Hall
 - Lied Science and Mathematics Building
 - Memorial Stadium
 - Padour Walker
 - Smith Hall

- Sheldon Hall
- B. For treatment of less serious injuries: students on the Crete campus can visit Health and Wellness in the Perry Campus Center (studenthealth@doane.edu; 402.826.8265).
- C. For evaluation of 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.

Lincoln

Confidential Resources

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

Formal Reporting Options

- A. Equity Compliance Officer (Title IX Coordinator): Leah Cech: titleix@doane.edu, 1014 Boswell Ave., Crete, NE 68333; or 402.826.8118
- B. Doane Safety Office: doanesafetyoffice@doane.edu; 402.826.8669
- C. Lincoln Police Department: Non-emergency: 402.441.6000

Other Resources

- A. CAPE Project: capeproject@doane.edu; 402.826.8117
- B. Vice President, Diversity, Equity and Inclusion: luis.sotelo@doane.edu; 402.826.8116

- C. Chief Academic Officer: lorie.cookbenjamin@doane.edu; 402.466.4774
- D. Human Resources: humanresources@doane.edu; 402.826.6795

Services Available 24 Hours a Day

- A. For emergency medical and police services, call 911. Individuals may also go to the nearest hospital emergency department.
 - Bryan Medical Center West Campus
 1. 402.481.1111
 2. 2300 S 16th St. Lincoln, NE 68502
- B. Lincoln Police Department
 - Non-emergency: 402.441.6000
- C. Confidential Crisis Line
 - Voices of Hope
 1. Crisis line: 402.475.7273
 2. <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).

- A. For life-threatening conditions: call 911 or go to the closest medical center.
- B. 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

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

Formal Reporting Options

- A. Equity Compliance Officer (Title IX Coordinator): Leah Cech: titleix@doane.edu, 1014 Boswell Ave., Crete, NE 68333; or 402.826.8118
- B. Doane Safety Office: doanesafetyoffice@doane.edu; 402.826.8669
- C. Omaha Police Department: Non-emergency: 402.444.5600

Other Resources

- A. CAPE Project: capeproject@doane.edu; 402.826.8117
- B. Vice President, Diversity, Equity and Inclusion: luis.sotelo@doane.edu; 402.826.8116
- C. Director of Omaha Location: chris.brady@doane.edu; 402.891.6600
- D. Human Resources: humanresources@doane.edu; 402.826.6795

Services Available 24 Hours a Day

- A. For emergency medical and police services, call 911. Individuals may also go to the nearest hospital emergency department.
 - CHI Health Lakeside Hospital
 1. 402.717.8000
 2. 16901 Lakeside Hills Ct. Omaha, NE 68130
- B. Omaha Police Department
 - Non-emergency: 402.444.5600
- C. 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).

- A. For life-threatening conditions: call 911 or go to the closest medical center.
- B. For evaluation of 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

Section 8.03 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 that threatens this environment will not be tolerated. Any such reports will be made to the Senior Judicial Officer, brian.stutz@doane.edu; 402.826.8546. 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, Section 8.04, and Violence and Unacceptable Behavior Policy, Section 8.01. 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.

Section 8.04 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:

- A. Luis Sotelo, Vice President for Diversity, Equity and Inclusion at luis.sotelo@doane.edu, 402.826.8116, 1014 Boswell Ave. Crete, NE 68333 (Lower Level Perry Campus Center),
- B. Director of Human Resources at humanresources@doane.edu, 402.826.6795, 1014 Boswell Ave. Crete, NE 68333 (Chab Weyers Education & Art Building), or
- C. Brian Stutz, Director of Residential Life and Education and Senior Judicial Officer at brian.stutz@doane.edu, 402.826.8546, 1014 Boswell Ave. Crete, NE (Lower Level Perry Campus Center).
- D. Leah Cech, Equity Compliance Officer at leah.cech@doane.edu, 402.826.8118, 1014 Boswell Ave., Crete, NE 68333 (Lower Level 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. The Reporting Party may file a formal report if informal procedures fail to resolve concerns.

- A. **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 the Responding Party to reach a resolution.
- B. **Third Party Assistance:** Reporting Party has the option to seek third party assistance to informally serve as mediator of the 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
- C. **Consulting:** The 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 this case, the Responding Party would not be notified without the consent of the Reporting Party.

The Responding Party is encouraged to use one or all of the informal procedures outlined above in whichever order is appropriate. If a 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 an 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.

- A. Filing a Report: Provide the name and address of the Reporting Party and address the Complainant, 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, to Equity Compliance Officer Leah Cech at leah.cech@doane.edu, or Director of Residential Life and Education Brian Stutz at brian.stutz@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; Leah Cech, Equity Compliance Officer, or Director of Residential Life and Education, Brian Stutz.
- Hand-deliver to the Division of Diversity, Equity and Inclusion (Padour Walker Administration Building), Office of Human Resources (Chab Weyers Education & Art Building), Equity Compliance Officer (Perry Campus Center) 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 available to assist the Reporting Party with filing a written report.

- B. Evaluation of Report:

- 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 the 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. Title IX does not place a time limit on supportive measures, Title IX Policy does state that for interim measures (meaning those that are in effect for purposes of a case/investigation, “will remain in effect throughout the duration of the Title IX Investigation and appeals process,” if an appeal is filed.
- The Investigator will decide if the report states a potential violation of the Preventing and Addressing Discrimination, Harassment, and Retaliation Policy (“Policy”). The 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 the 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.
- 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 a 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.
 - 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 an investigation by following the steps outlined below. The investigation will typically be completed within seventy-five calendar days of the receipt of the report, unless circumstances prevent meeting that deadline. In such cases, both parties will be notified of any 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 or 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, the 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 Senior Judicial Officer (if the Responding Party is a student), or with the Director of Human Resources (if the Responding Party is an employee or 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.

- A. Criteria for Appeal: One of the following criteria must be met in order to file 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.
- B. Appeal: The appeal must be made in writing to the Chief Academic Officer or their designee for faculty, the Vice President for Student Affairs 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.
 - 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.
 - 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.
 - 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 8.05 ADA Grievance Procedure

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:

- A. 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 402.826.6795 or via email at anne.ziola@doane.edu.
- B. 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 the person filing the complaint to present the grievance in writing.
- C. 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.
- D. 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 (e.g., Student Affairs, Financial Affairs, or Academic Affairs). 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.

Article IX. Crime on the Campus

Section 9.01 Student Right to Know: Campus Security Act

The Student Right-to-Know and Campus Security Act, as amended, and signed into law on November 8, 1990, contains several requirements that affect Doane University's continued participation in the Title IV Student Financial Assistance (SFA) programs authorized by the Higher Education Act of 1965, as amended.

As amended, Title II of Public Law 101-542 is the Crime Awareness and Campus Security Act of 1990. This Act requires Doane University to collect certain information commencing August 1, 1991. It also requires that Doane University prepare, publish, and distribute this information to all current students and employees and to any applicant for enrollment or employment upon request beginning September 1, 1992, and each year thereafter.

Information specific to this section can be found in the University Annual Security Report at this [Link](#).

Section 9.02 Security and Access to Campus Facilities Policies

Information on campus access policies can be found in the University Annual Security Report at this [Link](#).

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) - <https://web.doane.edu/sites/default/files/2024-08/2024%20-%202025%20Crete%20Student%20Handbook%20FINAL.pdf>
- 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>