



Annual Security Report

Calendar Year 2013

Introduction

The Des Moines University (DMU) Annual Security Report is published each year in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The DMU Annual Security Report is posted on the DMU website and emailed to employees and students. A hard copy of the reports may be obtained from the University Services Department located in Ryan Hall, room 140.

Des Moines University publishes its Annual Security Report in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C, 1092(f), which requires DMU to publish an annual security report containing safety and security related policy statements and crime statistics. No matter what methods and procedures are in place relative to safety and security, an individual's safety is largely his or her own responsibility.

If you have a specific question regarding this annual report please call the University Services Department at (515) 271-1471 during normal business hours. The University Services Department is located in Ryan Hall, room 140 and is the department responsible for campus security.

Annual Security Report/Statistics - Overview

Under the Clery Act, DMU must disclose statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or an official of the institution who is defined as a Campus Security Authority (CSA). "Campus Security Authority" means: "An official of an institution who has significant responsibility for student and campus activities." DMU's Campus Security Authorities are:

- Director of University Services
- University Services Employees
- Director and Assistant Director of Facilities
- Provost
- Deans
- Vice President of Student Services and Institutional Historian
- Associate Vice President of Enrollment and Institutional Research
- Director of Student Services and Engagement
- Chief Compliance Officer/Title IX Coordinator
- Health and Safety Coordinator

A form is available through the Health & Safety Coordinator in Ryan Hall, 2nd floor, room 231 and on Pulse for use in reporting incidents such as those not consistent with the normal operation of the University, e.g. accidents, injuries, disturbances and other complaints or mishaps, including criminal activity. Procedures for completing this form are described in its instructions. When completed, all such forms relating to criminal activity occurring on campus should be submitted to the Director of University Services.

DMU is required to disclose statistics for offenses that occur on campus and public property immediately adjacent to the campus.

The criminal offenses for which DMU is required to disclose statistics are: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), stalking, dating/domestic violence, hate crimes, robbery, aggravated assault, burglary, motor vehicle theft, arson, destruction/damage/vandalism of property, liquor law violations, drug abuse violations, and carrying and possessing weapons.

Safe Secure Environment

The goal of Des Moines University is to provide a safe and secure environment for students, faculty, staff, patients, and visitors.

The University Services Department is open 8am-4:30pm Monday through Friday and can be reached at (515) 271-1471. After hours security is subcontracted to NPI Security and Per Mar Security. On campus security is subcontracted through Per Mar Security 9am -1am Monday through Friday. NPI Security is contracted to check security of campus buildings seven days a week from 2am- 5am and also provides on-call security services. After hours security is available at (515) 271-1471 and callers will be connected to an answering service who will then contact appropriate security personnel. Individuals are advised to **call 911** for immediate peril to students or employees, or significant property damage or loss.

The Security Officers for NPI Security and Per Mar Security are noncommissioned personnel, therefore they do not have the power to arrest or permission to carry weapons. The security officers are in phone contact and are able to summon assistance. DMU has an excellent working relationship with the local Des Moines Police Department for information sharing purposes.

Campus academic and research buildings are open during normal business hours 8am -5pm, Monday through Friday. Des Moines University Clinic is open 7am -5:30pm Monday through Friday. During non-business hours DMU uses a security access control system.

The security access control system utilizes ID cards, which are issued to students and employees for access to secured buildings after business hours. Employees and students may be granted additional access to buildings and rooms for legitimate purposes through security with permission from their supervisor. This computerized access control system is for campus safety so individuals should not prop doors open or open doors for individuals under any circumstances. If individuals experience problems with ID cards, they may call (515) 271-1471 or go to the University Services Department, Ryan Hall, room 140.

Building Hours with card access

- Student Education Center: Monday through Friday 6am - Midnight, Weekends 7:30am – Midnight
- Ryan Hall: Monday through Friday 6am - Midnight, Weekends 7:30am – Midnight
- Academic Center (atrium only): Monday through Friday 6am - Midnight, Weekends 7:30am – Midnight

Des Moines University does not maintain any on or off campus residential housing facilities.

Safety Starts with Education

Des Moines University believes that students and staff are responsible for their own safety. DMU offers educational opportunities through their orientation programs for students and new employees and timely safety notices. These are just a few of the educational events offered at DMU:

- Orientation Program - This program is provided to new students and employees. It includes past criminal activity on campus and in the neighborhood, methods to report crimes, ways to better insure own security of self and property, and good neighbor policy.
- Employee and Student Handbooks - Contain copies of campus security policies and tips to insure personal security.
- Crimes Prevention Material – Information regarding crime prevention is made available throughout the year.
- Safety Notices - Notices will be sent out to the campus community periodically when any actual or potential crime is considered to be of concern.
- Educational awareness and prevention program on sexual assault, stalking, and safe and positive options for bystander intervention.

Environmental Safety

University personnel monitor the campus continually for irregularities and needed repairs. Security personnel file a written report on problematic areas nightly, i.e. lights, unlocked doors, general safety hazards, landscaping, and lighting flaws. This report generates a work order to correct the needed repairs.

DMU has over 50 closed-circuit television cameras that record video 24/7. These cameras record all entrances and are strategically located throughout campus buildings and parking lots. Located on the outside of Ryan Hall, Academic Center and the Munroe Building are blue illuminated phone signs indicating the location of emergency phones. After normal business hours, Campus Escort Service is available 5pm through 1am, Monday through Friday for students and employees. Individuals may call (515) 271-1471 to request an escort.

Reporting an Incident

Incidents should be reported verbally or in writing to University Services or a Campus Security Authority. The nature, date, time and general location of each crime or complaint must be reported. University Services will record this information on a log which is made open to public inspection within two business days of the initial report, unless such disclosure would jeopardize the confidentiality of the victim. If new information about an incident becomes available, this information shall be recorded no later than two business days after the information becomes available to the police or University Services Department. If there is evidence that a release of information would jeopardize a criminal investigation or safety of an individual or cause a suspect to flee or evade detection or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur. When requested, such reports shall be provided to students and employees in a timely manner and the confidentiality of the victims shall be maintained.

Crime victims are encouraged to seek confidential counseling through the Student Counseling Center or the Employee Assistance Program. The reported incident will remain confidential and the statistical

data will be relayed to the University Services Department. In the event a victim is unable or elects not to make a report, the Director of University Services will obtain needed information to record an event for statistical purposes only.

Emergency and Evacuation Procedures

Des Moines University has an Emergency Response Plan that may be initiated by an Administrator on Duty (AOD) in the event of a serious emergency on campus. If necessary, the AOD will contact the Emergency Command Team and any other individual who may be necessary to help with the situation.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on or near campus, an emergency notification will be issued to provide information intended to help contain the situation. DMU may use one or more the following communication methods:

- e2Campus notification system
- Campus wide intercom system
- Weather Line 515-271-1601
- Local TV and Radio Stations

The e2Campus notification system can send messages quickly via text, email, Pulse (Intranet) and the DMU web page. The e2Campus emergency notification system is tested bi-annually and analyzed and any deficiencies are remedied immediately. Documentation of the usage and testing is retained by the Director of University Services.

A “Timely Warning” will be issued by the Director of University Services and the AOD if a situation arises that constitutes a serious or continuing threat to students and employees. These warnings will be sent as a Crime Alert using the DMU e2Campus notification system, via e-mail, text, Pulse, and the DMU website located at www.dmu.edu. These alerts contain a brief description of the incident: the date, time, and location of the incident; and the precautions to take. They will not provide details of an incident as might be found in a press release or news article. The amount and type of information presented in the warning will vary depending on the circumstances of the crime. If such notification could jeopardize a criminal investigation, a Timely Warning will not be distributed. Significant criminal incidents that might elicit a timely warning include, but are not limited to, crimes of violence or patterns of property crimes. Anyone with information warranting a Timely Warning should report the circumstances to the Director of University Services at (515) 271-1471.

Strategically located throughout Des Moines University campus are red DMU Emergency Reference Guides. Also posted are fire evacuation routes and tornado safe areas. Fire and tornado drills are scheduled annually.

Des Moines University Crime Statistics

In accordance with the Clery Act, statistical crime data has been compiled for the occurrences On Campus and Public Property (as defined below) during the preceding school years of 2011, 2012, and 2013. This report reflects the information provided to and compiled by the Director of University Services. Many crimes go unreported or unnoticed. It is important to note that if a crime was not reported, it will not be reflected in the statistics. Crime reports are recorded if official reports are filed

and there is reason to believe they are valid. These reports do not indicate whether a conviction, arrest or prosecution occurred.

“On Campus” means any building or property owned or controlled by DMU and used by the institution in direct support of, or in a manner related to, DMU’s educational purposes. This includes DMU’s campus buildings, open space, and parking areas.

“Public Property” means all public property that is contiguous to DMU’s On Campus property, and includes the public sidewalks and streets immediately adjacent to and accessible from campus.

The definitions for the criminal offenses listed below are taken from the Federal Bureau of Investigation Uniform Crime Reporting Handbook and used to classify the criminal offenses occurring within DMU’s Clery geography.

These criminal offenses have been reported to Campus Security Authorities or local police agencies:

	On Campus			Public Property		
	2011	2012	2013	2011	2012	2013
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Larceny Theft	4	1	2	0	0	0
Arson	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0

Hate Crimes Statistics

DMU is required to report bias-related (hate) crimes. A hate crime is described as a crime in which the victim is intentionally selected because of their actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. These crimes or incidents were compiled by University Services based on statistics reported by local police agencies, Campus Security Authorities, and University Counselors.

	On Campus			Public Property		
	2011	2012	2013	2011	2012	2013
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Robbery	0	0	0	0	0	0

Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Domestic/Dating Violence	0	0	0	0	0	0
Intimidation/Stalking	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

Assault and Sexual Assault

Through its Sexual Misconduct policy (See [Appendix A](#)), DMU prohibits sexual misconduct by individuals against any member of the University community, which is defined to include sexual harassment, sexual violence, non-consensual sexual contact, sexual exploitation, dating and domestic violence, stalking, intimidation, and bullying. The policy addresses procedures for reporting sexual misconduct, prevention and education, available counseling and other resources, and the state’s sex offender registry. The Sexual Misconduct Reporting and Confidentiality policy (See [Appendix B](#)) explains various reporting and confidential disclosure options. These policies supplement the University’s Discrimination and Harassment Prohibition for Protected Classes policy (See [Appendix C](#)) which provides additional detail regarding the University’s procedures for addressing all types of illegal discrimination and harassment.

For violations of standards of conduct set forth in these policies, DMU will impose sanctions on students and employees, consistent with local, state and federal laws, the Faculty and Staff Orientation Manuals, the Agreement between the University and Local 1547 of the AFSCME-AFL-CIO, the Employee Handbook and the Student Handbooks of the various colleges. Sanctions may include, but are not limited to, reprimand, restitution, probation, suspension, termination of employment, or expulsion for violations of the standards of conduct set forth by this policy. Additionally, the University may contact law enforcement for possible violations of criminal law.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act (Act) requires that colleges and universities advise their campus communities where they may obtain law enforcement agency information provided by a state concerning registered sex offenders. The Act also requires sex offenders already required in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services or is a student. A registry of sex offenders who have been determined to be of high or moderate likelihood to re-offend is maintained by the State of Iowa at: www.iowasexoffenders.com. For Des Moines area information on sex offenders, call the Des Moines Police Department at (515) 283-4811. The information on the Iowa sex offender website and the information available to the Des Moines Police Department may be inaccurate, out-of-date and/ or incomplete.

Missing Student Notification Procedure

DMU does not provide on campus student housing and therefore is not required to provide a notification policy for reporting a missing student. However, if a member of the University community

has reason to believe that a student is missing or his or her health or welling being is in jeopardy, he or she should notify the Director of University Services at (515) 271-1471. After 24 hours, a missing person report will be filed with the local police department and the confidential contact will be notified.

Alcohol and Controlled Substances

Through its Alcohol and Other Drugs policy (See [Appendix D](#)), DMU addresses alcohol use and prohibits the illegal manufacture, distribution, dispensation, possession and use of illicit drugs by students and employees. Students are required to report any arrests, charges, convictions or pleas of no contest for criminal alcohol or drug law violations within three (3) calendar days of occurrence. Any employee convicted of a criminal drug law violation must notify the University within five (5) days of said conviction; failure to do so may result in termination of student or employee status.

Legal sanctions under local, state and federal law for the unlawful possession, distribution or use of illicit drugs, alcohol or controlled substances include but may not be limited to the following:

- Substantial fines
- Imprisonment
- Probation
- Practice limitations and restrictions
- Loss of professional licensure or certification

The health risks associated with use of illicit drugs and controlled substances and the abuse of alcohol include but are not limited to the following:

- Psychological effects including depression, paranoia, etc.
- Impairment and/or permanent loss of mental ability and judgment
- Loss of immune system functions, for example, hepatitis
- Cardiac impairment and dysfunction
- Damage to tissues and vital organs – stomach, lungs, liver, etc.

The University will make available substance abuse counseling and/or rehabilitation programs, either through University facilities or by referral in necessary cases for any student or employee in need of such counseling and/or rehabilitation to any appropriate facility.

For violations of standards of conduct set forth by this policy, DMU will impose sanctions on students and employees, consistent with local, state and federal laws, the Faculty and Staff Orientation Manuals, the Agreement between the University and Local 1547 of the AFSCME-AFL-CIO, the Employee Handbook and the Student Handbooks of the various colleges. Sanctions may include, but are not limited to, completion of a rehabilitation program, reprimand, restitution, probation, suspension, expulsion or termination for violations of the standards of conduct set forth by this policy. Additionally, the University may contact law enforcement for possible violations of criminal law.

The University will conduct a biennial review of its alcohol and illegal drug abuse programming to: (a) determine its effectiveness and implement changes if they are needed; and (b) ensure that the designated sanctions are consistently enforced.

The University's Alcohol and Other Drugs policy complies with federal and state guidelines under the Drug-Free Schools and Communities Act and Drug-Free Workplace Act and is included in the Student Handbook and posted on DMU's intranet. All federal, state and local laws regarding the unauthorized use, possession, distribution or sale of controlled substances are followed on the DMU Campus. DMU provides education and counseling regarding drug abuse. A complete description of the University's policies regarding alcohol and substance abuse may be found in Appendix D or on the DMU Pulse. DMU provides programming to educate students and employees about the health dangers of substance abuse, as well as legal and professional ramifications, including practice limitations and restrictions, and loss of professional license or certification.

Weapons

DMU does not allow weapons on campus. The use or possession of firearms, ammunition, incendiary devices, BB guns, and imitation guns or any dangerous weapons, substance, or material on campus is prohibited.

Appendix A



POLICIES AND PROCEDURES

Department: Des Moines University
Subject: Sexual Misconduct
Date Issued: October 24, 2013
Date Reviewed: June 2014
Reviewed By: Erika Linden, Chief Compliance Officer
Date Approved: June 4, 2014
Approved By: Angela Franklin, PhD, President

I. INTRODUCTION

The purpose of this policy is to increase awareness about sexual misconduct on campus and to assist students and employees in coping with sexual misconduct if it occurs. This policy supplements DMU's [Discrimination and Harassment Prohibition](#) and [Sexual Misconduct Reporting and Confidentiality](#) policies which provide detail on the University's reporting, investigation, response, and resolution procedures. The University's statement on non-discrimination and harassment and contact information for reporting sexual misconduct is also available at: <http://www.dmu.edu/legal/>.

II. SCOPE

This policy applies to all students and employees of the University.

III. DEFINITION OF SEXUAL MISCONDUCT

Sexual misconduct offenses include, but are not limited to:

- Sexual Harassment
- Sexual Violence
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation
- Dating or Intimate Partner Violence and Domestic Violence
- Stalking, Intimidation, and/or Bullying

A. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct is sufficiently severe, pervasive or persistent that it has the effect of interfering with the individual's work or academic performance by creating an intimidating, hostile, or offensive working

and/or learning environment or of interfering with or limiting one's ability to participate in or benefit from an educational program or activity.

B. "Sexual violence" is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts can be included in this definition, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

C. "Non-Consensual Sexual Contact" is defined as any intentional sexual touching, however, slight, with any object, by an individual upon another individual that is without consent and/or by force.

Sexual contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

D. "Non-Consensual Sexual Intercourse" is defined as any sexual intercourse, however slight, with any object, by an individual upon another individual that is without consent and/or by force.

Intercourse includes: Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

E. "Sexual Exploitation" occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student or employee;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent;
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student or employee; and
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.

F. "Dating or intimate partner violence and domestic violence" includes violence committed by a person who has been in a romantic or intimate relationship with the victim, by the victim's current or former spouse or cohabitant, or by a person with whom the victim shares a child.

G. "Stalking, intimidation and/or bullying" is conduct directed at a specific person that could cause a reasonable person to fear for his or her safety or the safety of others or suffer emotional distress.

IV. DEFINITION OF CONSENT

Consent is voluntary and knowing agreement to engage in sexual activity. Consent to engage in sexual activity must exist from the beginning to the end of each instance of sexual activity and for each form of sexual contact and with each sexual partner. Consent is demonstrated through mutually understandable words and/or clear, unambiguous actions that indicated a willingness to engage freely in sexual activity. Consent is active, not passive.

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent in one form of sexual activity does not constitute consent in all forms of sexual activity. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Silence or an absence of resistance does not imply consent.

- Past consent does not imply future consent.
- Consent is invalidated by use or threat of physical force, intimidation or coercion, or any other factor that would eliminate an individual’s ability to exercise free will to choose whether or not to have sexual contact.
- Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed, sexual activity must cease.
- Someone who is incapacitated cannot give consent. This includes mental or physical incapacitation or physical helplessness from: alcohol and/or other drug consumption (voluntarily or involuntarily); inability to communicate because the person is unconscious, asleep or otherwise physically limited; and bodily impairment which substantially limits the person’s ability to resist or flee.
- In the state of Iowa, consent can never be given by minors under the age of 16.

V. STATEMENT OF POLICY

The University will not condone or tolerate sexual misconduct by individuals against any member of the University community, including students and employees. Any student or University employee charged with sexual misconduct on or off campus can be prosecuted under criminal statutes and disciplined under the appropriate student or employee handbook, or faculty document. Even if the civil authorities choose not to prosecute, the University reserves the right to pursue disciplinary action in accordance with its disciplinary practices.

The goal of the University is to prevent the occurrence of sexual misconduct in the campus community, reduce vulnerability to sexual misconduct, improve campus safety, encourage students, faculty and employees to take responsibility for themselves and others, make the public aware of the nature of sexual misconduct and its impact on women and men and to reduce the trauma of people who have experienced sexual misconduct.

VI. FEDERAL CAMPUS SEXUAL ASSAULT VICTIMS’ BILL OF RIGHTS

Individuals are afforded rights by the federal government and the University, including:

- To be notified of their options to notify law enforcement.
- To be notified of counseling services.
- To be notified of options for changing academic or living situations that are under the University’s control.
- For accuser and accused to have same opportunity to have others present throughout disciplinary proceedings.
- For both parties to be informed of the outcome of any disciplinary proceedings.

VII. PROCEDURES

Any student, faculty or staff member who believes he or she has been a victim of sexual misconduct should seek immediate assistance from one or more the following:

Des Moines Police	911
DMU Security Office	515-271-1471
Director of Student Services and Engagement	515-271-1684
Chief Human Resources Officer	515-271-1485
Chief Compliance Officer/Title IX Coordinator	515-271-1526

Individuals may contact the resources listed below for confidential services and support. Incidents reported through these entities will not be communicated to University officials and will not trigger an internal investigation or response.

Student Counseling Center	515-271-1681 or email at counseling@dmu.edu
Student Health	515-271-7883
Polk County Victim Services	515-286-6300 (general number) 515-286-3535 (rape crisis number)
Iowa Sexual Abuse Hotline	1-800-284-7821
Iowa Domestic Abuse Hotline	1-800-942-0333
DMU Employee Assistance Program	1-800-732-4490
Aetna DMU Student Assistance Program	1-877-351-7889

While the decision to report belongs to the individual, seeking some kind of assistance is strongly encouraged. Whichever resource is accessed will treat each individual's circumstances professionally and confidentially and can help make referrals to other helpful services. Complaints of sexual misconduct reported within the University will be treated with the maximum possible degree of confidentiality. Only in accordance with legal requirements or where personal safety is at issue will confidential information be acted upon or disclosed to others without complainant's consent. See Section IX below for information on confidential counseling resources.

For those who are victims of sexual assault, it is important to get immediate medical attention, even if there are no obvious physical injuries. Go to the emergency room of the nearest hospital. A physical examination will help to assure that any injuries will be identified and treated and that sexually transmitted disease testing will be provided. An examination does not obligate someone to any kind of investigation; however, it allows evidence to be obtained and preserved in the event a criminal investigation is authorized at a later time. Victims should not bathe, shower, douche, or change clothes before the examination.

Individuals are also encouraged to seek counseling. Support by a trained counselor can help the individual understand and work through the trauma of the incident. Counselors can also help others who are close to the individual. See Section IX for contact information for additional counseling resources.

Individuals who report sexual misconduct to University authorities will be provided with written information about confidentiality; counseling, health, mental health and advocacy services; options for academic, living and working accommodations; and the procedures the University will follow in responding to the report.

Individuals will be advised that they may choose whether or not to report sexual misconduct to local police and, if requested, University authorities will assist the individual in contacting law enforcement. The University will cooperate fully with law enforcement authorities involving situations of criminal misconduct. Regardless of whether a report is made to law enforcement, the University will conduct an investigation of incidents of sexual misconduct consistent with its obligations under federal law (Title IX of the Higher Education Act) and as described in the [Discrimination and Harassment Prohibition](#) policy. The University's internal investigation will proceed whether or not civil authorities take any action. During the University's investigation, the accused and accuser are entitled to have others present during investigation and disciplinary proceedings, however, while these individuals may counsel the accused or accuser, they may not present on their behalf. The accuser and accused will both be informed of the University's final decision. Employees and students found to have violated the sexual misconduct policy will be disciplined, up to and including termination or expulsion.

The University will remain mindful of the individual's well-being, and will take ongoing steps to protect the individual from retaliation or harm and work with the individual to create a safety plan. Retaliation against the individual, whether by students or University employees, will not be tolerated. The University will also:

- Assist the individual in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see Section IX);

- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests.

VIII. PREVENTION AND EDUCATION

Sexual misconduct information will be presented during new student orientation with university-wide prevention programming occurring throughout the academic year in accordance with the requirements of Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Jeanne Clery Act). All new employees are required to complete United Educator’s online harassment/discrimination training overseen by Human Resources. Employees are required to complete this online training every three years. During new employee orientations, the Director of University Services discusses the Jeanne Clery Act and explains campus security procedures, strategies for prevention, and where DMU crime statistics can be found online and in person. In compliance with the Jeanne Clery Act, DMU’s annual security report containing information about our campus security policy and crime statistics are communicated out campus-wide annually on October 1st. Crime statistics can be viewed on-campus during business hours by visiting the Security Office (ext. 1471) located in Ryan Hall, Room 140.

IX. COUNSELING & CONFIDENTIALITY

Sexual assault and other forms of sexual misconduct are serious, violent and frightening. DMU encourages victims to seek counseling and assistance.

A. External Resources. Any information shared with external support organizations will not be shared with the University. Aetna and the Employee Assistance Program provide only numerical information to DMU for statistical reporting purpose; no individually identifiable information is reported.

- Polk County Victim Services. Offers immediate crisis intervention, care, and ongoing counseling and supportive services.
525 SW 5th Street, Suite 8
Des Moines, IA 50309
General number: 515-286-3600
Rape crisis number: 515-286-3535
- Iowa Sexual Abuse Hotline
1-800-284-7821
- Iowa Domestic Violence Hotline
1-800-942-0333
- Aetna Student Assistance Program (for DMU Students)
1-877-351-7889
- Employee Assistance Program (for DMU employees, operated by UnityPoint)
515-263-4004 or 1-800-732-4490

B. DMU Internal Counseling Resources. Reports of sexual misconduct reported within the context of counseling will not be shared with the University unless expressly authorized by the student, however, the SCC will provide numerical information for annual statistical reporting.

- Student Counseling Center (DMU Students)
3200 Grand Ave
Academic Center, Room 438
515-271-1681
Email at counseling@dmu.edu

X. CAMPUS SECURITY

The University's on-campus security consists of the Security Office (ext. 1471) in Ryan Hall, Room 140, supplemented by contract security services which conduct nightly periodic drive- and walk-through service of the entire campus. These individuals are un-armed and do not have arrest authority, however, the Security Office has established working relationships with state law enforcement officials, as well as with city patrol officers and detectives.

XI. IOWA SEX OFFENDER REGISTRY INFORMATION

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to advise their campus community where to obtain law enforcement agency information provided by a State concerning registered sex offenders. Sex offenders who are already obligated to register in a state must provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. A registry of sex offenders is maintained by the State of Iowa at: www.iowasexoffenders.com. WARNING: the information on the Iowa Sex Offender website and the information available to local law enforcement agencies may be inaccurate, incomplete, or out-of-date.

Appendix B



POLICIES AND PROCEDURES

Department: Des Moines University
Subject: Sexual Misconduct Reporting and Confidentiality
Date Issued: June 2014
Date Reviewed:
Reviewed By: Erika Linden, Chief Compliance Officer
Date Approved: June 4, 2014
Approved By: Angela Franklin, PhD, President

I. PURPOSE

The University encourages victims of sexual violence and other types of sexual misconduct to talk to somebody about what happened so they can get the support they need, and so the University can respond appropriately. This policy is intended to make students and employees aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn if they become a victim of sexual violence or other types of sexual misconduct.

II. SCOPE

This policy applies to all students and employees of the University.

III. POLICY

Des Moines University will make available to victims of sexual violence and other sexual misconduct various methods of reporting and confidentiality options to enable the individual to decide which method, if any, to employ. All reports will be treated with the maximum possible degree of confidentiality and privacy, however, different employees on campus have different obligations for maintaining confidentiality. Only in accordance with legal requirements or where personal safety is at issue will confidential information be acted upon or disclosed to others without the individual's permission.

This policy supplements DMU's [Sexual Misconduct](#) and [Discrimination and Harassment Prohibition](#) policies which define sexual misconduct and provide details on the University's reporting, investigation, and response procedures.

IV. DEFINITIONS

Privileged Employees

A "Privileged Employee" is an employee with a legal, professional privilege of confidentiality, such as a licensed mental health professional or healthcare provider, who is employed by the University to engage in counseling or the provision of health care services. The privilege for confidential communications extends only to those licensed individuals who are expressly employed by the University to provide counseling or treatment.

Responsible Employee

A “Responsible Employee” is a University employee who has the authority to redress sexual misconduct, who has the express duty to report incidents of sexual misconduct or other student misconduct, or who a student could reasonably believe has this authority or duty. Privileged Employees are excluded from the definition of Responsible Employee for reporting purposes.

V. CONFIDENTIALITY AND OPTIONS FOR REPORTING

The University encourages individuals who have experienced sexual misconduct to talk to someone identified in one or more of these groups.

Reports made to a “Responsible Employee”

When an individual tells a Responsible Employee about an incident of sexual violence or other sexual misconduct, the individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Chief Compliance Office, who is the University’s designated Title IX Coordinator, all relevant details about the alleged sexual misconduct shared by the individual and that the University will need to determine what happened. Reporting should include the names of the individual and alleged perpetrator(s), any witnesses, and any other relevant facts, such as the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the University’s response to the report. A Responsible Employee should not share information with law enforcement without the reporting individual’s permission.

The following employees (or categories of employees) are the University’s Responsible Employees:

- Faculty members, excluding adjunct faculty and guest lecturers;
- All administrators and supervisors;
- Security Office/University Services staff;
- Student Services staff;
- Library and CITL/CASE staff;
- Financial Aid and Registrar’s Office staff; and
- Employees with job-related, routine interactions with students, including but not limited to, Clinical Affairs, Academic Assistants, SPAL and Wellness Center (not including student employees).

Before an individual reveals any details to a Responsible Employee, the Responsible Employee should ensure that the individual understands the Responsible Employee’s reporting obligations and, if the individual wants to maintain confidentiality, direct the individual to Privileged Employees or external, confidential support resources.

If the individual wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the individual that the University will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Chief Compliance Officer, the Responsible Employee will also inform the Chief Compliance Officer of the individual’s request for confidentiality.

Responsible Employees will not pressure an individual to request confidentiality, but will honor and support the individual’s wishes, including for the University to fully investigate an incident. By the same token, Responsible Employees will not pressure an individual to make a full report if the individual is not ready to.

Individuals will be advised that they may choose whether or not to report sexual misconduct to local police, and if requested, the University will assist the individual in contacting law enforcement. The University will proceed with its internal investigation and response regardless of whether a report is made to law enforcement or whether law enforcement proceeds with any external investigation or action.

B. Reporting to “Privileged Employees”

Professional, licensed health care providers and counselors who provide health care and counseling services to members of the DMU community are not required to report any information about an incident to the Chief Compliance Officer without an individual’s permission.

Privileged Employees include:

- Student Counseling Center counselors, and
- Student Health providers (while performing care delivery duties; privilege would not extend to licensed health care providers while serving in other roles such as faculty)

An individual who speaks to a Privileged Employee must understand that, if the individual wants to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these Privileged Employees will still assist the individual in receiving other necessary protection and support, such as health or mental health services.

An individual who at first requests confidentiality may later decide to file a complaint with the University or report the incident to local law enforcement, and thus have the incident fully investigated. Privileged Employees will provide the individual with assistance in formal reporting if the individual wishes to do so.

NOTE: While these licensed professionals may maintain an individual’s confidentiality vis-à-vis the University, they may have reporting or other obligations under state law such as reporting to law enforcement in cases of minors or testifying if subpoenaed in a criminal case.

C. External Counseling and Advocacy Resources

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the University unless the individual requests the disclosure and signs a consent or waiver form. Note: While these off-campus counselors and advocates may maintain an individual’s confidentiality vis-à-vis the University, they may have reporting or other obligations under state law.

See [Sexual Misconduct](#) policy for contact information for these external counseling services.

VI. Requesting Confidentiality From the University: How the University Will Weigh the Request and Respond

If an individual discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University’s obligation to provide a safe, non-discriminatory environment for all students, including the individual.

If the University determines that it can respect an individual’s request for confidentiality, the University will also take immediate action as necessary to protect and assist the individual. In such cases, however, the individual must understand that the University’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

The Chief Compliance Officer will evaluate requests for confidentiality. When weighing an individual's request for confidentiality or that no investigation or discipline be pursued, the Chief Compliance Officer will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

- whether there have been other sexual violence complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the individual or others;
- Whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the individual's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. For example, if the school has credible information that the alleged perpetrator has committed one or more prior rapes, the balance of factors would compel the school to investigate the allegation and, if appropriate, pursue disciplinary action. If none of these factors is present, the University will likely respect the individual's request for confidentiality.

Although rare, there are times when the University may not be able to honor an individual's request in order to provide a safe, non-discriminatory environment for all students and employees. If the University determines that it cannot maintain an individual's confidentiality, the University will inform the individual prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response. The University may not require an individual to participate in any investigation or disciplinary proceeding.

Because the University is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) also may prompt the University to consider broader remedial action such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments; and/or revisiting its policies and practices. Additionally, if the University determines that the alleged perpetrator(s) pose a serious and immediate threat to the University community, the University may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

VII. Public Awareness and Prevention Training Events

Public awareness and prevention training events such as "Take Back the Night," candlelight vigils, protests, "survivor speak outs" or other forums in which individuals disclose incidents of sexual violence, are not considered notice to the University of sexual violence or sexual misconduct for purposes of triggering its obligation to investigate any particular incident. Such events may, however, inform the need for further campus-wide education and prevention efforts, and the University may provide information about individuals' Title IX rights at these events.

Appendix C



POLICIES AND PROCEDURES

Department: Des Moines University
Subject: Discrimination and Harassment Prohibition
Date Issued: October 1, 1998
Date Reviewed: July 2014
Reviewed By: Erika Linden, Chief Compliance Officer
Date Approved: July 17, 2014
Approved By: Angela Franklin, Ph.D., President

I. POLICY

Des Moines University (“the University”) is committed to maintaining a fair and respectful environment for work, study and participation in the life of the University. To that end, the University prohibits any member of the University Community, including but not limited to the Board of Trustees, faculty, administration, staff, students, adjunct faculty and preceptors, volunteers or visitors to campus, whether they be a guest, patron, patient, independent contractor, vendor, service provider or client, from harassing or discriminating against any employee or student of the University because of that person’s race, color, national origin, ethnicity, creed, religion, age, disability, sex, gender identity, sexual orientation, veteran status, genetic information and other characteristics protected by law (“protected class”). Incidents of protected class harassment or discrimination will be met with appropriate disciplinary action, up to and including dismissal or termination of employment from the University. The University is committed to preventing or stopping discrimination or harassment whenever it may occur at the University or in its sponsored activities. This policy seeks to assure fair treatment for all and provide a non-threatening environment for the promotion of the meaningful exchange of ideas, academic freedom and high academic standards.

This Policy is supplemented by the University’s [Sexual Misconduct](#) and [Sexual Misconduct Reporting and Confidentiality](#) policies for gender-based discrimination and harassment issues.

II. PURPOSE

The purpose of this policy is to prohibit protected class discrimination and harassment, to define the reporting and investigation processes for discrimination and harassment claims, and to uphold compliance with federal, state and local laws on protected class discrimination and harassment pertaining to prevention, training and prohibition against retaliation.

III. DEFINITIONS

A. Protected Class Discrimination or Harassment

“Protected class discrimination” is defined as any adverse action taken against an individual based on the individual’s protected class. “Protected class harassment” is unwelcome verbal or physical conduct based on race, color, national origin, creed, religion, age, disability, sex, gender identity, sexual orientation, veteran status, genetic information or any other characteristic protected by law when:

- Such conduct has the purpose or effect of unreasonably interfering with the individual’s work or academic performance;
- Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working or learning environment; or
- Such conduct unreasonably interferes with or limits one’s ability to participate in or benefit from an employment or educational program or activity at the University.

B. Sexual Discrimination and Sexual Harassment

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in all education programs or activities that receive Federal financial assistance. Although many individuals correlate Title IX to athletics, it applies to admissions, financial aid, academic matters, counseling and medical services, and all other programs and activities sponsored by Des Moines University. Sex discrimination is one form of protected class discrimination. Sexual harassment is a form of sex discrimination. The University’s [Sexual Misconduct](#) and [Sexual Misconduct Reporting and Confidentiality](#) policies provide additional guidance on prohibited behavior and procedures for addressing sexual misconduct.

1. Definition of Sexual Harassment

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment or status in a course, program or activity;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct is sufficiently severe, pervasive or persistent that it has the effect of interfering with the individual’s work or academic performance by creating an intimidating, hostile, or offensive working and/or learning environment or of interfering with or limiting one’s ability to participate in or benefit from an educational program or activity.

Sexual violence is a form of sexual harassment prohibited by Title IX.

2. Examples of Sexual Harassment

Examples of conduct prohibited by this Policy include, but are not limited to the following:

- Sexual violence or sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the use of drugs or alcohol, or due to an intellectual or other disability. This includes, but is not limited to, rape, sexual assault, sexual abuse, sexual battery, non-consensual sexual contact or sexual coercion.
- Domestic or intimate partner violence, dating violence, stalking, and intimidation.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, rotations or letters of recommendation.
- Unwelcome physical or implied sexual advances, or unwelcome direct and repeated propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one’s clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit photos or images, text, printed or digital materials, or objects that do not serve an academic purpose.

- A pattern of unwelcome conduct that has sexual overtones creating or having the effect of creating discomfort, and/or that humiliates another.
- Unwelcome remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history that do not serve a medical or academic purpose.

Sexual harassment can occur regardless of the relationship, position, or respective sex of the parties. For example, same-sex harassment violates this Policy as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

IV. SCOPE

The University endeavors to maintain an institutional environment free from protected class discrimination and harassment. Decisions of the University relating to employment and enrollment are guided by merit and productivity, free from protected class discrimination. Therefore, an individual's membership in a protected class will not be permitted to have an adverse influence upon employment or academic decisions affecting students, employees, applicants for admission, or applicants for employment. Exceptions to this directive may be made in matters involving *bona fide* occupational qualifications, actions designed to eliminate under-representation, or when this Policy conflicts with federal or state laws, rules, regulations or orders.

Every member of the University Community is expected to uphold this Policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct himself/herself in accordance with this Policy as a condition of enrollment. Further, every University employee has an obligation to abide by this Policy as a condition of employment.

Applicability

This Policy prohibits protected class discrimination and harassment against any University employee or student by any other person in connection with University employment or any educational program or activity of the University, which includes all academic, educational, extracurricular, and other University sponsored programs. Off-campus programs and activities covered by this Policy include, but are not limited to, clinical rotations, on-line educational programs, Global Health activities, community service and other events or activities sponsored by the University.

Visitors, guests, patrons, vendors, service providers, independent contractors or clients who fail to address protected class discrimination and/or harassment of University employees or students by their personnel, of which they know or should have known, may be subjected to sanctions deemed appropriate by the University.

This Policy works in conjunction with existing University policies that address employment determinations such as salary recommendations, promotion and tenure decisions, performance evaluations, hiring decisions, job classification decisions, transfers or reassignments, termination or layoff because of lack of work or elimination of a position, and normal supervisory counseling.

Supervisory Relationships

Des Moines University specifically prohibits individuals who are in positions of authority, either in the employment or educational context, from using their position of authority to discriminate or harass others based on their protected class. Furthermore, a supervisor who does not appropriately address reports or incidents of discrimination or harassment, or who does not report incidents about which he or she becomes aware to the appropriate University designee(s) as outlined in Section V of this Policy, will be subject to disciplinary action. Individuals who feel unprepared to address such incidents are strongly encouraged to seek assistance by contacting the Chief Compliance Officer or Human Resources.

Consensual Relationships in Regard to Sexual Harassment

When one party stands in a position of authority over another, such as teacher – student or supervisor – subordinate relationships, or has a professional relationship with another such as a doctor – patient relationship, even a consensual romantic or sexual relationship can become unwelcome or may be a breach of professional obligations. Consequently, the University prohibits faculty, staff and students from pursuing or engaging in a romantic or sexual relationship when one of the participants is a supervisor or a teacher of the other, or when there is a professional relationship between the individuals.

In the event of a pre-existing relationship, any employee participant within the relationship is required to immediately disclose the existence of the relationship to Human Resources and any student participant in the relationship is required to disclose the existence of the relationship to Student Services. A participant involved in a pre-existing relationship cannot participate in or be the recipient of employment or academic decisions that affect the compensation, evaluation, employment conditions, instruction, and/or the academic status of the other participant in a consensual relationship. Supervisors, instructors, or others in a position of authority involved in such relationships have an obligation to remove themselves from the position of supervision, instruction or authority.

V. REPORTING PROTECTED CLASS DISCRIMINATION AND HARASSMENT

A. Where to Report

The Chief Compliance Officer is the individual designated by the President with responsibility for receiving reports and complaints of protected class discrimination and harassment, for overseeing and ensuring a thorough and impartial investigation process, and for providing education and training about prevention of discrimination and harassment to the University Community in accordance with this Policy. In this capacity, the Chief Compliance Officer also serves as the University's Title IX Coordinator.

Contact information for the Chief Compliance Officer:

Erika Linden, CHC
Academic Center, 5th Floor
515-271-1526
Erika.Linden@dmu.edu

All complaints of protected class discrimination and harassment under this Policy should be made to the Chief Compliance Officer at the contact information listed above. This includes complaints concerning administrators, supervisors, employees, staff, faculty, adjunct faculty and preceptors, volunteers, students, patients, vendors, service providers, visitors and other members of the University Community. Those making reports may be asked to provide the complaint in writing.

The Chief Compliance Officer has designated other appropriately trained individuals who are also available to receive reports of protected class discrimination and harassment. Designees are:

Becky Lade, Chief Human Resources Officer
DMU Clinic Building, 1st Floor
515-271-1485
Becky.Lade@dmu.edu

Jerry Parker, Ph.D., Director of Student Services and Engagement
Academic Center, 5th Floor
515-271-1684

Jerry.Parker@dmu.edu

These individuals will communicate all reports or complaints alleging protected class discrimination or harassment they receive to the Chief Compliance Officer.

Confidential Reports

Individuals wishing to seek confidential assistance regarding a possible violation of this Policy without making a specific complaint may do so by contacting one of the Confidential Services identified below:

For students:

- Student Counseling Center and Student Health Services are designated as locations on-campus where individuals may seek confidential assistance.
 - Student Counseling Center – Academic Center Room 438, 515-271-1681
 - Student Health Services – DMU Clinic 5th Floor, 515-271-7883

For employees:

- Employee Assistance Program (EAP): free confidential counseling for University employees is available through the Assistance Center operated by UnityPoint.
 - Assistance Center – 515-263-4004

Concerns reported to these Confidential Services will not be made known to the Chief Compliance Officer, unless required by law, or if, in the judgment of the individual receiving the report, there is an imminent danger or threat to the safety of the person making the report or to others. Actions taken by the University in response to a confidential inquiry will be as consistent as reasonably possible with the request for confidentiality. See Sexual Misconduct Reporting and Confidentiality policy for additional guidance on confidential reporting in sexual misconduct situations.

Anonymous Reports

Individuals may use the University's Compliance Hotline – Lighthouse Services – to report violations anonymously. Users should be aware that anonymous reporting may limit the University's ability to fully investigate and address the alleged violations. Reports to the Compliance Hotline can be made using one of the following methods:

- Toll-free telephone: (877) 472-2110
- Web: www.lighthouse-services.com
- E-mail: reports@lighthouse-services.com (must include the name DMU with the report)
- Fax: (215) 689-3885 (must include the name of DMU with the report)

External Reports

While DMU will make every effort to address reported discrimination and harassment incidents in a fair and meaningful way, individuals have the right to also file complaints with law enforcement authorities or civil rights agencies, including the Office of Civil Rights of the U.S. Department of Education.

B. Timeline for Reporting

Complaints and reports of protected class discrimination or harassment should be reported as soon as possible after the incident giving rise to the complaint becomes known. Prompt reporting facilitates the University's ability to conduct a thorough investigation. All reports and complaints of protected class

discrimination or harassment will be investigated promptly and, depending on the results of the investigation, appropriate remedial action will be taken as expeditiously as possible. The University will make reasonable efforts to protect the rights of both the complainant and the respondent (the individual against whom the complaint is filed). Consistent with certain state and federal time lines, the University may decline to investigate reports in which none of the alleged discrimination or harassment occurred within the preceding 300 days.

- C. Privacy and Confidentiality Interests. See Sexual Misconduct Reporting and Confidentiality policy for detailed guidance on confidential reporting in sexual misconduct situations.

Although the University is committed to respecting the confidentiality and privacy of all parties involved in the reporting and resolution of protected class discrimination and harassment complaints, it cannot guarantee complete confidentiality. For example, state or federal law may require the University to disclose information, disclosure may be necessary for conducting an effective investigation, or confidentiality concerns may be outweighed by the University's interest in protecting the safety and rights of others and its duty to investigate. Information will be shared within the University on a need to know basis only.

The University reserves the right to investigate and resolve a complaint or report of protected class discrimination or harassment regardless of whether the complainant ultimately desires the University to pursue the complaint. Retaliation is expressly prohibited by this Policy, and the University will take steps to prevent retaliation and also take strong responsive action if retaliation occurs. Therefore, concerns of retaliation will not serve as a basis for the University not pursuing a complaint.

- D. Responsibility of Students to Report

The University encourages any student who believes he or she has been subjected to protected class discrimination or harassment to promptly report the incident to the Chief Compliance Officer or the Director of Student Services and Engagement as outlined in Section V of this Policy. Students who observe or are aware of violations of this Policy are required to report the incident to the Chief Compliance Officer or the Director of Student Services and Engagement as outlined above. No student should assume that an official of Des Moines University knows about a particular situation.

- E. Responsibility of DMU Employees

Other than Student Counseling Center staff or Student Health providers who are asked by a student complainant to keep information confidential, any DMU employee who believes he or she has been subjected to protected class discrimination or harassment or who observes, knows of, or receives a complaint of protected class discrimination or harassment should report the information or complaint to the Chief Compliance Officer, Human Resources, or a supervisor in a timely manner. Supervisors receiving such complaints must contact the Chief Compliance Officer or Human Resources to report the complaint.

VI. RESOLVING DISCRIMINATION OR HARASSMENT COMPLAINTS

- A. Responsibilities

- 1. Chief Compliance Officer

- The Chief Compliance Officer will receive reports and generally oversee the investigation and resolution process. This includes identifying and addressing any patterns or systemic problems that arise during the review of complaints, assigning University Investigators, communicating outcomes, deciding appeals, maintaining records, and training members of the University community on this Policy.

Following receipt of a report or complaint of protected class discrimination or harassment, the Chief Compliance Officer or his or her designee will:

- Determine whether the complaint is one which should be processed through another University dispute resolution procedure and, as appropriate, refer the complainant to that process as soon as possible.
- Inform the complainant of the protected class discrimination or harassment complaint procedures. Provide information about available support resources.
- Inform the respondent (person against whom the formal complaint is brought) of the complaint and of the protected class discrimination and harassment complaint procedures. Provide information about available support resources.
- Assign a University Investigator to conduct the investigation; other appropriately trained individuals may be assigned to assist in investigations.
- Inform the complainant and respondent that they are allowed to have one advocate of their choosing with them throughout the investigation and remediation process to advise them. Advocates may support the complainant or respondent but are not allowed to speak for them or directly participate or interfere in the investigation and remediation process.
- Inform the complainant and respondent there can be no retaliation for reporting a possible violation of this Policy or for assisting in an investigation of a possible violation. Any allegations of retaliation should be reported immediately to the Chief Compliance Officer.
- Communicate regularly with the assigned University Investigator to ensure progress of investigation.
- Follow-up to confirm the effectiveness of any remedy in stopping the alleged discrimination or harassment, preventing its recurrence and addressing its effects on the complainant and the community.
- Maintain appropriate documentation and recordkeeping.

2. University Investigators

The Chief Compliance Officer has delegated responsibility to Becky Lade, Chief Human Resources Officer, and Jerry Parker, Director of Student Services and Engagement, to conduct investigations and, in consultation with the applicable College Dean or other appropriate management personnel, issue appropriate sanctions for founded violations of this Policy. University Investigators will:

- Interview and obtain detailed information and evidence from the complainant, respondent, and any witnesses.
- Communicate regularly with the Chief Compliance Officer regarding the progress of the investigation.
- Reasonably keep other appropriate personnel (e.g., supervisor of complainant or respondent) informed of progress of investigation, as necessary.
- If deemed necessary to protect the safety of complainants, other individuals or campus property, impose Interim Actions (see below) in consultation with the applicable College Dean or other management/supervisory personnel.
- Recommend remedial action based on findings of investigation.
- For substantiated violations, impose sanctions, in consultation with applicable College Dean or other management/supervisory personnel.
- Prepare comprehensive reports of all interviews, evidence, and conclusions and submit to Chief Compliance Officer.

3. Special Circumstances

In the event the investigation involves the President of the University or the Chief Compliance Officer, it shall be the responsibility of the Board of Trustees to designate the appropriate individual(s) to oversee the investigation.

B. Optional Initial Step for Complainant

If a complainant is able to and feels comfortable and safe in doing so, he or she is encouraged, but not required, to clearly explain to the alleged offender that the behavior is objectionable and request that it cease. If the complainant is not able to or does not feel comfortable or safe confronting the alleged offender, or if he or she does so and the behavior does not stop, or if the complainant believes some adverse employment or educational consequences may result from the discussion, he or she should contact the Chief Compliance Officer to initiate the University investigation process.

C. Investigation Procedures and Remediation

The University will follow these procedures to investigate and determine the facts of a particular situation, to facilitate resolution of complaints involving allegations of protected class discrimination or harassment, and to remediate inappropriate behavior in an effort to prevent any recurrence. These procedures do not replace the right of a complainant to pursue other options or remedies available under the law. At all times the complainant has the right to file a criminal complaint with the police or a civil rights agency.

As part of the complaint process, and if deemed appropriate under the circumstances, the Chief Compliance Officer may recommend that the complainant and respondent attempt to resolve the matter through informal methods including facilitated conversation or mediation, intervention by a supervisor, or one-on-one meetings. Resolution through these informal means may include an agreement to terminate and not repeat specific conduct, an apology and/or participation in education, training or counseling, or the withdrawal of the allegation. Finalization of the resolution will include a written document signed by the complainant, the respondent and the Chief Compliance Officer. However, informal complaint resolution will not be used in the event of a complaint of sexual assault. For purposes of annual reporting, a written record of the complaint and of the informal resolution process undertaken will be made.

If the informal process described above does not resolve the complaint to the satisfaction of the complainant, if the complainant requests a formal investigation, or if the Chief Compliance Officer determines a formal investigation is appropriate, the matter will be resolved consistent with the following guidelines. The case will be assigned to a University Investigator. The respondent will be notified of the complaint and advised that no retaliation of any kind will be tolerated. Each investigation will be different based on the facts, circumstances and witnesses. Generally, an investigation will include interviews with the complainant, the respondent and others who might have information that would be helpful to a determination of the matter. Throughout the process, the complainant and respondent will have an equal opportunity to available information and advice and to present evidence and witnesses. A preponderance of the evidence standard shall be used in making any determination to resolve the complaint. Following the investigation, the University Investigator will submit a written report to the Chief Compliance Officer.

1. Interim Actions

University Investigators may implement Interim Actions to protect a complainant while the investigation is proceeding. For the complainant, these measures may include, but are not limited to, class or rotation reassignments or providing an escort to the complainant while on campus.

In consultation with the applicable College Dean or other appropriate management personnel, University Investigators may impose an Interim Action on the respondent prior to the completion of the investigation and resolution of a complaint. Examples of these Interim Actions may include, but are not limited to, no contact orders, probation, leave of absence (which may be without pay for employees), changes in schedules or loss of specific University rights and privileges.

Generally, an Interim Action will be imposed only when, in the judgment of the University Investigators and the applicable College Dean or other appropriate management personnel, the respondent's presence on campus would constitute a threat to the safety and well-being of members of the campus community.

In the event an Interim Action is imposed, the respondent shall be given written notice of the reason for the action on the date the action commences. The respondent may request a reconsideration of the terms of the Interim Action by submitting a written request to the University Investigator within three (3) business days following the commencement of the action. A response to the request for consideration will be provided to the respondent within two (2) business days following the submission. During the Interim Action, the accused respondent must receive written permission from the Chief Compliance Officer to participate, attend or fulfill educational and/or employment responsibilities.

2. Determinations

The outcome of the investigation may be a finding that the allegations are unwarranted or could not be substantiated or a finding that the allegations are substantiated, in full or in part. The standard of proof for a substantiated finding is that of a "preponderance of the evidence" – that is, evidence which, taken as a whole, shows that is more probable than not that the improper action occurred. All determinations will be reported to and reviewed by the Chief Compliance Officer.

If a violation of this Policy is substantiated, the University Investigator will issue a sanction in accordance with the procedures outlined in this Policy or applicable employment-related or student-related policies, in consultation with the applicable College Dean or other management/supervisory personnel. The level of discipline will depend on the severity of the discrimination or harassment and may include, but is not limited to, verbal or written warnings, loss of privileges, probation, termination of employment, or expulsion.

NOTE: All sanctions related to faculty and staff when they are found to be in violation of this Policy will be made by the Director of Human Resources in consultation with the appropriate administrative supervisor of the respondent, following applicable employment-related policies.

The amount of time needed to conclude an investigation will depend on the nature of the allegation(s) and the scope of the investigation (e.g., the number and/or availability of witnesses involved). Within 60 days of receipt of the complaint, the Chief Compliance Officer will provide notice of the outcome of the investigation or will advise the parties of the additional estimated amount of time needed to complete the investigation. Upon conclusion, the Chief Compliance Officer will send the complainant and respondent simultaneously, in writing, the results of the investigation and their appeal rights.

The University will consider the results of the investigation and act promptly and effectively to remedy the effects of the misconduct upon the complainant and the University community. The Chief Compliance Officer will follow up as appropriate to ensure that the remedial action is effective. Complainants are encouraged to report any reoccurrences of conduct that were found to violate this Policy.

3. Grounds for Appeal

Limited appeals are permitted for Title IX-related cases only. Complainants and respondents involved in these cases shall have the right to appeal determinations and actions based only on the following:

- a. A procedural or substantive error occurred that significantly impacted the outcome of the investigation. If the Chief Compliance Officer determines that a material procedural or

substantive error occurred, the complaint will be returned to the original investigator with instructions to address the error. In rare cases, where the procedural or substantive error cannot be cured by the original investigator (as in cases of bias), the Chief Compliance Officer may order a new investigation of the complaint. The results of a new investigation are subject to appeal.

- b. New evidence, unavailable during the original investigation that could have substantially impacted the original finding or sanction. A summary of this evidence and its potential impact must be included in the request for an appeal. If the Chief Compliance Officer determines that new evidence should be considered, s/he will return the complaint to the original investigator(s) to reconsider in light of the new evidence only.
- c. The sanctions imposed are substantially disproportionate to the severity of the violation. If the Chief Compliance Officer determines that the sanctions imposed are disproportionate to the severity of the violation, the Chief Compliance Officer may then increase, decrease or otherwise modify the sanctions. This decision is final.

Requests for appeal must be submitted in writing to the Chief Compliance Officer within ten (10) calendar days of notification of University action. The written appeal must state, in detail, the reason(s) for the appeal. An appeals panel may be convened by the Chief Compliance Officer to consider the requests. Decisions regarding the appeal will be communicated to the individual within 15 calendar days of receipt.

Employees covered under a union contract must appeal a determination and disciplinary action through the applicable grievance procedure.

VII. PROHIBITION AGAINST RETALIATION

It is a violation of this Policy for anyone to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his/her rights and responsibilities under the Policy.

Anyone who, in good faith, reports what she or he believes to be protected class discrimination or harassment, or who participates or cooperates in any investigation, will not be subjected to retaliation. Anyone who believes he or she has been the subject of retaliation for reporting protected class discrimination or harassment or participating or cooperating in an investigation should immediately contact the Chief Compliance Officer.

Any person found to have retaliated against a person who has participated or cooperated in an investigation will be in violation of this Policy and will be subject to disciplinary action. The level of discipline will depend on the severity of the retaliation and may include, but is not limited to, verbal or written warning, loss of privileges, probation, termination of employment, or expulsion.

VIII. DELIBERATELY FALSE REPORTS

To make deliberate false or malicious accusations of protected class discrimination or harassment violates this Policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of discrimination or harassment does not constitute proof of a false and/or malicious accusation.

IX. PREVENTION & TRAINING

Des Moines University has developed, adopted and published this Policy with the intent of eliminating and preventing protected class discrimination and harassment. The procedures contained herein have been developed and adopted to address violations of protected class discrimination or harassment that might occur notwithstanding University policy.

In our efforts to be proactive in preventing violations of this Policy, the University will disseminate this Policy to employees and students and will provide training on a regular basis pertaining to the prevention of discrimination or harassment. Employees will be required to complete a training module at hire and every three years thereafter. Students will be informed of this Policy and educated on reporting procedures annually through campus-wide orientations and communications. Those individuals and/or entities not directly employed by Des Moines University, but with affiliation and/or contractual agreements with the University are expected to abide by this Policy.

Any questions related to this Policy should be directed to the Chief Compliance Officer.

Appendix D



POLICIES AND PROCEDURES

Department: Des Moines University
Subject: Alcohol and Other Drugs
Date Issued: January 8, 2014
Date Reviewed:
Reviewed By: Erika Linden, Chief Compliance Officer
Date Approved: January 8, 2014
Approved By: Angela Franklin, Ph.D., President

I. BACKGROUND

Des Moines University is an academic health center committed to wellness, holistic health care and professional standards of behavior. The inappropriate use of drugs and alcohol by students and employees potentially threatens the health, safety and wellbeing of the campus community; for the user, it could result in cognitive deficits, loss of productivity and other health risks. Furthermore, Des Moines University is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their academic success, interpersonal relationships and, ultimately, their professional future. In addition to promoting a positive academic and work environment, the University is committed to preventing alcohol and drug abuse and bringing alcohol and drug awareness to all members of the University community.

II. PURPOSE

The purpose of this policy is to affirm the University's position that alcohol and drug abuse is harmful and that illicit drug use is unlawful. The University makes available free, confidential counseling for alcohol and other drug abuse issues to students through the Student Counseling Center, Student Health Services and the Aetna Student Assistance Program. Employee assistance is available through the Employee Assistance Program (EAP). Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

Des Moines University has developed this policy to address drug and alcohol use in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. In limited circumstances, event-specific permission is given for of-age students, employees and guests to consume alcohol in moderation. Students and employees are subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs.

This policy is distributed annually to all DMU faculty, staff and students.

III. SCOPE

This policy applies to all students and regular faculty and staff participating in activities conducted on campus or at University-sponsored events held off campus.

IV. POLICY

A. ALCOHOL USE

The following sections describe University policy regarding the sale, service, distribution, and consumption of alcoholic beverages on University property or at University-sponsored events in accordance with federal, state and local laws.

1. Basic Guidelines

- DMU students and employees are expected to arrive on campus free of the influence of alcohol and to refrain from the use of alcohol at all times during the performance of academic or employment responsibilities, except during those events when the serving of alcohol has been approved by the University.
- Food and non-alcoholic beverages must be served at any event where alcohol is offered.
- No individual who appears to be intoxicated will be served alcoholic beverages at a DMU event.
- DMU will not sanction or sponsor any event where the primary purpose is drinking.
- DMU students and employees are expected to comply with all local, state and federal laws when participating in a DMU sponsored event. The University assumes no responsibility for students' or employees' individual actions either while in attendance or in transit to or from any event.
- In cases on intoxication and/or alcohol poisoning, health and safety are the primary concerns. Individuals are encouraged to call for medical assistance for themselves or others who may be dangerously intoxicated.
- Failure to comply with University policy may result in sanctions, as outlined in the Professional Integrity Code, the standards of professional behavior defined by each program, and the Employee Code of Conduct.
- Students are required to report any arrests, charges, convictions or pleas of no contest for public intoxication, driving under the influence, driving while intoxicated or the illegal distribution of alcoholic beverages to the Vice President for Student Services within three (3) calendar days of occurrence.

a. Events sponsored by or for students:

On-Campus Events

Alcoholic beverages cannot be served or consumed at University-sponsored or sanctioned student events held on the Des Moines University campus.

No alcoholic beverages can be brought on-campus by individuals to be consumed at student functions.

Alcoholic beverages may not be offered as prizes or awards at any University-sanctioned activity.

Off-Campus Events

For University-sponsored student events held off campus, alcohol may be provided only with the approval of the Vice President for Student Services. With approval, alcohol may be served on a cash basis. Club/SGA funds may not be used to cover the expense of alcohol. Alcohol may not be offered free of

charge and may not be donated for the event.

If alcohol is being served at an off-campus University-sanctioned function, it must be obtained and served by an establishment or caterer in possession of a liquor license. Student organizations and individual students are not permitted to purchase alcohol and provide it directly for consumption at a University-sponsored or sanctioned event.

Student Services will have the discretion to approve the type of alcohol, amount and service of alcoholic beverages at the event, as well as expected attendance, time, location and management of the event.

b. Events sponsored by administration, faculty or staff:

On-Campus Events

Serving alcohol at any on-campus event must be approved by a Dean, Vice President or the President.

Sponsors are to contact Summerfield's Management to make arrangements with Ingersoll Wine and Spirits for the ordering and delivery of alcohol. DMU has partnered with Ingersoll Wine and Spirits to be the designated supplier of alcohol at University-sponsored on-campus events. After the event, Summerfield's Management will dispose of all opened alcohol containers pursuant to its policies and procedures. Any unopened containers will be returned to Ingersoll Wine and Spirits by Summerfield's Management. A restocking fee may be charged if an excessive amount of alcohol is returned. Ingersoll Wine and Spirits will issue an invoice to the University.

Individuals are not permitted to bring alcohol to on-campus events.

Off-Campus Events

Serving alcohol at any off-campus event must be approved by a Dean, Vice President or the President.

If alcohol is being served at an off-campus event, it must be obtained or served by an establishment or caterer in possession of a liquor license.

2. Examples of Violations of the University Alcohol Policy

A partial list of University alcohol policy violations is listed below:

- Selling or providing alcohol to a person under the age of 21.
- Bringing alcohol on campus and/or possessing an open container of alcohol in a common area including, but not limited to bathrooms, hallways, lounges, elevators, lobbies, parking areas or other outdoor spaces.
- Bringing alcohol to an event held off campus, in violation of agreements with hosting entity.
- Adding a controlled substance or other drug to a drink.

3. Driving Under the Influence/Driving While Intoxicated

In Iowa, it is illegal to operate a motor vehicle with a blood alcohol concentration of .08 or higher or while under the influence of another drug (e.g., marijuana, other illegal drugs or certain prescription medications).

Click on this link for more information regarding Iowa's alcohol and drug laws:

<https://coolice.legis.iowa.gov/Cool-ICE/default.asp?category=billinfo&service=iowaCode&ga=83>

In the chapter/section field, type "123" for alcohol laws and "124" for controlled substances laws and then click on submit for complete listings.

B. ILLEGAL DRUG POLICY

Des Moines University prohibits the illegal manufacture, distribution, dispensation, possession and use of illicit drugs and controlled substances on University property at all times by students and employees. Students are required to report any arrests, charges, convictions or pleas of no contest for criminal drug law violation to the Vice President for Student Services within three (3) calendar days of occurrence. Any employee convicted of a criminal drug law violation occurring in the workplace must notify the University Director of Human Resources in writing no more than five (5) calendar days after the conviction. Failure to do so may result in immediate termination of student or employee status.

1. Examples of Violations of University Illegal Drug Policy

Potential violations include, but are not limited to:

- Misusing over-the-counter drugs.
- Misusing or sharing prescription drugs.
- Forging prescriptions.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

C. SANCTIONS

This policy provides flexibility for the University in addressing alcohol and drug-related offenses occurring on- or off-campus. Moreover, it permits the University to address its fundamental mission of health sciences education and the development of competent caring health care professionals while recognizing that there is a need to address violations.

In case of a violation of the standards of conduct set forth by this policy statement, DMU will impose sanctions on students and employees, consistent with local, state and federal laws, the Agreement between the University and Local 1547 of the AFSCME-AFL-CIO, the Employee/Faculty Handbooks and the Student Handbook. Sanctions are dependent upon a number of factors including, but not limited to: the nature and severity of the incident, a student's/employee's conduct history and a student's/employee's cooperation throughout the conduct process.

1. DMU Sanctions – Illegal drug or alcohol use

Sanctions for violations of this policy may range from completion of a rehabilitation program, reprimand, probation, suspension, expulsion or termination and possible referral for criminal prosecution. Examples of possible sanctions include, but are not limited to:

- Medical leave of absence
- Suspension or expulsion from the University
- Notification of law enforcement authorities
- Participation in a drug education activity, at the student's or employee's expense and as determined by the Director of Student Life or the Director of Human Resources
- Mandated substance abuse assessment by an approved agency and required compliance with the agency's recommendations
- Other sanctions as determined by the appropriate University administrator

2. Local, State and Federal Laws

In addition to University imposed sanctions, students and employees may be subject to all legal sanctions under federal, state and local law for the unlawful possession, distribution or use of illicit drugs, alcohol or controlled substances. Legal sanctions include but may not be limited to the following:

- Substantial fines
- Imprisonment
- Probation
- Practice limitations and restrictions
- Loss of professional license or certification

D. HEALTH RISKS

The health risks associated with use of illicit drugs and controlled substances and the abuse of alcohol include, but are not limited to the following:

Alcohol	<i>Short Term:</i> affects moods, dulls the senses and impairs coordination, memory, reflexes, judgment, behavioral changes, self-destructive urges, irritation of the esophagus and stomach (nausea), death <i>Long Term:</i> central nervous system damage, memory loss, cancer of the mouth, stomach ulcers, inflammation/cancer of the liver, high blood pressure, irregular heartbeat, angina, heart attack, malnutrition
Amphetamines (speed, meth, ice, dex, Ritalin, uppers)	<i>Short Term:</i> increased breathing and heart rate, high blood pressure, increased alertness and energy, impaired judgment, impulsiveness, death <i>Long Term:</i> severe anxiety, chronic sleeplessness, malnutrition, heart problems, agitation
Cocaine (coke, nose, rock, blow, crack)	<i>Short Term:</i> anxiety, delusions, headache, nausea, impaired judgment, death <i>Long Term:</i> loss of appetite, dehydration, constipation, impotence, nose and nostril damage, heart problems, psychosis
Designer Drugs (MDMA, X, ecstasy, cat, AMF, TMF, MPPP)	<i>Short Term:</i> euphoria, dizziness, nausea, sweating, increased blood pressure, extreme wakefulness, hyperactivity, loss of appetite, death <i>Long Term:</i> aggression, depression, mood and sleep changes
Hallucinogens (LSD, acid, shrooms, special K)	<i>Short Term:</i> impaired coordination, increased heart rate and temperature, nausea, detachment, fatigue, hallucinations, paranoia, mental confusion <i>Long Term:</i> generally unknown, flashbacks, depression
Inhalants (nitrous oxide, whip-its, paint, glue)	<i>Short Term:</i> irregular heart rate, depressed respiratory rate, nose and eye irritation, nausea, vomiting, spasms, headache, suffocations, death <i>Long Term:</i> brain damage, tremors, poor coordination, speech problems, lung, liver and kidney damage, chromosomal abnormalities
Marijuana (pot, weed, dope, ganja, chronic, purp, grapes, kush, ents)	<i>Short Term:</i> reddening of eyes, dry mouth, increased heart rate and body temperature, hunger, dizziness, drowsiness <i>Long Term:</i> upper respiratory problems, lung damage, lower immune system responses, memory loss, concentration impairment
Opiates (Heroin, smack, morphine, black tar)	<i>Short Term:</i> pain relief, mental confusion, drowsiness, nausea, constipation, muscle constriction, low blood pressure and heart rate, respiratory arrest, death <i>Long Term:</i> chronic constipation, vision impairments, hallucinations
Sedatives (Blues, roofies, GHB, seconal, reds, barbs)	<i>Short Term:</i> dizziness, lethargy, drowsiness, lack of coordination, nausea, death <i>Long Term:</i> chronic fatigue, vertigo, reduced sex drive, visual disturbances
Tobacco	<i>Short Term:</i> increased heart rate and blood pressure, adrenaline production, muscle relaxation, relief of tobacco withdrawal <i>Long Term:</i> lung problems, chronic cough, blockage of blood vessels, chronic respiratory infections and problems, reduced fertility, death

**Health Risks adapted from and used with permission of the University of San Francisco.*

E. SELF AND PEER REPORTING

The University believes that students and employees who have a drug and/or addiction problem need and deserve counseling and support. Whenever possible, DMU develops its standards for professional behavior to prepare students for the licensure requirements of the various health professions represented through our academic programs. In accordance with the self-reporting statutes of many professional boards, any University student or employee who brings his/her own use, addiction or dependency to the attention of University officials will be considered for leniency within the standard disciplinary process if a violation of this policy occurs. A contract may be used to monitor the compliance of the student or employee. Failure to comply with the contract will be handled by reverting the student or employee back to the discipline policy. Even if DMU proceeds with a monitoring arrangement in lieu of disciplinary action, criminal investigations may still proceed at the discretion of the appropriate law enforcement agency.

As is the case with professional health care boards, colleagues are expected to report a licensed peer whom they believe to be impaired. Students and employees who wish to report a colleague who violates this policy are encouraged to allow the individual of concern 24 hours to self-report before they also report.

F. EDUCATION PROGRAMS

Des Moines University provides programming to educate students/employees about the health dangers of substance abuse, as well as legal and professional ramifications, including practice limitations and restrictions, and loss of professional license or certification.

G. COUNSELING & ASSISTANCE

The University will make available substance abuse counseling and/or rehabilitation programs, either through University facilities, pursuant to the terms of our group insurance plans, or by referral in necessary cases for any student or employee in need of such counseling and/or rehabilitation to any appropriate facility.

1. Students: Des Moines University offers confidential, professional counseling for students needing assistance for problems relating to drug and alcohol abuse. Students may obtain information and assistance by contacting the Student Counseling Center at 515-271-1681 or emailing counseling@dmu.edu. Student Health Services can be reached by dialing 515-271-7883.

All students also have access to 24/7 counseling through the Aetna Student Assistance Program.

Call toll free: 1-877-351-7889

E-mail: AskSAP@aetna.com

www.AetnaSAP.com, then enter your DMU student ID

2. Employees: Employees can receive counseling and guidance through the Employee Assistance Center. Counselors are available Monday through Friday, 8 a.m. to 4:30 p.m., or by special appointment.

Phone: 515-263-4004

Address: 1301 Penn Avenue, Suite 305 (Near Lutheran Hospital), Des Moines, IA 50316

H. BIENNIAL REVIEW

Des Moines University will conduct a review of its drug and alcohol prevention programs every other year to assess their effectiveness and the consistency of sanctions and enforcement. Through these reviews, DMU will identify needed improvements and develop the processes to implement necessary changes.

The biennial review will create an inventory of education programs, determine necessary policy revisions, track enforcement sanctions and monitor consistency. The review will also include an assessment of the procedures for annual notification to ensure that students and employees are adequately informed of policies, procedures and possible sanctions. The Vice President of Student Services and the Director of Human Resources will be responsible for conducting the review for their respective areas of responsibility.