

Iowa Western Community College

Reporting Sexual Misconduct: A Guide for Faculty & Staff

If someone discloses an incident of sexual misconduct to you, including sexual assault, stalking, dating/domestic violence, sexual harassment, or exploitation, please take the following steps to ensure their safety and that you follow appropriate reporting protocol.

1. LISTEN <ul style="list-style-type: none">• CONFIRM the person's safety. If they are not safe, help them create a plan to get to a safe place. Call 911 if needed.• PROVIDE nonjudgmental support. Avoid questions that suggest blame or show doubt.• RESPOND with compassion and sensitivity.	2. REFER <ul style="list-style-type: none">• REVIEW reporting options with the person (both the right to file with law enforcement and the right to file a complaint with Iowa Western).• DIRECT the person to on-campus confidential resources.• SHARE off-campus resources.	3. REPORT <ul style="list-style-type: none">• EXPLAIN your obligation to report the information.• CONTACT the Title IX Coordinator to report the incident: Kim Henry at 712-325-3207 or khenry@iwcc.edu• NOTE: As an employee, you are obligated to report what you know.
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REPORTING OPTIONS

To report an incident to law enforcement:

- Council Bluffs Police Department: 911 or 712-328-4701

To report an incident to Iowa Western Community College

- Kim Henry, Title IX Coordinator: 712-325-3207 or khenry@iwcc.edu
- Reanna Heim, Lead Title IX Investigator: 712-325-3728 or rheim@iwcc.edu

A Title IX staff member will contact the person who may have experienced sexual misconduct to share information about available options and resources. **It is up to the person who may have experienced sexual misconduct whether to meet with Title IX staff.**

***NOTE:** Any information reported to the Title IX staff is not to be shared with anyone else, including immediate staff/faculty members or students. Title IX staff will determine if any other employee and/or students need to know of the incident, and will inform them of the incident if necessary.*

CAMPUS-BASED CONFIDENTIAL RESOURCES

The following campus-based resource is the only College entity that has a confidentiality privilege and will keep communications confidential:

Mental Health Support Staff:

- Emily O'Rourke, Mental Health Practitioner: eorourke@iwcc.edu or 712-256-8057
- Kristy Zink, Mental Health Practitioner: kzink@iwcc.edu or 712-325-3378

***NOTE:** Except for the staff members who are the Confidential Resources designated above, all other Iowa Western Community College employees (including student employees), as well as nonemployees with teaching or supervisory authority (e.g. TA's) are obligated to report any information they receive regarding sexual misconduct to the Title IX Coordinator as soon as possible.*

OFF-CAMPUS RESOURCES

Crisis Lines:

- **National Deaf & Hard of Hearing:** 800-787-3224
- **Phoenix House Domestic Violence Shelter and Sexual Abuse Program:** 712-328-0266
- **Hope 4 Iowa:** 844-673-4469
- **RAINN: Rape, Abuse & Incest National Network:** 800-656-HOPE (24 hours)

Community Based Shelters and Counseling Resources:

- **Phoenix House Domestic Violence Shelter and Sexual Abuse Program** (provides sexual violence specific counseling and advocacy): 712-256-2059 or <http://www.dmdiocese.org/sexual-assault-information-and-services.cfm>
- **Heartland Family Services:** 712-325-5616 or <http://heartlandfamilyservice.org/>

ON-CAMPUS SAFETY OPTIONS

The Office of Campus Safety and Security is available to students at the Council Bluffs campus 24/7. This service can be used to make a report of an incident, to request for help with an incident, or to request safety escorts. In the event of an emergency, always contact 911 before contacting Campus Safety and Security.

Kevin Bollinger, Director of Campus Safety and Security: 712-325-3727 or kbollinger@iwcc.edu

Security Officer Hotline: (Call or Text) 402-659-4939