



Annual Security Report October 2013

Introduction

This publication is intended to provide information related to campus security and safety including crime statistics, policies, procedures and other information designed to inform students, employees and visitors about the prevention of crimes and how to respond if a crime occurs. The provision of this information is in compliance with the requirements of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (Public Law 101-542). These policies are adopted as part of the College’s commitment to the safety and security of all members of the College community and to ensure that the College’s environment supports the academic needs of its students while also maintaining a safe place to work and learn. Trinity College and Trinity Regional Health System are jointly responsible for gathering safety information. Annual crime data is additionally supplied by the Rock Island Police Department / Office of the City Clerk and is released through the Freedom of Information Request.

Campus security authority rests with the Trinity Regional Health System Security Department who provides security by monitoring the campus, College parking lot and Trinity Medical Center the Director of Student Services and External Relations is the individual to which students and employees should report criminal offenses. Questions regarding any of the information contained in the College’s Annual Security Report may be directed to the Director of Student Services and External Relations at Trinity College of Nursing & Health Sciences, 2122- 25 Avenue, Rock Island, IL 61201, 309-779-7720.

During business hours, the College is open to students, parents, employees and visitors. During non-business hours, access to general student computer labs, study room and student commons is by identification badge. Trinity identification badges must be worn at all times by employees and students on campus and facilities of Trinity Medical Center. The badge must be visible, non-defaced and worn above the waist. The badge will operate a single door at the main entrance to the College and the south emergency exit. Maintenance personnel regularly check to ensure that locking mechanisms are properly functioning, that pathways are well lighted and that egress lighting is working in hallways.

Emergency Notification

The Office of Student Services at Trinity College will activate its timely warning system to immediately notify the campus community, Trinity Medical Center Security and the Rock Island Police Department upon confirmation of an emergency or dangerous that threatens physical safety (tornado, violence, hazardous material incident, college closure, severe weather, etc.). The Trinity Alert is built upon the Connect-ED System, developed specifically for schools, colleges and universities by Blackboard Connect. Emergency Alerts will also be posted on the website.



College Administration, in their professional judgment, follow the procedure identified below to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus:

1. Determine the severity and extent of the emergency or dangerous situation
2. Determine the appropriate segment or segments of the campus community to receive a notification
3. Determine the content of the notification
4. Initiate the notification system including evacuation of campus, shelter in place, etc. as appropriate

Trinity College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Trinity College collects Emergency/Family Contact Information on the application for admission.

Tracy Poelvoorde, MS, RN	Interim Chancellor; Dean of Nursing and Health Sciences
Lenore T. Knock, M.Ed.	Director of Student Services & External Relations
Lindsey Rives	Executive Assistant to the Chancellor
Lori Graham	Academic Secretary
Emily Myatt	Student Services Secretary
Billy Waite, C.H.S.S./EMT-B	Security Manager & Trinity Medical Center Security Officers All Campuses

Emergency Response Procedures:

Code Red – (Fire)

- Evacuate, if necessary
- Call '55', report location
- Pull fire alarm
- Extinguish, if possible

Code Green – (Person in Need of Medical Assistance on Property)

- Call '55', report need for emergency medical assistance
- Report location
- Stay at site until appropriate personnel arrive



Code Manpower – (Need Help From Security)

- Call '55', report location
- If appropriate, call '911'
- Follow direction of security

Code Weather Warning – (Tornado Sighted Within 5 Miles)

- Turn on lights; close doors
- Close blinds
- Notify all Faculty/Staff/Students/Visitors
- Move to the following locations in the building (Executive Conference Room, Storage Room by Classroom 120, Men's Bathroom, or Leininger Conference Room)

Operation Search – (Bomb Threat)

- If receive call, keep caller on the line, ask for as much information as possible
- Call '55' to report threat
- Turn off all pagers, walkie-talkies, radios
- Search floor to waist, then waist to ceiling; securing area when done
- Remember: 'Stop. Listen. Look.' – BUT DON'T TOUCH
- Call Command Center '2207' to report every 30 minutes, or immediately upon finding suspicious object

Emergency Response to Violent Situation at the College

- Activate the Alarm System – Per Mar will call 911
- Notify Chancellor, Deans, or Executive Assistant
- Clear area of bystanders
- Assist victims if possible

Emergency Contact Sequence:

- Chancellor – 7710
- Dean of Nursing & Health Sciences – 7708
- Director of Student Services and External Relations – 7720
- Executive Assistant - 7730



Clinical sites for students may be held at other locations throughout the Illinois-Iowa Quad City area. Students will follow site specific practices for emergency response and evacuation. These sites include:

Radiography	Trinity Medical Center Bettendorf and Muscatine, IA; Moline and Rock Island, IL; Medical Arts Associates, Moline, IL; Urology Associates PC, Davenport, IA
Respiratory Care	Rock Island Nursing & Rehabilitation, Rock Island, IL; Genesis Medical Center East and West, Davenport, IA; Genesis Medical Center, Illini Campus, East Moline, IL
Nursing	Trinity Medical Center Bettendorf and Muscatine, IA; Moline and Rock Island, IL; ARC, Rock Island, IL; Davenport Iowa School System; Franklin Pediatrics, Moline, IL; Rock Island County Health Department, Rock Island, IL; Trinity Visiting Nurses & Homemakers Association, Moline, IL; Trinity Visiting Nurses & Homemakers Pediatric Care, Moline, IL

Timely communication to the larger community regarding significant College emergencies is disseminated by Trinity Regional Health System Public Relations Manager via the Marketing & Communications Office. In the event of an emergency, Trinity’s emergency operations plan would be activated including an Incident Command Center in the Rock Island Campus Board Room. All internal and external communication regarding the emergency would be disseminated from the Command Center via the Public Information Officer, an established position within the ICC, as necessary.

Procedures to Test Emergency Response

Trinity College conducts annual fire and panic drills and the College Safety Ambassador staff is a member of the Trinity Medical Center Safety Sub-Committee. The following policy is in place to insure the safety of students, employees and visitors to Trinity Medical Center in the case of a fire and/or emergency evacuation and improving preparedness, in accordance with the Trinity Regional Health Center Life Safety Code.

Policy:

- I. Quarterly fire drills will be scheduled to include one drill per shift, per quarter at all Hospitals Rock Island Campus, Moline Campus, and Bettendorf Campus.
- II. A minimum of two drills per shift each quarter will be conducted at the TCU unit at Rock Island Campus, and at the Hospice unit at the Bettendorf Campus.
- III. Drills will be conducted every other month as required in all RYC Residential Facilities, with at least 2 drills per year being conducted during the night shift. All RYC drills shall be conducted with actual evacuations and re-assembly.
- IV. All other facilities owned or leased by TRHS and occupied by 100 or more staff, patients, and visitors at any time shall conduct one drill per year, with actual evacuations.
- V. All drills shall be conducted at varying times during each drill. No two drills should be conducted at the same time in a row; they must vary within the shift, or time of day each and every drill. Each quarters’ drill must be at least 2 hours later or earlier than the prior quarter on all 3 shifts.



VI. Documentation.

- A. Fire Safety Education Training and Orientation will be documented and maintained by the Education Department.
- B. At all off site facilities, the manager or designee must complete the Staff Fire Drill Critique forms for their areas of responsibility and then forward the completed forms to Facilities and they will be kept within the Facilities department fire drill documentation file.
- C. Facilities staff will complete a Facilities Fire Drill Critique form which will be kept in the Fire Drill book on the Joint Commission document cart at each campus.

Equipment:

Three observers, including representation from the Fire Safety Subcommittee when available, Facilities Fire Drill Critique forms, Red Fire Drill card.

Procedure:

- I. Verify location of drill with Facility Services Campus Team Leader.
- II. Notify the associated Fire Department, Rock Island Campus Dispatch Office RICOMM at 9-911, Moline Campus - Moline Dispatch Office 309-797- 0401, Bettendorf Campus - Bettendorf Fire Dept. Dispatch 563- 344-4015, just before the drill and tell them the time and location of the drill and your name.
- III. Perform the scheduled drill. After notification of the staff and shift the drill is to be performed as follows:
 - A. Facility staff.
 - 1. Hand the RED Fire Drill Card to an employee in the drill area and tell him/her where and what the fire is.
 - 2. Observe for all items listed on the Fire Alarm/Fire Drill form and initiate RACE.
 - a. "Rescue", everyone in immediate area was removed and everyone notified of the fire.
 - b. "Alarm" (both #1 # 2 must be used in case of fire alarm maintenance, repairs, or testing).
 - 1) Closest fire alarm pull station to the fire location is to be activated.
 - 2) Operator is to be called from the closest phone to the fire location using "55" phone number.
 - c. "Contain", all doors, windows, and fire/smoke doors in the exit corridor were all closed.
 - d. "Extinguish", fire extinguishers were available.



3. Contact the Switchboard to announce "Code Red All Clear".
- B. Facility staff to verify the following:
 1. Fire Department was contacted and given location and type of fire.
 2. If elevators were recalled then they need to be reset after the fire alarm has been reset. Air handlers should also be re-started as needed.
- IV. Reset the alarm as described in the Fire Alarm Reset Procedure for that building.
- V. Contact the Switchboard to verify Per Mar as well as the Fire Department received the correct alarm, and that the drill is complete.
- VI. Complete all fire drill documentation noting any deviations on the Facilities Fire Drill Critique form. The Facilities staff conducting the drill has the primary responsibility to issue work orders that must be issued to address any deficiencies noted, or other issues followed up on until they are corrected as soon as possible. Documentation should be made on the Critique forms but only after resolution by the person conducting the drill.
- VII. Observers return to the areas they observed and go over any deficiencies noted on the Fire Drill Critique form. A copy of the completed drill forms shall be left for the Department Head or Manager to review.
- VIII. Document time on the Facilities departmental P.M. System.
 - A. NOTE: If any problem occurs with the Fire Alarm System during the drill, notify the Manager/Director of Facility Services immediately.
 - B. All Fire Drill Critique forms should go to the chair of the Life Safety sub-committee in Facilities for review, be scanned and entered in the database for review during the Life Safety Sub-committee meetings every other month.
 - C. A work order will be generated for each deficiency noted on the form. This information will be reviewed by the Life Safety Subcommittee and quarterly reports made to the TRHS Safety Committee

Timely Warnings

Crime alerts, issued by Trinity Medical Center Security Department and/or the Rock Island Police Department are communicated to the College when crimes have already occurred on campus or in the community and represent an ongoing threat to Trinity College students and staff. The Director of Student Services and External Relations will issue a warning as soon as possible on the Alerts website, by making a general caution announcement, and posting a notification bulletin including the offense, suspect, picture if provided and action to be taken on campus and through use of emergency notification text and/or voice mail.

The Trinity Medical Center Security Department officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Trinity College. The security officers have authority to assist and address issues in the College parking lot. Security officers respond to all panic and fire alarms on campus.



The Trinity Medical Center Security Department maintains a close working relationship with the Rock Island Police Department. Together they work closely when an incident occurs that may require joint investigation efforts, resources, crime related reports and exchanges of information. There is no written memorandum of understanding between the TMCS and the RIPD.

Trinity College's officially recognized student organizations include the Student Government Association (SGA), Phi Theta Kappa International Honor Society, and the BSN-Honor Society. Students engaging in official activities off-campus are bound by the general standards of behavior as listed in the Code of Conduct. Students are expected to recognize their professional responsibility to themselves, patients, families and other health care professionals. Monitoring and recording of concerns would be the authority of staff and faculty advisors and the local police authority.

Crime Awareness

Trinity College of Nursing & Health Sciences is concerned for the safety and well-being of the Trinity community and its guests, and is committed to providing a safe and secure environment. No campus is isolated from crime and Trinity has taken measures to affect the well-being of persons on campus.

Trinity Medical Center Rock Island's Safety and Security Department is responsible for all enforcement of security matters for the College. Trinity offers a comprehensive crime-prevention program, which has two major goals:

- To eliminate or minimize criminal opportunities whenever possible.
- To encourage students, faculty, administration and staff to be responsible for their own security.

Educational programs on personal safety include poster displays in the Student Commons. The New Student Orientation for spring term starts and again for summer and fall term starts include a presentation by a Trinity Medical Center Security Officer and the College Title IX Coordinator. The Officer covers the following information: important phone number, identification and prevention of most common types of campus indoor and outdoor thefts, information on the various ways Security Officers will assist students; individual student safety on and off campus, vehicle accidents including most common types of accident and prevention information, tips on how to describe suspicious persons, level of officer service/assistance student can expect, Security Department requirements with an Order of Protection. The College Title IX Coordinator provide training to ensure that students likely to witness or receive reports of sexual harassment and sexual assault are informed on: what constitutes sexual harassment, identification of sexual assault crimes, steps to follow when victim of either, how to file a complaint as a victim of a sex offense or observer, support for victims and observers, consequences of violations, and questions and answers. Students transferring general education



coursework to Trinity for prerequisite course Psychology 219 Understanding Human Sexuality receive additional teaching/learning content. Additionally, Trinity Medical Center requires netlearning completion prior to student attendance in the medical center and these learning modules are required of all employees prior to their first day on the job. The Title IX Coordinator will also maintain appropriate documentation regarding training and the receipt of complaints and their investigation and resolution.

The campus community can access state law enforcement agency information concerning registered sex offenders for Illinois at <http://www.isp.state.il.us/sor/> and for Iowa at <http://www.iowasexoffender.com/>.

Background Checks

The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) recommends background checks for health science students working in hospitals. A criminal background check revealing a conviction for certain crimes could result in a ban from participation in clinical rotations and thus prevent graduation.

Trinity College of Nursing & Health Sciences employs a third party service to conduct the required criminal background checks on all accepted students. Accepted students are required to complete the background check online process as defined in their acceptance letter. No student will be allowed in a clinical area without verification of a [background check](#).

Students will receive a copy of their criminal background information from this service. All costs associated with this service are the responsibility of the student.

Campus Violence Policy

Trinity College of Nursing & Health Sciences and its respective entities are committed to maintaining a safe working and learning environment for all members of the Trinity community. Paramount to achieving Trinity's vision is a climate that utilizes constructive methods of conflict resolution and in which violence is strictly prohibited.



Violence includes, but is not limited to, any act, behavior, conduct or statement that:

Carries an expressed or implied threat or intent to endanger the safety of an individual and/or causes harm to a person or property.

- Is physically assaultive.
- Is obsessively directed, e.g. intensely focused on a grudge, grievance or romantic interest in another person and reasonably likely to result in harm or threats of harm to persons or property.
- Is bias-motivated, e.g. focused on a bias toward one's race, color, religion, national origin, sexual orientation, gender or disability and reasonably likely to result in intimidation or harm to persons or property.
- Involves carrying or displaying weapons.
- Involves destroying property, blocking paths for the purpose of intimidation or throwing or pounding objects in a threatening manner.
- Is unreasonably disruptive to one's job performance or Trinity College of Nursing & Health Sciences' ability to execute its mission.

Reporting Criminal Actions

- **Threat or Threatening Behavior:** A threat is any statement or action, expressed or implied, that could cause a reasonable person to fear for the safety of him/herself, that of another person, and/or College property. Examples of threats include, but are not limited to words or actions which intimidate; harassment; stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity; and the use of communication mediums to threaten such as telephone, fax, electronic or conventional mail.
- The College has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees and visitors to be alert to the possibility of violence on campus. As part of the College community, all students, employees, and visitors are responsible for reporting violence they experience or witness. A person seeking advice from the Employee Assistance Plan/Student Assistance Plan counselor may be encouraged to report as required by the counselor's licensure and/or certification.
- Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the College may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they will often not have all the facts and they could impair the investigation by divulging information to persons outside of the investigatory process. Witnesses to a crime may voluntarily report such incidences to the Director of Student Services and External Relations. The College prohibits retaliation against persons who in good faith report violations of policy or cooperate in an investigation. The College also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts of violation of policy.



Reporting Immediate Threat:

- To report criminal actions or other emergencies occurring on campus dial 911 to contact the Rock Island Police Department or Fire & Rescue Department. Dialing “55” on College phones will reach the Trinity Medical Center Emergency operator.
- In the classroom, red panic alarms are located near classroom doors and beneath the instructor station. Testing of the panic alarm buttons and the parking lot security alarm is conducted annually by the Director of Student Services and External Affairs’ designee, the College Safety Ambassador. Fire drills are conducted by the Safety Ambassador. Monthly inspection of the campus fire extinguishers is conducted by the College’s Safety Ambassador. Inspection of the fire alarm system is conducted annually by Midwest Alarm Services in conjunction with Trinity Regional Health Systems Rock Island safety officer. Quarterly safety reports are compiled by the Safety Ambassador in coordination with Trinity Medical Center.
- An emergency phone is located in the parking lot. Any suspicious activity or person seen in the parking lot or loitering around vehicles should be reported to the Trinity Medical Center Security on the Rock Island campus. Located in the center of the Trinity College of Nursing & Health Sciences parking lot is a Blue Light Emergency Phone Station, this is a direct line to the Trinity Safety and Security department. This 9' tall tower acts as a crime deterrent and serves as an emergency communication system. This tower is wheelchair accessible and has a highly visible push button on its faceplate. A single touch on the push button summons campus officers to your specific location and triggers the bright blue police-type strobe light on top of the phone, which brightly lights the surrounding area.
- Exterior lighting for parking lots and buildings are monitored by the security guards that report deficiencies to Trinity Facilities Services. Security guards patrol all building and parking facilities and inspect internally and externally. Students are encouraged to report any lighting or security concerns to the Student Services staff as soon as they occur. All students must register their vehicle during new student orientation.
- Crimes at the Medical Center can be reported to the Manager of Security by dialing 309-779-2872 and/or be reported by dialing “55” on medical center phones. A switchboard operator will recognize this as a priority call. The operator will notify security officers to report to the needed area. The Security Office will notify local fire and/or police officers if needed.
- Employee/Student Assistance Program is available 365 days per year, 24 hours by day by calling 800-383-7900 or 309-779-2273.
- Notifications can be found on the Trinity College of Nursing & Health Sciences home page www.trinitycollegeqc.edu



Procedures for Reporting Sexual Assaults

If you or someone you know is a victim of a sexual assault, domestic violence, dating violence, and/or stalking, your first priority is to get to a safe place. You should then obtain necessary medical treatment. An assault should be reported directly to the local police department and the victim must complete a report. Filing a police report will not obligate the victim to prosecute and will:

- Ensure that a victim receives necessary medical treatment;
- Provide the opportunity for collection of evidence which cannot be obtained later (ideally a victim should not wash, douche, use the toilet or change clothing prior to a medical exam);
- Assure the victim has access to confidential counseling from the Student/Employee Assistance Program;
- If a victim opts to notify the appropriate law enforcement authorities, the Director of Student Services and External Relations will provide assistance upon request.

Notification to Victims of an Alleged Sex Offense

Trinity College will inform the Complainant and the Respondent in writing of the outcome of the investigation. If a violation is found, the Complainant will also be advised of the sanction or disciplinary action imposed, if any. Trinity College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted against a student who is the alleged perpetrator of such crime or offense, or, if the alleged victim is deceased as a result of such crime or offense, to the next of kin of such victim.

The College is committed to:

- encouraging and assisting in reporting of sexual assault/abuse to the appropriate law enforcement authority
- informing students of available services both within the College and surrounding community and facilitating their decision-making in regards to recovery needs
- ensuring the confidentiality of an individual's status as a survivor of sexual assault/abuse
- upon request, reviewing available options for modifying academic environments and implementing modifications if such modifications are reasonably available.
- providing educational programs which promote the awareness of sexual assault/abuse and target prevention of such acts

Federal Campus Sexual Assault Victims' Bill of Rights Act

1992 Amendment to Jeanne Cleary Act

- Right to be treated with dignity and have accusation taken seriously
- Right to notify law enforcement and be free from pressure not to report
- Right to be free from suggestion that accuser is somehow responsible



- Right to be made aware of and assisted with testing for diseases
- Right to counseling services
- Right to have steps taken to minimize academic contact with accused, including changing academic and living situations
- Right to be free from intimidation in campus housing/accommodations
- Same right as accused to have others present
- Right to notification of outcome of any disciplinary proceeding

Procedures for Reporting Non-Immediate Threats

Members of the College community are encouraged to report other behavior that is unusual or threatening even if it is not perceived as an immediate, dangerous or imminent risk. To report concerns that may not pose an immediate threat, the concerns can be in writing or contact the Director of Student Services and External Relations. Concerns should include the behaviors involved and the feelings and reaction evoked by the behavior. Concerns over the conduct of a student, employee or visitor on campus, may be reported to the following persons:

1. Faculty, Dean of Nursing & Health Sciences or the Director of Student Services and External Relations if the concern is about a student
2. The Director of Student Services and External Relations if the concern is about a student, College employee or visitor
3. The Chancellor or Dean of Nursing & Health Sciences and the Employee Relations Manager, Human Resources of Trinity Medical Center, if the concern is about a College or Trinity Medical Center employee

Additionally, for non-emergencies, dial 309-732-2677 for the Rock Island Police Department.

Corrective Action

Trinity College of Nursing & Health Sciences does not tolerate violence toward or by any of its employees, students or others conducting business or otherwise associated with the organization. Violence on the College property is strictly prohibited. Quality health care education requires recognition of and adherence to established policies, procedures, regulations, practices and high standards of performance. Trinity College retains the authority to withdraw from class, clinical experience or observation area any students whose conduct may have a detrimental effect on themselves, the College, employees, patients, visitors, clients, or other students.



College administration, faculty, or student services personnel may initiate corrective action when a student's unacceptable behavior or disregard for College policies and procedure warrants such action. Violations which are determined to threaten or cause imminent danger or harm, or are of such a serious nature that immediate action is required, may result in a student's withdrawal from their course of study and dismissal from the College. In situations where unacceptable behavior can be effectively addressed through a corrective action plan, the following procedure will prevail:

- Verbal discussion and assessment of the situation and behavior (with written documentation in confidential file)
- Written corrective plan of action
- Assessment of improvement
- Verbal and written notification of warning
- Withdrawal from course of study
- Dismissal from the College

The corrective action will depend upon the scope, seriousness, and/or repetitiveness of the violation. The number and sequence of corrective steps required may vary according to the seriousness of the offense.

Crimes required to be reported by the Cleary Act FBI Uniform Crime Report Definitions

Criminal Homicide, Murder, and Non-negligent Manslaughter – one person willfully killing another

Negligent Manslaughter – the killing of a person through gross negligence

Robbery – the taking or attempting to take anything of value from the care, custody, or control of a person or a group of people by force, the threat of force/violence, or by putting victim in fear

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

Burglary – Unlawfully entering a structure with intent to commit a felony or theft.

Motor Vehicle Theft – The theft or the attempted theft of a motor vehicle.

Arson – Willful or malicious burning or the attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, air craft, or personal property of another.



Sex Offenses

Non-forcible – unlawful sexual intercourse includes two types of non-forcible sex offenses: incest and statutory rape.

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

Statutory rape- Sexual intercourse with a person who is under the statutory age of consent.

Forcible Rape – the carnal knowledge of a person, forcibly and /or against the person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent due to youth or temporary or permanent mental or physical incapacity.

Forcible Sodomy – oral or anal sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly or against that person’s will where the victim is incapable of giving consent due to his/her youth, temporary or permanent mental or physical capacity.

Forcible Fondling – touching of the private body parts of another person for the purpose of sexual gratification, either forcibly and/or against that person’s will or not forcibly or against the person’s will where the victim is incapable of giving consent due to his/her youth, temporary or permanent mental or physical incapacity.

Sexual Assault with an Object – Use of an object or instrument to unlawfully penetrate the genital or anal opening of the body of another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable or giving consent due to his/her youth, or temporary or permanent mental or physical incapacity.

Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation or ethnicity/national origin. The College reports Hate Crimes on campus and on public property immediately adjacent to and accessible from campus. For Clery purposes, hate crimes include any offense in the following two groups that is motivated by bias. The Handbook for Campus Safety and Security Reporting places into 2 groups for clarity purposes. Group A include all basic offenses except, negligent manslaughter and weapons: carrying, possessing etc., drug abuse violations and liquor law violations none of which can be classified as a hate crime. The second group, Group B consists of offenses in addition to the main offenses required by Clery.



Group A

- Murder and non- negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Group B

- Larceny-Theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

Crime Statistics

Trinity College and its respective entities are committed to maintaining a safe working and learning environment for all members of the Trinity community. Paramount to achieving the Trinity vision is a climate that utilizes constructive methods of conflict resolution where violence is strictly prohibited.

The Director of Student Services and External Relations prepares the annual report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics. The report is compiled from annual data and is prepared in cooperation with Trinity Regional Health Systems, Rock Island Security Manager and the Rock Island Police Department. Each entity provides updated information to comply with the Act. The full text of the report is located on the College website at www.trinitycollegeqc.edu and available in Student Services. Students and staff are notified each October of the availability of the current year's report.



CRIME STATISTICS REPORTING									
OFFENSE	ON-CAMPUS PROPERTY*			NON-CAMPUS PROPERTY**			PUBLIC PROPERTY***		
	2010	2011	2012	2010	2011	2012	2010	2011	2012
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrest: Weapons: Carrying, Possessing, ETC.	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, ETC.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0

HATE CRIME STATISTICS REPORTING									
OFFENSE	ON-CAMPUS PROPERTY*			NON-CAMPUS PROPERTY**			PUBLIC PROPERTY***		
	2010	2011	2012	2010	2011	2012	2010	2011	2012
No Hate Crimes Reported	0	0	0	0	0	0	0	0	0

Definitions

*On-Campus Property – The building and contiguous property owned by Trinity College of Nursing & Health Sciences.

** Non-Campus Property – Any building owned or controlled by Trinity College of Nursing & Health Sciences that is used in direct support of College educational purposes.

***Public Property – All public property that is immediately adjacent to and accessible from Trinity College of Nursing & Health Sciences.



Harassment Policy

Trinity College of Nursing & Health Sciences is committed to providing an environment that is free of sexual and/or other forms of harassment. Students who believe they have been sexually harassed should report such activity to the Dean/Program Coordinator/Director of Student Services and External Relations. Sexual harassment is illegal under Title VII of the 1964 Civil Rights Act for employees and under Title IX of the Education Amendments of 1972 for students. In addition, the State of Illinois discrimination laws prohibit sexual harassment.

Title IX Policy

Title IX of the education Amendments of 1972 (20 U.S.C. §1861 et.seq.) prohibits any entity that receives federal student financial assistance from discriminating against individuals on the basis of sex in education programs or activities. Therefore, it is the policy of Trinity College of Nursing & Health Sciences that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an academic, extra-curricular, research, occupational training, or other education program or activity conducted or sponsored by the College. This also includes discrimination on the basis of sex in employment decisions and in admissions. It is the policy of Trinity College of Nursing & Health Sciences that no action may be taken in retaliation against anyone making a good faith report of a Title IX violation.

Additional Guidance:

Sexual harassment, including acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers not only to physical sexual acts perpetrated against a person's will, but also to instances in which a person is incapable of giving consent due to his or her use of drugs or alcohol or a mental or other disability. Other forms of sexual harassment include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. The College has designated the Director of Student Services and External Relations as the Title IX coordinator. Trinity students or employees who believe that they are the victim of sexual or other forms of harassment should bring this fact to the attention of any of the following:

- Director of Student Services and External Relations (Title IX Coordinator)
- Dean of Nursing & Health Sciences
- Faculty
- Employee Relations Manager, Human Resources, Trinity Medical Center
- Corporate Compliance Committee, Trinity Regional Health System
- Employee Assistance Program/Student Assistance Program Counselor



All members of the Trinity College community are expected to comply with this policy and violations of it may lead to disciplinary action up to and including termination of employment or dismissal from the College. Likewise, all members of the College community are expected to report violations to the title IX coordinator, and if necessary, intervene whenever instances of sexual harassment are observed.

Dissemination:

This policy is disseminated within the College community, including in electronic and printed publications of general distribution that provide information to students and employees about the College's services and policies.

Office for Civil Rights:

Inquiries concerning the application of Title IX also may be made to the U.S. Department of Education's Office for Civil Rights located at 400 Maryland Avenue, S.W., Washington, D.C. 20202-1100

Procedures for Handling Complaints under Title IX: Including Sexual Harassment

Investigation:

Any student, faculty, staff, or other person who believes he/she has experienced or witnessed conduct prohibited by Trinity College of Nursing & Health Sciences under its Title IX policy must immediately notify the College's Title Coordinator who is the Director of Student Services and External Relations at 309-779-7720.

All reports of sexual discrimination, including sexual harassment will be promptly and thoroughly investigated by an appropriate College official.

If the complainant requests confidentiality or requests that the Report not be pursued, the College will take all reasonable steps to investigate and respond to the Report consistent with the request. In such cases, however, the ability of the College to respond to the Report may be limited. Moreover, requests for confidentiality will be weighed against the College's responsibility to provide a safe and nondiscriminatory environment for all students and employees. Therefore, the request for confidentiality cannot be guaranteed but will be weighed against such factors as, but not limited to: the seriousness of the alleged offense, the complainant's age, and whether there have been other complaints against the same individual. All participants in any Report are encouraged to respect confidentiality to protect the privacy and reputations of all individuals involved. Obviously, individuals may have appropriate and confidential discussions with the counseling center regarding the matter. Any



unauthorized breach of confidentiality may result in disciplinary proceedings up to and including expulsion from the College and discharge from employment.

No person will suffer employment, educational, or other program consequences as a result of making a good faith Report or taking part in the investigation of a Report. However, an individual who alleges a Report against another, which that individual knows to be false or frivolous, will be subject to the full range of corrective action, up to and including discharge or expulsion from the College.

During the investigation, both the Complainant and the Respondent will be given the opportunity to present witnesses and other relevant evidence. The goal is to have the investigation completed within 10 business days. Both the Complainant and the Respondent will be given periodic status updates. If a related criminal complaint has been filed, it may be necessary to delay the College's investigation of the Report so as not to interfere with the criminal investigation. However, the College's investigation will not be deferred until final disposition of the criminal proceeding.

The College will act to ensure a respectful environment, which includes considering any interim measure that may be required to ensure that any improper conduct ceases immediately, and taking corrective action to prevent recurrence of the inappropriate conduct.

The validity of the Report will be based on a preponderance-of-the-evidence standard. Final decision on Reports will be made as follows:

Reports against students will be decided according to the Student Code of Conduct.

Reports against faculty will be decided according to the guidelines as outlined in the Faculty Handbook and the Dean of Nursing & Health Sciences.

Reports against staff, including administrators will be decided by the Chancellor.

Report against a dean or director will be decided by the Chancellor.

Reports against the Chancellor will be decided by the Chair of the Board.

Trinity College will inform the Complainant and the Respondent in writing of the outcome of the investigation. If a violation is found, the Complainant will also be advised of the sanction or disciplinary action imposed, if any.



Appeals:

Either the Complainant or Respondent may appeal decisions on Reports, including corrective action if any. However, any challenge to the actual finding of a violation must be based on newly discovered evidence, which had it been available at the time of the original investigation, would have had a substantial likelihood of resulting in a different decision. A challenge to the disciplinary action taken must be based on an assertion that it is disproportionate to the offense.

Appeals of Reports against students: The appeal procedures are outlined in the Student Code of Conduct and are incorporated by reference in this policy.

Appeals of Reports against faculty: The Complainant or Respondent may appeal a decision, including corrective action if any, to the Dean of Nursing & Health Sciences within 10 business days, absent extenuating circumstances. The decision of the Dean is final.

Appeals of Reports against staff including administrators: The Complainant or Respondent may appeal a decision, including corrective action if any, to the Chancellor within 10 business days of that decision absent extenuating circumstances. The decision of the Chancellor is final.

In cases of the resolution of a Report, against a dean or director, the Complainant or Respondent may seek reconsideration of the Chancellor's decision and the Chancellor may, in his/her discretion, designate another individual or individuals to recommend a decision on reconsideration. The decision of the Chancellor or the Chancellor's designee on reconsideration is final.

In cases of resolution of a Report against the Chancellor, the Complainant or Respondent may seek reconsideration of the Chair of the Board's decision and the Chair may designate an individual or individuals to recommend a decision on reconsideration. The decision of the Chair of the Board or the Chair's designee on reconsideration is final.

Appeals must be in writing and contain the following information:

- Name, college address, and email address of the Complainant.
- Name, college address, and email address of the Respondent.
- A statement of all decisions, including corrective action if any, at all levels in the process.
- A detailed statement of the basis for the appeal including the specific facts and circumstances in support of the appeal.
- Requested action, if any.



The College official or his/her designee deciding the appeal may take any and all actions that in his/her discretion she/she determines are in the interest of a fair and just decision. The Complainant or Respondent may request a meeting with the College official; however, the decision to grant a meeting is at the discretion of the College official. The College official may uphold, reverse, or modify any decision or corrective action, forward the matter for action under any applicable College policy, or take any other action in the interest of a full and fair resolution of the appeal. The College official will make his/her decision and notify the Complainant, Respondent, underlying decision maker, and others on a need to know basis in writing as soon as reasonably possible under the circumstances.

Substance Abuse Policy

It is the intent of the College to maintain a drug-free, healthy, safe, and secure educational environment. It is the policy of the College to prohibit the purchase, possession, use or abuse, sale, distribution, or manufacture of any controlled substance on campus. Any student bringing non-prescribed or illegal drugs or alcoholic beverages to the campus, using these on the grounds, or dispensing, manufacturing or selling them on the premises may be subject to legal as well as disciplinary action up to and including immediate dismissal from the College.

A substance abuse prevention program is provided in an effort to educate students. All incoming students will receive both written and verbal content relating to substance abuse. Anyone who observes a student exhibiting problematic behavior indicating potential chemical dependency has the obligation to report it to the Dean of Nursing & Health Sciences. The Dean of Nursing & Health Sciences will then refer the individual to an appropriate agency for professional evaluation. The findings of the evaluation must be submitted to the College Chancellor. All information is handled in a confidential manner. Trinity College recognizes chemical dependency as an illness and a major health problem. It also recognizes substance abuse as a potential health, safety and security problem. Students are expected to perform College responsibilities in a condition appropriate to the level of quality and attention required.

Drug Testing

Any student who reports to class, clinical, or any learning experience under the suspected influence of alcohol or an illegal drug(s) substance will be taken immediately for drug testing accompanied by a College official/designee. In this case, the College will assume the costs of the blood/urine tests. At the time of any incident of suspected abuse, the College has the right to request drug tests, with the cooperation of the student. If the drug tests results are positive, this forms grounds for warning/dismissal from Trinity College. If the student refuses to cooperate with the College's request, the resulting action may include, but is not limited to, dismissal from Trinity College. At the time of any incident, the student may request immediate blood/urine tests to disprove allegations. If this is done, all costs of the blood/urine tests would be the student's responsibility.



Treatment Options

If chemical dependency treatment is indicated by the evaluation report, the student must enter a treatment program in order to remain in their program of study. The student must provide evidence of treatment progress and participate (see Authorization for Release of Health Information) up to graduation. Refusal to follow through with the evaluation process or evidence of inadequate progress will necessitate a review to determine student status. In such circumstances, a student may be required to take a Leave of Absence from the program. Return from a Leave of Absence is contingent upon evidence of successful completion of a treatment program.

If a student continues to exhibit problematic behavior indicating ongoing substance abuse, further evaluation may be necessary. Professional evaluation indicating ongoing abuse will result in dismissal of the student. Students may seek evaluation and treatment services from agencies of their choice. Costs for services are the responsibility of the individual student. Trinity College complies with all of the requirements of the Drug Free Workplace Act of 1989, P.L. 101-226.

Campus and Community Resources

Substance abuse and addictions counseling services are available to employees through Trinity Medical Center and the Employee Assistance Program (EAP). To request information or an appointment with EAP call 800-383-7900. Students may make an appointment for referral of substance abuse and/or addictions counseling by calling the Director of Student Services and External Relations at 309-779-7720.