Annual Security Report, Campus Crimes
and
Security Policies & Procedures

June 2025

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Introduction

Welcome to Mercy/St. Luke's (MStL) School of Radiologic Technology. Choosing a place to continue your education and prepare for a career is a major decision for students and their families. Along with a quality education, the issue of campus security and safety is of vital concern.

Because safety is a community issue, the Security staff at Mercy Medical Center and St. Luke's Hospital, working together in partnership with students, faculty, employees, and local law enforcement agencies can make this community a safer place to live, work, and learn.

All safety and security policies are discussed with students in detail during Orientation, (prior to students beginning the program) and again within the first week of the program. The St. Luke's Security Manager provides annual education to enrolled students, faculty, and staff regarding security procedures and practices that encourage students to be responsible for their own security and the security of others.

All didactic and clinical education takes place on the campuses of Mercy Medical Center and St. Luke's Hospitals. Therefore, the policies and procedures of the respective hospitals apply to students while they are inside their respective assigned hospital. The Program Director of the MStL School of Radiologic Technology works in conjunction with the Security departments of both hospitals to assure student safety. In most instances, the program does not have a separate policy from each of the hospitals' policies.

In the information that follows, you will find campus crime statistics for the last three years as well as safety related policies and procedures. Information is prepared in accordance with the ***Crime Awareness and Campus Security Act*** enacted by Congress in 1990. The act was amended in 1992, 1998, and 2000. In 1998, the law was renamed the ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*** The ***Clery Act*** as it is commonly referred to, requires all institutions of higher education give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported, and disseminated to the campus community, and also submitted to the U.S. Department of Education. Crime statistics are obtained from the Cedar Rapids Police Department annually. The act is intended to provide accurate, complete, and timely information about safety on campus so that you may make informed decisions.

The 2013 Violence Against Women Reauthorization Act amended the Jeanne Clery Act to afford additional rights to campus victims of sexual assault, domestic violence, dating violence, and stalking.

The Program Director prepares this publication annually for all students, parents, faculty, and staff at MStL. The information is summarized in the form of written notice on an annual basis to all enrolled students, faculty, and staff of the MStL program. Included in the written notification is the direct link to access the full report online. Additionally, the publication is posted on the School's webpage of both hospitals at https://www.unitypoint.org/cedarrapids/school-of-radiologic-technology.aspx and https://www.mercycare.org/employment/school-of-radiologic-technology/ for general public access as well as on Populi, the program's online college management system, for students, faculty, and staff access at any time.

Questions regarding any of the information contained in this report may be directed to the Program Director, Ashley Balliet.

To obtain a printed copy of the report or any other information, contact the Program Director at 1026 "A" Avenue NE, Cedar Rapids, Iowa 52402 or call us at 319-369-7097.

The Role of Security

Security Officers at Mercy Medical Center and St. Luke's Hospitals patrol their respective campuses, respond to emergencies and other calls for service, walk through the campus buildings, and facilitate a variety of safety and security presentations.

Security officers may ask persons for identification to determine whether individuals have legitimate business at the hospitals. Security officers have the authority to investigate minor offenses involving rule violations and to make a referral to the appropriate area of the hospital. Campus security officers may detain persons until local authorities arrive on scene (citizens' arrest), but do not possess other arrest powers. Officers do not carry firearms. Criminal incidents are referred to the local police who have jurisdiction on campus. The Security office at both hospitals maintains a highly professional working relationship with the Cedar Rapids Police Department as well as all other local law enforcement agencies. There are no contractual or written agreements with area law enforcement agencies at either hospital.

Services Offered:

- 24-hour, 365 days a year campus service.
- Enforcement of hospital, as well as local, state, & federal laws and regulations.
- Investigative reports and criminal investigation.
- Escorts for students, faculty, and staff.
- Jump starting of vehicles on campus.
- Reporting and resolution of environmental safety issues, exterior lighting, signage and other physical hazards.
- Monitoring and enforcement of driving/parking regulations.
- Annual safety/security presentations to enrolled students, including topics such as personal safety, active shooter, crime prevention, and alcohol and drug abuse.

Escorts:

It is a good idea to use the Security escort service, particularly when walking on campus during hours of darkness. Security Escorts can be reached by calling 398-6087 at Mercy Medical Center or 369-8888 at St. Luke's Hospital.

Firearms:

Firearms or weapons of any kind are strictly prohibited on the campus of both hospitals. Students discovered with weapons of any kind will be subject to disciplinary action including suspension or dismissal from the MStL program. Weapons come in many forms; the following items are a few examples of items that are prohibited:

- Pistol, revolver, or any weapon designed or intended to propel a missile of any kind (this includes air soft, paintball, BB or pellet guns, potato guns and other such homemade devices)
- Knife having a blade of two or more inches (carrying pocket knives is discouraged)
- Straight-edge razor or razor blade
- Spring stick
- Bat, club, or other bludgeon-type weapon
- Nun chahka, nun chuck, nunchaku, shuriken
- Throwing star or oriental dart
- Stun gun or taser

The possession of a valid firearms permit or license to carry does not exempt students or staff from the provisions of this policy.

Reporting Crimes & Emergencies

Anyone on the hospital campuses who witnesses or is the victim of a crime or any criminal activity should contact one of the following:

Security - Mercy Medical Center (319-398-6087)

Security - St. Luke's Hospital (319-369-8888)

Cedar Rapids Police Department (911)

Students in the MStL program may contact any of the above, or the Program Director of the MStL program, (319-369-7077).

Persons making crime reports should include as much information as possible, including location, nature of any injuries, description of possible criminals, and a brief description of what happened. Security officers will respond, act if appropriate, investigate, and file a report. Off-campus incidents should be reported to the Cedar Rapids police department. Assistance in contacting these agencies is available through Security at both hospitals. Stay on the line until help arrives or the dispatcher tells you to hang up.

All crimes reported to the Program Director or Clinical Coordinators will also be reported to the respective Security Office. The Cedar Rapids Police Department and Security at both hospitals encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the CR Police Department cannot hold reports of crime in confidence, unless the release of such information would pose a threat to the investigation or the safety of an individual.

Pursuant to Iowa Code Section 261.9(1)(h), any Mercy/St. Luke's College of Radiologic Technology employee located in Iowa who in the scope of the person's employment responsibilities examines, attends, counsels or treats a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to the Security Department or Program Director and the employee shall immediately make a report to local law enforcement.

Accurate and prompt reporting of all crimes to Security and appropriate law enforcement agencies is highly recommended, even when the victim of such crime elects or is unable to make such a report. The victims of any campus crime will be encouraged to attend counseling, either through pastoral care or the employee assistance programs offered at both hospitals.

Crime victims as well as persons reporting a crime may file a report confidentially with the Security Department or the Program Director. The filing of a confidential report will provide timely documentation of important information and assist us in targeting future prevention efforts.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor - An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor - An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Crime Reporting Areas

The Campus Security Act defines three areas where crime must be reported by an institution:

(1) Campus: What most people think of as the main part or core of the "college". In our case, this refers to Mercy Medical Center and St. Luke's Hospital buildings. These are buildings owned or controlled by the hospitals and are located within the confines of the main campuses.

(2) Non-campus Building or Property: Owned or controlled by the hospitals, used for educational purposes, & frequently used by students

(3) Public Property: Within the campuses or immediately adjacent to the campuses.

Private properties adjacent to campus, including apartment complexes are not owned or controlled by the College, and are not required to be reported in the crime statistics.

Building Access

The classroom on the St. Luke's campus is located at 810 1st Avenue NE rather than in the main hospital building. This building is locked in the evening and remains locked during the overnight hours. The building is unlocked at 7:30 am, Monday thru Friday. The main hospital buildings of both hospitals allow access 24 hours a day, although access is primarily available through the Emergency Entrance after 9 pm. The classroom on the Mercy campus is in Radiology. The classroom is typically unlocked at 7:00 am Monday through Friday and is not accessible to students after 4 pm Monday through Friday, on weekends, or when the school is closed for holidays. Exceptions to regular hours may be arranged by contacting the Program Director (369-7077) who will notify Security of special arrangements. Afterhours access to buildings or offices may be gained by contacting the respective Security departments.

No residence housing is offered to students at Mercy Medical Center or St. Luke's Hospital. The program does not have any officially recognized student organizations with off-campus locations.

Incident Log & Safety Alerts

Incident Log:

Security at each hospital maintains an incident reporting log, which is available for public view during normal business hours, Monday through Friday. The log is in the Security departments' main offices on the respective hospital campus. Since the main office for the MStL School of Radiologic Technology is located on the St. Luke's campus, a separate daily crime log is not maintained by the program. All release of information is subject to federal and state restrictions and in accordance with Chapter 22 of the Iowa Code.

Safety & Crime Alerts (Timely Warning):

Whenever a situation may pose an immediate potential serious threat to students, faculty, or staff, safety alerts are issued at the hospitals through e-mail and telephone. Mercy Medical Center utilizes the Lynx Emergency Notification system. When any type of emergency arises, a notification is automatically sent to the desktop of all computers within Mercy Medical Center. St. Luke's Hospital uses a mass notification system through AmCom called E-Notify. It sends out mass phone and e-mail notifications to any group or groups of people in the system and offers two-way communication so you can know who received the emergency message.

Additionally, the Portal at Mercy Medical Center and the Intranet at St. Luke's Hospital are used methods for notification. If there is an imminent threat to the students, faculty, or staff of the MStL program, a SMS text message is sent to all students, faculty and staff through the web-based college management system, Populi. Additionally, the Program Director will notify the Clinical Coordinator at each hospital. They, in turn, will summon all students at their respective hospital to the classroom in their building, to update students with information regarding the threat. The written information will then be posted on the bulletin boards in each classroom and e-mailed to each student. The event must be confirmed by local law enforcement agencies and the Director of Security at the respective hospitals prior to the Program Director taking the described action.

In making these notifications, the Program Director, in conjunction with Security, will determine, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

When knowledge is obtained of any reportable crime (by Clery definition) that has already occurred on either campus, a timely warning crime alert will be issued. The Program Director will notify faculty via e-mail for announcement to all students in class. The information will also be provided to all students via a written notice. This notice will be e-mailed to each student and posted on the bulletin boards at each of the two classrooms.

Emergencies which the larger community should be notified about would be handled through Mercy Medical Center and St. Luke's Hospitals Emergency Management Coordinator. These notifications would include television and radio announcements within the Cedar Rapids community.

St. Luke's Hospital has recently purchased and installed an emergency notification system. As of the date of this report, the system is still being tested.

Evacuation during an Emergency Response:

In the event of an evacuation, students will be instructed by the Program Director the appropriate action to take in consultation with Security from both hospitals, the Director of Radiology at Mercy Medical Center and the Director of Imaging Services at St. Luke's Hospital. These instructions would be given in a location determined to be safe at that time. The specific location would depend on the area affected by the event that prompted the evacuation. When at all possible, students would be instructed to immediately proceed to one of the two classrooms used by the program. In most potential cases of needed evacuation, the students would be instructed to follow all hospital-established evacuation processes at each hospital rather than carry out a separate action. The emergency response system and evacuation process described herein will be tested on an annual basis to determine effectiveness, although an emergency can never be ideally simulated. The drill will be unannounced, and a description of the process and the results will be documented by the Program Director.

Sexual Assault

The MStL School of Radiologic Technology is committed to providing an environment free from the threat of unwelcome and unwanted sexual conduct and therefore prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Collectively, these actions are herein referred to as "sexual assault". Sexual assault is a crime under state law. It is also a serious violation of program and hospital policies. MStL will not tolerate sexually abusive behavior in any form. Individuals who engage in any type of sexual misconduct (sexual assault) will face disciplinary action including suspension and dismissal from the program. Sanctions brought forth by the program do not preclude a civil or criminal action being pursued. All students are provided with verbal and written information regarding sexual assault during

Orientation for the program. This includes prevention, reporting, and resources available to the victims of such crimes.

Sexual assault can happen in many ways. Rape is one form of sexual assault. There are many other forms that it may take. Sexual assault can include any of the following:

- Someone making you to do something sexually that you do not feel comfortable doing;
- Someone touching you in a sexual way when you do not want them to do so;
- Someone pressuring you to have sex when you do not want to;
  Someone making you fear for your safety if you do not have sex with them;
- Someone restraining you during sex against your wishes, even if you consented to sex initially;
- Someone physically hurting you during sex;
- Someone forcing you to have sex as a way to "make up" after they have been physically violent towards you; or
- Someone using sex as a way to demean.

Sexual assault and rape are criminal acts of violence. Victims are both women and men, although women are much more likely to be victimized. Often time's rapists know their victims. Most rapes or attempted rapes at the college age involve a boyfriend, ex-boyfriend, classmate, friend, acquaintance, or co-worker. Sexual assault is one of the most under reported crimes on any campus. It is important to remember that a sexual assault is a crime, and the victim is not to blame.

Although illegal drugs may be used to facilitate sexual assaults, the most common "date rape" drug is alcohol. Many acquaintance assaults that occur on college campuses involve the use of alcohol by either the perpetrator or the victim. Alcohol lowers inhibitions and reduces a person's ability to make a clear decision. The in State of Iowa, a person who is intoxicated does not have the ability to give consent.

Domestic abuse assault – Chapter 708 of the Iowa Code addresses different types of assaults. Section 708.2A defines domestic abuse assault as a harmful touching or doing something that puts another in immediate physical fear such as pointing a weapon at that person. The people involved must have a relationship where at least one of the following applies:

· Family or household members living together at the time of the assault;
· Married persons, including juveniles who are married;
· Separated spouses or persons divorced from each other, including juveniles who are or were married;
· Juveniles and adult biological parents of the same minor child regardless of whether they have ever lived together;
· Unmarried persons who are co-habitating - co-habitation does not require a sexual relationship but does require something more than merely residing together; or
· Persons who have lived together within the past year but were not living together at the time of the assault.

Dating violence is not separately defined in Iowa statutes but see the definition for Domestic Abuse. In some circumstances, and instance of dating violence could constitute Domestic Abuse under Iowa law, depending on the nature of the dating relationship. If a person in a dating relationship assaults his or her intimate partner and is found guilty, the judge can order that person to attend the Batterers Education Program.

Iowa Code 709.1 defines sexual abuse as any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the

influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
2. Such other person is suffering from a mental defect or incapacity which precludes giving consent or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
3. Such other person is a child.

Iowa Code 708.11 defines stalking as purposefully engaging in a course of conduct that would cause a reasonable person to fear bodily injury or death to himself or immediate family; the perpetrator knows or should have known that person would be fearful, and the course of conduct actually induces fear.

If any student or faculty member is a victim of or becomes aware of an incident of a sexual offense, they should contact one of the following immediately:

Cedar Rapids Police Department (911)

Mercy Medical Center Security (319-398-6087)

St. Luke's Hospital Security (319-369-8888)

MStL Program Director (319-369-7077)

MStL will provide the student or employee a written explanation of the students' or employee's rights and options following a report of dating violence, domestic violence, sexual assault, or stalking, whether the crime occurred on or off-campus. Please make reporting these incidents a priority! Remember, in reporting these incidents, you need not identify yourself or the victim. The priority in reporting such incidents is the physical and emotional health of the abused.

If you are sexually assaulted, go to a safe place and call 911, then seek medical attention immediately. Go to the nearest hospital to be treated and examined. Do not shower, douche, use the restroom or change clothing before going to the hospital. Any of these activities could destroy or alter evidence needed by law enforcement later. Be sure to tell the medical staff it was a sexual assault so appropriate treatment may be delivered. The hospital staff can gather physical evidence at this time to be used at a later date if needed with the patients' consent. All information gathered is confidential unless the victim signs a release.

A confidential report can be made to the hospital Security department as well as the local police department. The reporting of an assault does not instigate prosecution or an arrest. The reporting of an assault may assist others from becoming victims and assists in providing a network of support services that will be of benefit to the victim. If a student victim requests program assistance in contacting law enforcement official, this assistance will be provided.

Reporting the assault does not mean the victim must pursue criminal action against the accused party. One of the purposes of acquiring this type of information is to be able to accurately report incidents of this type to future and present students and employees as mandated by the Students Right to Know and Campus Security Act. The program and hospitals also use this information to review, revise, and implement procedures and policies to avoid future incidents.

The victim has the right to have a support person of his/her choice present during the interviews with law enforcement and disciplinary proceedings and will be offered access to a crisis counselor. If the victim decides to pursue criminal charges, information obtained by law enforcement becomes public information. When possible, personally identifying information about the victim will not be disclosed, in

line with Iowa law. The accused also is entitled to have someone present during a disciplinary proceeding.

Should a sexual assault occur on the campus of either hospital, MStL will provide, upon written request, disclosure information to the alleged victim and the person accused of the crime, the results of any disciplinary hearing conducted by the program against the student who is the alleged perpetrator of the crime or offense. The result of the disciplinary proceeding means only the school's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. If the alleged victim is deceased as a result of the crime or offense, the program must provide the results of the disciplinary hearing to the victim's next of kin, if so requested in writing.

If a student or employee victim requests academic situations to be altered following an alleged sex offense, MStL is obligated to comply with these requests. These requests should be made in writing to the Program Director. These requests will be reviewed on an individual basis. Reasonable adjustments may be made in response to these requests. Any accommodations or protective measures provided to the victim will be held in confidence if this confidentiality does not impair the ability to provide the accommodations.

Whether the victim is female or male, feelings of fear, shame, isolation, confusion and loneliness are a few of the emotions abused individuals experience. Listed below are organizations with services that may aid with emotional, medical and legal issues. MStL will also provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, financial aid , and other services available for victims.

St. Luke's Hospital Employee Assistance Program (319-369-8152) (free to students/staff)

Mercy Medical Center Employee Assistance Program (319-398-6694) (free to students/staff)

Waypoint Services – 24 hour Crisis and Support Services (319-363-2093),
318 Fifth Street SE, Cedar Rapids – (319-365-1458)

Sex Offender Registry:

Iowa law requires a person who has been convicted of a sex offense crime to register with the sheriff in the county in which they reside, and if the person attends or works for an institution of higher education, register with the sheriff in the county in which the institution is located.

To obtain information regarding sex offenders, contact the local sheriff office, or check the Iowa Sex Offender Registry, (http://www.iowasexoffender.com/). For additional assistance, contact Security at either hospital.

Reduce Your Risk for All Crimes

BE CAUTIOUS AND PREPARED!

- Avoid walking alone, particularly after dark.
- Travel well-lighted, regular walkways and avoid shortcuts.
- Make use of the hospital campus escort service.
- Stay alert to your surroundings. Be aware of what is going on around you.
- Report suspicious activity to security.
- Do not talk on your cell phone while walking.

Lock Up:

- Keep your car doors locked and the windows up.
- Do not leave anything visible inside your locked car. Put all loose items in the trunk.

Don't Leave Your Property Unattended:

- In the library, cafeteria, radiology departments, restroom, or any hospital facility. The resale value of everything in today's world makes them attractive targets for petty thieves. If you're leaving for a minute, take your things with you.
- Use a lock when storing valuables inside of a locker in either department.

Housing Tips:

No on-campus housing is provided at Mercy/St. Luke's School of Radiologic Technology. When looking into rental properties, there are a few very basic safety features you should consider before signing a lease.

1. Doors should be made of metal or solid wood construction. Good deadbolt locks and peepholes are also a must.
2. Make sure the management changes locks or permits the tenant to change them when moving in.
3. Sliding glass doors should be secured with pins through the frame or have a bar type locking device.
4. Apartments located on the second floor, or higher, are safer. Being on the ground floor makes entry through windows easy. Ground floor windows should be secured with pins through the frame or key lock latches.
5. Hallways and stairwells should be well lit at night. Mirrors to help you see around hallway corners are also important.
6. Bushes and shrubbery should be well maintained and cut back below window height to reduce the risk of attackers hiding in them.
7. Is access to the complex limited to residents and guests?
8. Is there on-site security? Is there a neighborhood watch program?
9. Have there been any burglaries in the complex, and if so, how did the burglars gain entry?
10. Ask management about the availability of extra keys to your apartment. If there are extra keys, ask how they are secured and who has access to them.
11. Ensure parking areas are well lit at night and afford a clear line of sight to your apartment door.
12. Ask management if they have a policy against installing intrusion alarms in individual apartments. If not, installation of a simple alarm system might be a good option for additional security at a relatively low expense.

Keep in mind that looks can be deceiving. Just because a complex is new does not mean that it is safe. Look closely at the apartments you are considering. If they don't have the majority of the safety features listed above you should probably keep looking. When it comes to your safety you should not compromise.

Substance Abuse Prevention Policy:

The school has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students, faculty, and staff. The program provides services related to drug use and abuse including the dissemination of informational materials, educational program offered by the hospitals, counseling services, referrals, and school disciplinary actions. Alcoholic, tobacco, and illegal drug use are strictly prohibited by students and staff on the premises of either hospital or at school-sponsored functions. Violation of this policy may subject offenders to legal as well as disciplinary action up to and including immediate dismissal from the MStL program. Legal sanctions may include fines, mandatory treatment program referral, suspension or revocation of driver license, and imprisonment. As part of the MStL substance abuse and prevention program, all students are provided with verbal and written information regarding substance abuse during Orientation. Detailed information is provided to all students annually via the Student Handbook.

Alcoholic Beverage Policy:

The possession, sale or the furnishing of alcohol on the property of Mercy Medical Center or St. Luke's Hospital is governed by each respective hospitals' Substance Abuse Policy and Iowa state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the Iowa Alcoholic Beverages Division. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Cedar Rapids Police Department. Both hospitals have been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Cedar Rapids Police Department. Violators are subject to hospital and MStL disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the MStL Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior administrative approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the hospitals.

Tobacco Policy:

Both Mercy Medical Center and St. Luke's Hospital are tobacco-free campuses. The use of tobacco products at any hospital-owned facility or on hospital grounds is prohibited. This policy affects employees, visitors and patients alike. A tobacco-free campus sends a clear message of the two hospitals' commitment to create and sustain healthy communities.

Drug Policy:

The use or possession of any narcotic, dangerous drug or controlled substance by a person who does not have a legal license or valid prescription is strictly prohibited on the campus of either hospital. The manufacturing, distribution or sale of any narcotic, dangerous drug or controlled substance by any person is strictly prohibited on the campus of both hospitals. The administrative and enforcement procedures for the alcohol and drug policies are available from the Program Director of the MStL program.

Sanctions:

There are substantial penalties for drug and alcohol violations. Individuals are subject to federal, state and local laws, as well as MStL policies. Both state and federal laws prohibit distribution or manufacture of controlled substances or counterfeit controlled substances. Penalties can result in imprisonment and fines depending on the severity of the crime. State and local ordinances regulate alcohol. Underage

possession of alcohol, driving while intoxicated, public intoxication, public consumption, serving underage intoxicated individuals, open containers and large private parties are all affected by these laws. Check with the local police department for more information. Violation of any of these policies will subject offenders to legal as well as disciplinary action up to and including immediate dismissal from the MStL program. Substance abuse screening and education sessions also may be required.

Discrimination and Sexual Harassment Complaint Process:

Office of the Program Director, 810 1st Avenue NE, Cedar Rapids, 319-369-7077.

To assure that equal opportunity and nondiscriminatory behavior is afforded to all students, employees, and applicants, MStL recognizes the need for, and implementation of, an Equal Employment Opportunity/Affirmative Action plan. All MStL employees and students who feel they have been denied equal opportunity based on sex, race, age, creed, color, national origin, religion, sexual orientation, marital status, or disability may seek remedy through an internal complaint process. This process also pertains to those who feel they have been the subjects of sexual harassment. The college assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant. If the complaint involves alleged discriminatory or harassing behavior by the Program Director, one of the following person(s) should be contacted; Department of Radiology Directors (Mercy Medical Center, 319-398-6053), (St. Luke's Hospital, 319-369-8963).

Informal Inquiry:

Individuals are encouraged to make informal inquiry to their immediate supervisor, instructor, or Program Director as soon as possible following the date of occurrence of the event giving rise to the complaint communication. The staff member contacted will report the incident to the Program Director for purposes of documentation and advice regarding the necessary steps of the complaint process. Every effort should be made to resolve the conflict at this time.

Definition of Sexual Harassment:

Faculty, staff and students at Mercy Medical Center and St. Luke's Hospital have a right to be free from sexual harassment by peers, supervisors, or teachers. MStL does not condone actions and words that a reasonable person would regard as sexually harassing or coercive. Students are provided with sexual harassment education prior to beginning the program.

Sexual harassment encompasses any sexual attention that is unwanted, and is defined as unwelcome advances, requests for sexual or other verbal or physical conduct of a sexual nature when:

- submission is made an expressed or implied term or condition of employment or status in a class, program, or activity.

- submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion or grading a course).

- the conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance, or creates an intimidating, hostile or offensive environment for work or learning.

Sexual harassment may take many forms. For example:

• physical assault.

• direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, or grades.

• direct propositions of a sexual nature.

• comments of a sexual nature.

• sexually explicit statements, questions, jokes, or anecdotes.

• unnecessary touching, patting, hugging, or brushing against a person's body.

• remarks of a sexual nature about a person's clothing or body, about sexual activity, or about previous sexual experience.

Students, faculty, and staff need to be concerned not only with the intent of their actions of this kind, but also the effects. While sexual harassment involves repeated, unwanted sexual attention, persons involved in isolated or inadvertent incidents demonstrate insensitivity toward others. Repeated occurrences will be considered intentional violations of the policy. Violations of this nature will result in disciplinary action including suspension and dismissal.

Students are required to attend an educational program concerning sexual harassment prior to beginning the program. This program is provided by Organizational Integrity at Mercy Medical Center. Annually, students, faculty are staff are also required to complete a computer-based lesson about sexual harassment via Net Learning at both hospitals.

General Student Conduct Policy, Rights and Appeal Procedures

General Student Conduct Policy

MStL is committed to maintaining a safe environment for all students, faculty, staff and visitors. There may arise, on occasion, circumstances in which a student's conduct within the program interferes or disrupts effective instruction or the smooth operation of the program. Such interference must be handled immediately. An instructor may dismiss a student from class for misconduct. Faculty will contact security to have a student physically removed if a student refuses to leave willingly. If an instructor dismisses a student from any class, the instructor will notify the Program Director in writing of the problem, the action taken by the instructor and the instructor's recommendation. At this point, the student will be disciplined according to the complaint/discipline procedure.

Students are expected to conduct themselves in an ethical, lawful, and legal manner. Any student who commits or attempts to commit an act of misconduct (legal or otherwise) shall be subject to disciplinary procedures. Acts of misconduct include, but are not limited to:

- Negligent or unauthorized acts which contribute to a serious hazard for, or injury to any patient or other persons on hospital premises.
- Deliberate or careless damage to hospital property, including buildings, grounds, equipment, supplies, or records.
- Unauthorized use, possession or removal of property belonging to the hospital, patients, visitors, personnel, or others associated with the hospital.

- Plagiarism, infringement of copyright laws, theft, pilfering, fraud, or other forms of dishonesty, including cheating.
- Unauthorized possession of firearms or other dangerous weapons on hospital properties.
- Assaulting, threatening, or intimidating anyone associated with the hospital.
- The unlawful possession, use, or distribution of illicit drugs and alcohol by students on hospital property or as part of any of the institution's activities.
- Conviction in the legal system for drug and alcohol charges or use of either prior to completing any school-related requirements.
- Insubordination or refusal to perform assigned duties.
- Gross negligence of duty.
- Falsifying any type of document, including false recording of clinical time, patient information, and financial aid information.
- Absence without authorization, including "walking off from clinical".
- Unauthorized disclosure of confidential information about patients or the hospital.
- Failure to report a communicable disease immediately to the Health Services.
- Malicious gossip or derogatory attacks concerning anyone associated with the hospital.
- Discrimination against anyone associated with the hospital because of race, color, creed, age, sex, or national origin.
- Any form of improper conduct detrimental to hospital operations or patient care.
- Setting a false fire alarm in the hospital.
- Disorderly conduct, lewd, indecent or obscene conduct
- Failure to comply with School policies.

Misconduct pertaining to hospital computer resources:

- Intentional disruption of access of other students, faculty or staff to hospital computer resources.
- Any unauthorized access or attempted access to computer resources including PACS.
- Using hospital equipment to access and/or distribute pornography.
- Using hospital computer equipment to interfere with the lawful rights of others including but not limited to falsifying or altering records, creating false records, damaging programs belonging to others and accessing confidential information of others.
- Any file-sharing used for the purpose of cheating.

Copyright Infringement Policy:

Students should be aware of current laws protecting copyrighted materials. Detailed information regarding current copyright laws may be found at http://www.copyright.gov/title17/. The unauthorized distribution of copyrighted material may subject students to civil and criminal liabilities, including fines and imprisonment. This includes peer to peer file sharing. Additionally, students committing copyright infringement, unauthorized peer to peer file sharing, or illegal downloading using either personal resources or hospital IT systems will face disciplinary action in the MStL program, up to, and including dismissal.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Student Rights:

In proceedings regarding student conduct, which result in disciplinary action, the student has the right to:

1. be informed in writing as to the violation.
2. have the opportunity for a hearing; with support from other students, faculty, family, or legal representation.
3. request or present any information on his/her behalf.
4. make statements or ask questions.
5. receive a written decision, which can be appealed.

Student Disciplinary Procedure/Actions:

Disciplinary actions which the program may impose upon any student who commits or attempts to commit an act of misconduct, include dismissal, suspension, probation, and other lesser actions, including disciplinary warning. Each violation of the conduct policy will be dealt with on an individual basis considering all the circumstances involved in the incident. Additionally, the impact on other students, staff, faculty, and the community will be considered in disciplinary actions. Therefore, there may be incidents which are deemed serious enough that immediate suspension or dismissal will take place, such as alleged dating violence, domestic violence, sexual assault, or stalking. Anyone may make a disciplinary complaint to the Program Director. The complaint must be made in writing and include at minimum the accuser's name, the accused's name, date of event, and enough information to warrant the need for further investigation. Program Director may be reached at 319-369-7077. The forms of discipline include the following:

PROBATION

1. Probation is the subjection of a student to a period of testing and "on trial" to ascertain suitability for continuation in the program.

2. The probationary period for academic grades is one semester and all other probationary periods are for a minimum of six months. This will afford the student and the administrative faculty ample opportunity to determine the student's aptitude for radiologic technology.

3. The student may be placed on probation at any time by program administration during the program if the student has not met the academic, clinical or health requirements of the program or for disciplinary reasons.

SUSPENSION

1. Suspension is the temporary removal of a student from the program due to any infringement of rules, regulations, or poor ethical conduct. In-school suspensions may be given at the discretion of the Program Director in conjunction with the Governing Committee. Suspension occurs immediately after the discovery of the alleged infringement.

2. The administrative faculty determines the amount of time of the suspension.

3. Suspension time will be made up following graduation with no fees associated.

4. Students are not eligible for graduation until suspension time is made up.

5. If a student is suspended, but not considered a threat to others, they will still be required to attend all classes, excluding clinical experiences. If a student misses class due to a suspension, it is their responsibility to contact the instructor to determine what, if any, work needs to be made up after returning from the suspension.

DISMISSAL

1. The dismissal is the permanent removal of a student from the program.

2. The administrative faculty in conjunction with the Governing Committee reserves the right to dismiss a student at any time from the program if:

    a. The student's technical clinical work is unsatisfactory.

    b. The student fails to meet academic standards.

    c. The student is in ill health, which makes him unable to maintain the required academic and clinical standards as set forth in previous section.

    d. The student has committed a breech of the rules or regulations of the School of Radiologic Technology, Department of Radiology or of the hospital itself.

    e. It is found that the student does not have a cooperative attitude, is of an antagonistic disposition or any unethical conduct to the patients or the hospital staff, or otherwise fails to meet the standards of Radiologic Technology.

    f. The student has committed a breach of legal, academic or clinical integrity such as drug/alcohol convictions, abuse convictions, sexual offenses, plagiarism, fraud, falsifying records, cheating, theft, or other forms of dishonesty.

3. The decision to dismiss a student for scholastic failure or other infringements not mentioned here is initiated by the Program Director and must have concurrence of the Governing Committee.

4. A dismissal request because of misconduct requires concurrence of the Governing Committee. However, it must be clearly understood by all students that the School of Radiologic Technology has the authority to drop any student from the rolls or to refuse readmission at any time prior to graduation, if circumstances of a legal, moral, health, social, or academic nature justifies such a request. It is the responsibility of the hospitals and the school to always maintain patient safety and program integrity.

5. A student may appeal his suspension or dismissal by following the Student Grievance Procedure. The student will receive a written notice from the committee as to the outcome of the appeal.

Cases may arise where sanctions may be imposed other than those listed. In the case of a disciplinary action related to an allegation of dating violence, domestic violence, sexual assault, or stalking, MStL will simultaneously notify, in writing, both the accuser and the accused of the result of any disciplinary proceeding and the procedure for appeal of the result as outlined in the following "Student Grievance Procedures" section. Additionally, there also be notification to both parties of any change to the result following an appeal and when the results become final.

Student Grievance Procedures:

If a student feels that he/she has a grievance or chooses to appeal a decision of probation, suspension, or dismissal, the following procedure must be followed:

1. Contact the Clinical Coordinator of the facility to which the student is assigned. If there is no satisfaction at this level or if the grievance concerns either of these people, proceed to step 2.

2. Contact the Program Director. In both steps 1 and 2, the grievance may be recorded and documented as determined by the Clinical Coordinator or Program Director or at the request of the student. If there is no satisfaction at this level or if the grievance is about the Program Director, proceed to step 3.

3. Contact the Medical Advisor. At this level, all grievances must be in writing prior to meeting with the Medical Advisor. If the Medical Advisor is unable to bring the grievance to a satisfactory conclusion, or if the student requests, the Medical Advisor will forward a copy of the grievance to each member of the Governing Committee.

4. The Governing Committee is the final step in School authority on the grievance. It will be the responsibility of the Program Director to poll the committee for their decision.

   If the student requests a hearing with the Governing Committee, it will be set up for the next regularly scheduled committee meeting unless, in the opinion of the members, a special meeting is necessary. It will be the responsibility of the Program Director to arrange the meeting. The Program Director will not act as a member of the Governing Committee in any grievance procedure at this level. The student may have a second party in attendance with them at this meeting if they so choose.

5. If the student is unsatisfied with the decision of the Governing Committee, he/she may request that an impartial grievance committee be formed. This committee will consist of six members, three selected by the student and three selected by the school. All members of this committee will be employees of the hospital at which the grievance is being presented, they will not be relatives of the student or of the Governing Committee or faculty members, and they must all be at least one level above the Program Director, per JRCERT requirements. No one directly connected with the school, or the radiology department may serve on this committee. The decision of the grievance committee is final, and no further appeal is possible.

   If the student has been suspended pending the decision of the Governing Committee or the Impartial Grievance Committee, he or she may be reinstated depending on the nature of the infraction. If the suspension time lasts more than one week and the student has not been allowed in the classroom during that time, the student will be given the opportunity to make up missed academic assignments. Suspension time will be made up after graduation with no associated fees. If the time is longer than one week, the Governing Committee may mandate the

student sit out of the program and re-enter one year later, at the beginning of the semester in which the infraction occurred.
Infractions involving incompetence, patient abuse, abuse of confidentiality, professional negligence, academic or clinical dishonesty, possession, use, or being under the influence of controlled substances or alcohol on hospital property, theft of property or any infraction involving the health and safety of patients, employees or students require out of school suspension during the grievance procedure.

It is the responsibility of the Program Director to ensure that the decision of the committee is carried out. The Human Resource Department of the hospital will review any disciplinary decisions that result in the dismissal of the student.

6. Steps 1 & 2 must be completed within 14 school days of the original complaint or filing of grievance. Once past step 2, the complaint or grievance must be handled in as expeditious a manner as possible. Except for the need to wait for the next regularly scheduled Governing Committee meeting, the entire grievance procedure should be completed within 30 school days of the initiation of the grievance or complaint.

7. In addition to this grievance policy, the state authorization agency is required to include a process where the State reviews and acts on complaints arising under State laws, including laws related to fraud or false advertising (75 Fed. Reg. 66865-66, Oct. 29, 2010). To meet this requirement, the ICSAC has a "Constituent Request for Review" form available online to field any student complaints. This form may be found at http://www.iowacollegeaid.gov/constituentrequest.asp. This information is being made available to all enrolled/prospective students in accordance with 34 CFR 668.43(b).

Vaccination Policy:

Prior to enrollment, all students must provide an original record of immunizations by the school's established deadline. These include 2 MMR vaccines, Tdap (tetanus), Covid and varicella vaccine (chickenpox). Hepatitis B vaccines are highly recommended. Students are offered the Hepatitis B vaccination, at no cost to the student. If the students' physician has drawn titers for any of these vaccinations, these results are also required to be submitted to the school. If there are no titer results available, these will be drawn by Mercy Medical Center or St. Luke's Hospital at no cost to the student. Other vaccinations may be required by the hospital, some of which the students may be required to pay for.

Crime Statistics

Statistics are reported according to the Uniform Crime Report procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistics include combined information from the local police department as well as campus security officials for Mercy Medical Center campus and St. Luke's Hospital campus combined. * = no requirement to report prior during these timeframes.

Total Crimes Reported									
Offense Type	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**
Murder/Non-negligent Manslaughter	0	0	0	0	0	3	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0

Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	4	3	2
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	2	1	10	2	2	0
Aggravated Assault	1	0	0	2	1	3	1	3	2
Burglary	0	3	1	0	1	1	8	10	1
Motor Vehicle Theft	2	0	2	0	2	3	5	1	2
Arson	0	0	0	0	0	0	0	0	1
Hate Crime (by category)									
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Arrests				0					0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	1	18	0	0	0	0	0	0	1
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	15	13	15	16
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
Unfounded Crime Reports	0	0	0	0	0	0	0	0	0

CAMPUS AND COMMUNITY RESOURCES

Mercy/St. Luke's School of Rad Tech Program Director (319) 369-7077
Mercy Medical Center Security (319) 398-6087
St. Luke's Hospital Security (319) 369-8888
Cedar Rapids Police Department 911 (emergency) (319) 286-5491 (non-emergency)
Linn County Sheriffs Office (319) 398-3521
Linn County Attorney's Office (319) 892-6350
Student Health Services – (Work Well) (319) 369-8153
St. Luke's Hospital – Cedar Rapids (319) 369-7105

Mercy Medical Center – Cedar Rapids (319) 398-6011
University of Iowa Hospital & Clinics (800) 777-8442
Mercy Hospital – Iowa City (319) 339-0300
Crime Victim Compensation Program (800) 373-5044 or (515) 281-5044
Iowa Sexual Abuse Hotline (800) 284-7821
Domestic Violence Intervention (800) 373-1043
Rape Crisis Hotline (Waypoint) (800) 208-0389
Domestic Violence Crisis Line (Waypoint) (800) 208-0388
Alcoholics Anonymous (AA) (319) 365-5955
Statewide Domestic Abuse Hotline 1-800-942-0333

Additional Resources

Crime Data for your location https://www.neighborhoodscout.com/ia/cedar-rapids/crime

Campus Security Act - Security on Campus http://www.soconline.org/

Iowa Sex Offender Registry http://www.iowasexoffender.com/

Iowa Substance Abuse Information Center http://www.drugfreeinfo.org

White House Task Force: Together Against Sexual Assault https://www.notalone.gov/

The Campus Sexual Assault Victims' Bill of Rights http://clerycenter.org/federal-campus-sexual-assault-victims%E2%80%99-bill-rights

Iowa Coalition Against Sexual Assault http://www.iowacasa.org/