



Wisconsin Indianhead Technical College

Annual Security Report 2019 For academic year 2019/2020



Ashland



New Richmond



Shell Lake



Rice Lake



Superior

WITC – Ashland Campus
2100 Beaser Avenue
Ashland, WI 54806

WITC – New Richmond Campus
1019 South Knowles Avenue
New Richmond, WI 54017

WITC – Superior
600 North 21st Street
Superior, WI 54880

WITC – Rice Lake
1900 College Drive
Rice Lake, WI 54868

WITC – Ladysmith Outreach Center
1104 W Lake Ave, Suite 1
Ladysmith, WI 54848

WITC – Barron County Learning Center
410 E LaSalle Avenue
Barron, WI 54812

WITC – Hayward Outreach Center
15618 Windrose Lane, Suite 106
Hayward, WI 54843

WITC – Shell Lake Administrative Office
505 Pine Ridge Drive
Shell Lake, WI 54871

WITC – Balsam Lake Outreach Center
400 Polk County Plaza
Balsam Lake, WI 54810

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

This single report covers multiple campuses. All policy statements included in this report pertain to all locations unless otherwise stated.

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1 INTRODUCTION

1.1 Purpose

The Wisconsin Legislature and the U.S. Congress have passed numerous laws, including the Clery Act, which require colleges and universities to provide written information about their experience and policies regarding safety and security, alcohol and drugs, student misconduct and campus crime statistics. The laws are not intended to frighten, but rather to inform students and employees about the environment in which they study and work.

The Wisconsin Indianhead Technical College (WITC or College) strives to maintain a campus environment that is safe and supportive of the educational process. The information contained in the Annual Security Report (ASR) will provide needed safety information and will alert students, employees, and visitors to potential problems and/or direct them to helpful resources if and/or when problems do occur. The ASR also contains Clery reporting regarding crime statistics. The ASR is updated annually and posted on the WITC website.

WITC does not have residence halls therefore an Annual Fire Safety Report and missing person statistics are not reportable.

2 RESPONSIBILITIES

The development and continued update of the ASR is the responsibility of the WITC Safety Office, Administrative Services. It is the responsibility of all students, employees and visitors to maintain a safe and supportive learning and working environment. Questions concerning any of the information contained in the ASR should be directed to the Safety Office, Administrative Services at WITC Administrative Office, 505 Pine Ridge Drive, Shell Lake, WI 54871, telephone 800/243-9482 OR 715/468-2815. Email: safety@witc.edu. TTY: 711.

3 PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the WITC Safety Office, the Local, County, and State Police Departments, and Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and law enforcement agencies. All of the statistics are gathered, compiled, and reported to the College community via this report, which is published by WITC Safety Office. WITC Safety Office submits the annual crime statistics published in

this report to the Department of Education (DOE). The statistical information gathered by the Department of Education is available to the public through the DOE website.

4 ALCOHOL AND OTHER DRUG USE

4.1 Standard of Conduct for Drugs and Alcohol

WITC believes the use and abuse of alcohol and other drugs interferes with a person's ability to learn and grow in the College environment. To that end, the College has established the following alcohol and drug policy for students, staff and visitors.

- A. The use, possession, manufacture, delivery or sale of illegal drugs is prohibited at all WITC campuses and other instructional sites as well as at all WITC sponsored activities.
- B. The possession, sale and/or use of any beverage containing alcohol, including beer and other malt beverages, wine, wine coolers or distilled beverages on College property is prohibited except when approved by the President or designee under special very limited circumstances where use of alcoholic beverages is appropriate.
- C. The possession and/or use of alcohol as a part of any off-campus, College-sponsored activity without prior approval from the President (or his designee) are prohibited. If alcoholic beverages are present with authorization at any WITC-sponsored activities, provisions must be made to accommodate any student under 21 years of age. All College-sponsored student activities (using tax dollars and/or activity fees) must be open to all students regardless of age.
- D. The consumption of alcoholic beverages is prohibited during the program/activity portion of any educational field trip or while in transit to/from the campus.
- E. The use of alcoholic beverages in any WITC Conference Center is not to be encouraged and will be authorized only in rare and unusual circumstances with the prior approval of both the local Campus Administrator and the President.
- F. The expenditure of student activity fees for alcoholic beverages is not allowed.
- G. The advertising of alcoholic beverages is prohibited on WITC property and in College publications.
- H. Any student or employee who violates this policy or exhibits disruptive/abusive behavior while on WITC property, while at other WITC instructional sites or while attending any WITC-sponsored activity may be asked to leave/be escorted from the premises. In the case of serious behavioral problems, law enforcement personnel will be called.
- I. Please refer to the policies and procedures that govern international educational activities for guidelines and requirements regarding standards of conduct for drugs and alcohol while participating as a student, employee or visitor of any WITC sponsored/affiliated international program.
- J. Staff or students found in violation of this policy will be subject to disciplinary action which may include written reprimand, suspension, expulsion, or loss of employment, and/or referral to law enforcement authorities. Rehabilitation may be a condition for continued association with the College.

Local law enforcement officials enforce violations of underage drinking laws and other violations of state and federal laws regulating the possession, use, and sale of alcohol and illegal drugs.

4.2 State of Wisconsin and Federal Legal Sanctions

Substantial restrictions against alcohol abuse exist in Wisconsin. It is against the law to sell alcohol to anyone who has not reached the legal drinking age of 21. There is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his/her premises, Wis. Stats. 125.07. Violation of this statute can result in a \$500 fine. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent his/her age or enter a licensed premise. Offenders can be fined \$500, ordered to participate in a supervised work program, and/or have their driver's license suspended. Harsher penalties exist for retailers of alcoholic beverages, including up to 90 days in jail and revocation of their retail liquor permit.

The laws of Wisconsin also prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Stats. 961, which mandates penalties of up to 30 years in prison and fines of up to \$1,000,000. A person with a first-time conviction for possession of a controlled substance can be sentenced up to one year in prison and fined up to \$5,000. Penalties vary according to the type and amount of drug confiscated, the number of previous offenses by the individual and whether the individual intended to manufacture, sell, or use the drug. In addition to the penalties for possession or delivery, sentences can be doubled when other offenses are involved, such as when a person distributes a controlled substance to a minor.

The federal government has recently revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines, which reduce the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under these guidelines courts can sentence a person up to 6 years in prison for the unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana. A sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury. Possession of more than 5 grams of cocaine can trigger intent to distribute penalty of 10-16 years in prison, United States Sentencing Guidelines 202.1(b)(1).

4.3 College Sanctions

Employees

An employee found to be in violation of the Drug-Free Workplace policy and/or the Drug-Free Schools policy, as stated in the General Employee Handbook available on The Connection, will be subject to discipline and penalties up to and including termination. Discipline taken could also include that the employee be required to satisfactorily participate in a drug abuse rehabilitation program, at their own expense, before being allowed to return to work. Disciplinary action will be taken as soon as is administratively possible from when WITC learns that a conviction or violation has

occurred, however, a conviction is not required for the College to take appropriate disciplinary action.

Students

A student found to be in violation of the Alcohol/Drug-Free College policy will be reported to law enforcement agencies when appropriate, as well as being the basis for disciplinary action, up to and including dismissal or termination from the College.

4.4 Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, WITC publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for WITC students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at: <https://www.witc.edu/about-witc/college-policies/consumer-disclosures>.

5 COLLEGE SECURITY POLICY AND CRIME STATISTICS

5.1 College Security Policy – Clery Act

The college works to maintain a high level of safety and security at all of its campuses and outreach centers. The following information is provided in conjunction with that commitment and in conformance with the guidelines of the Crime Awareness and Campus Security Act of 1990, known as the Clery Act.

5.2 Campus Law Enforcement

The College does not have its own security force. No formal memorandum of understanding (MOU) exists with local law enforcement, however, a cooperative and professional relationship exists between the College and the police departments in each of the cities where facilities are located. Information is exchanged with law enforcement agencies regarding security reports in order to maintain informed cooperative efforts in preventing campus crime and resolving crime-related problems.

It is the policy of the College to encourage accurate and prompt reporting of all crimes to the appropriate law enforcement agency. WITC personnel will assist any student, employee, and/or campus guest with the notification of law enforcement and requesting law enforcement assistance. The prosecution of all criminal offenses are through the appropriate, local district attorney's office. The College does not prosecute crimes, but can provide appropriate support through the process.

5.3 Reporting of Criminal Actions

Each WITC campus provides information to students and employees about campus security procedures and practices. Students and employees are encouraged to be responsible for personal security as well as others. In an emergency situation, dial 911 from any phone and provide appropriate information. To report a crime or security situation contact local law enforcement, the Campus Administrator, or Dean of Students at the location (campus or administrative office) at which the incident occurred as quickly as possible.

Incidents occurring outside of the normal school day should be reported to the local law enforcement as soon as possible.

5.4 Response to a Report

All reported crimes will be investigated as deemed appropriate by the College and may become a matter of public record. All incident reports filed will be conveyed on a daily basis to the Safety Office, Administrative Services in Shell Lake for recordkeeping and risk management purposes.

WITC community members, students, staff, faculty, and guests are encouraged to accurately and promptly report all crimes, emergencies, and public safety related incidents to the local law enforcement, Campus Administrator, or Dean of Students, including when the victim of a crime elects to, or is unable to, make such a report. The Campus Administrator or Dean of Students will take the required action, either contacting local law enforcement or asking the victim to file an incident report. WITC does not have campus police, so reports should be submitted to the following local law enforcement agencies:

Ashland Police Department

601 Main Street West
Ashland, WI 54806
(715) 682-7062

Balsam Lake Police Department

404 West Main Street
Balsam Lake, WI 54810
(715) 485-3544

Barron Police Department

1456 E LaSalle Ave
Barron, WI 54812
(715) 637-3101

Hayward Police Department

15889 W 3rd Street

Hayward, WI 54843
(715) 634-4858

Ladysmith Police Department

311 East Miner Avenue
Ladysmith, WI 54848
(715) 532-2186

New Richmond Police Department

1443 Campus Drive
New Richmond, WI 54017
(715) 246-6667

Rice Lake Police Department

34 S Wilson Avenue
Rice Lake, WI 54868
(715) 234-2116

Shell Lake Police Department

501 1st Street
Shell Lake, WI 54871
(715) 468-7640

Superior Police Department

1316 N 14th Street, Suite 150
Superior, WI 54880
(715) 395-7234

Members of the community are helpful when they immediately report crimes or emergencies to Campus Administrators or Dean of Students for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notice, when deemed necessary. Contact information for each campus is listed below:

- ❖ Ashland Campus
Campus Administrator: Steve Bitzer, ext. 3149 or steve.bitzer@witc.edu
Dean of Students: Benita Allen, ext. 3136 or benita.allen@witc.edu

- ❖ Balsam Lake Outreach Center
Campus Administrator: Susan Lockwood, ext. 4252 or susan.lockwood@witc.edu
Dean of Students: Steve Dus, ext. 4301 or steve.dus@witc.edu

- ❖ Hayward Outreach Center
Campus Administrator: Steve Bitzer, ext. 3149 or steve.bitzer@witc.edu
Dean of Students: Benita Allen, ext. 3136 or benita.allen@witc.edu

- ❖ Ladysmith Outreach Center
Campus Administrator: Craig Fowler, ext. 5201 or craig.fowler@witc.edu
Dean of Students: Justin Johnson, ext. 5277 or Justin.johnson@witc.edu

- ❖ New Richmond Campus
Campus Administrator: Susan Lockwood, ext. 4252 or susan.lockwood@witc.edu
Dean of Students: Steve Dus, ext. 4301 or steve.dus@witc.edu

- ❖ Rice Lake Campus
Campus Administrator: Craig Fowler, ext. 5201 or craig.fowler@witc.edu
Dean of Students: Justin Johnson, ext. 5277 or justin.johnson@witc.edu

- ❖ Shell Lake Administrative Office
Campus Administrator: Steve Decker, ext. 2234 or steve.decker@witc.edu
Dean of Students: Justin Johnson, ext. 5277 or justin.johnson@witc.edu

- ❖ Superior Campus
Campus Administrator: Stephanie Erdmann, ext. 6214 or stephanie.erdmann@witc.edu
Dean of Students: Kristin Vesel, ext. 6291 or kristin.vesel@witc.edu

5.5 Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Administrator or Dean of Students can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, WITC can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

WITC has a voluntary confidential reporting procedure, but does not have professional or pastoral counselors.

Please note that reports of sexual violence and other violations that may be sex- or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence.

5.6 Timely Warnings

In the event a crime is reported or a situation arises, within the WITC Clery Geography (On Campus, Public Property and Noncampus property), that, in the judgment of at least two members of the Decision Team and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide “timely warning” notice will be issued. The Decision Team includes Campus Administrators, Dean of Students, Vice President, Student Affairs, College President, Vice Presidents, Administrative Services / Chief Financial Officer, Director of Human Resources.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter (or any suspicious death)
- Major incidents of Arson
- Sex offenses*
- Aggravated assault*
- Robbery
- Burglary (pattern within a particular area of campus)
- All other Clery Crimes as deemed appropriate

***Incidents of Aggravated Assault and Sex Offenses**

Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by campus staff. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to the other campus community members and a Timely Warning Notice would not be distributed.

In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported and the amount of information known by the campus staff. In addition, when it comes to sex offense crimes, whether or not the parties are acquainted is irrelevant.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of WITC.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Timely Warning Notices are generally written and distributed by the Campus Administrator or designee.

Timely Warning Notices may be issued to the campus community via a variety of mechanisms or mediums. The College will use one or more of the following methods depending on the nature of the incident:

- Email message
- WITC RAVE system
- Building postings
- Other methods deemed necessary

5.7 Emergency Response and Evacuation Procedures

WITC maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

College campuses are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency and safety teams provide resources and guidance for the development of these plans.

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via the College Intranet in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The WITC Safety Office does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, WITC Safety Committee members on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At WITC evacuation drills are used as a

way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and dial 911.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired. Secure the individual in the area of rescue assistance and press the help button located in that area or notify the responding Fire Department of the individual's location.
4. Proceed to a clear area greater than 500 feet from the building perimeter. Keep all walkways clear for emergency vehicles.
5. Do not re-enter the building.

Shelter-in-Place Procedures –What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, WITC Safety Office, Safety Committee Members, Campus Administrators, other College employees, Local law enforcement, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter–in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to WITC Safety Office so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

5.8 Emergency/Immediate Notification

WITC has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

In the event of an emergency, WITC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

The Campus Administrator or designee is responsible for confirming an emergency (this assessment may require consultation with various departments within the college, external constituents including local law enforcement and/or homeland security personnel, or the National Weather Service).

If the Campus Administrator, or designee, in conjunction with other College administrators, local first responders and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the WITC Community, the Campus Administrator or Dean of Students will determine the content of the message and will use some or all of the systems described below to communicate the threat to the WITC

Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

WITC 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 the responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Notification will be made by using some or all of the following methods depending on the type of emergency: College Alert System (which contains email, cell phone text, voice message alert); fire alarm (where available), public address systems (where available), social media, digital signage (where available), local media, social media, and/or webpage. If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

<u>System to use</u>	<u>Primary Message Creator</u>	<u>Backup Message Creator</u>	<u>Authority for approving & sending messages</u>	<u>Primary Message Sender/Distributor</u>	<u>Backup Message Sender/Distributor</u>
Primary (RAVE/Alertus)	Campus Administrator or Dean of Students	Senior Director of Technology Services	Campus Administrator or Dean of Students	Senior Director of Technology Services	Campus Administrator or Dean of Students
Secondary (Public Address System)	Campus Administrator	Dean of Students	Campus Administrator	Campus Administrator	Dean of Students
Secondary (digital signage)	Campus Administrator or Dean of Students	Senior Director of Technology Services	Campus Administrator or Dean of Students	Senior Director of Technology Services	Campus Administrator or Dean of Students
Secondary (local media)	Director of Marketing	Marketing and Public Relations	President	Director of Marketing	Marketing and Public Relations
Secondary (social media)	Director of Marketing	Marketing and Public Relations	President	Director of Marketing	Marketing and Public Relations
Secondary (webpage)	Director of Marketing	Marketing and Public Relations	Director of Marketing	Director of Marketing	Marketing and Public Relations

To opt-out of emergency text, students, faculty, and staff can do so through the My WITC Portal. There is no option to enroll or opt-out of a voice message alert.

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency and provide basic instructions to the community and may direct them to where they can receive additional information.

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the WITC webpage and/or social media.

5.9 Security and Access to Campus Facilities/Security Considerations in the Maintenance of Campus Facilities

The College maintains a commitment to campus security and safety. Exterior lighting in the parking lots, pedestrian walkways and exterior of buildings is provided to illuminate these areas for safety and security. Local police officers may conduct patrols of campus buildings to evaluate and monitor security related matters.

The academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is also controlled by card access after normal business hours, and all of these buildings have varied levels of access. For information about the access protocol for a specific building, see the facilities maintenance supervisor.

NOTE: Building access may vary to accommodate evening and weekend classes according to scheduled activities.

The College grounds and landscaping are maintained by the facilities, custodial staff and some contract services, assuring safety for pedestrians with concern for vehicle traffic considerations.

5.10 Crimes to be Reported

A yearly report is compiled by the College based upon the Incident Reports filed during the year and information obtained from police and sheriffs' departments in cities and counties where College campuses are located. Statistics obtained are used for required annual Clery Act reporting that is filed with the US Department of Education and is also shared with the College Board for appropriate action with regard to operational policies and procedures. Following are definitions of reportable Clery Act crimes. Definitions were obtained from The Handbook for Campus Safety and Security Reporting and from the National Institute of Justice website:

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Sexual Assault (Sex Offenses): Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- A) **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B) **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- C) **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D) **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Aggravated assault may include assault and battery, disorderly conduct, domestic violence, or simple assault by some local jurisdictions even though a weapon was used in the incident.

Burglary (Breaking and Entering): The unlawful entry of a structure to commit a felony or a theft.

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

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault: The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Cyber-intimidation (threatened via computer) is included in this definition.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the persons having custody or control of it. Examples include cutting into tires, drawing obscene pictures on restroom walls, smashing windows, destroying school records, defacing library books.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Definitions of crimes for which arrest must be reported:

Liquor Law Violations: Violations of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in

their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Weapons Possessions: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Unfounded Crimes

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Non-Campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be “unfounded”.

Institutions must report the total number of criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

Hate Crime Reporting

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

Institutions must report hate crimes in the following eight categories:

- **Race:** a preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- **Religion:** a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation:** a preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
 - Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender:** a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
 - Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- **Ethnicity:** a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture and/or ideology that stresses common ancestry
- **National Origin:** a preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability:** a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias:

- a. Murder and Non-negligent Manslaughter
- b. Sexual Assault
- c. Robbery
- d. Aggravated Assault
- e. Burglary
- f. Motor Vehicle Theft
- g. Arson
- h. Larceny-Theft
- i. Simple Assault
- j. Intimidation
- k. Destruction/Damage/Vandalism of Property

5.11 College Crime Statistics

Campus	OFFENSES	On Campus			Non-Campus			Public Property			Residential Facilities*
		2018	2017	2016	2018	2017	2016	2018	2017	2016	
ASHLAND	CRIMINAL OFFENSES										
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	N/A
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	N/A
	Rape	0	0	0	0	0	0	0	0	0	N/A
	Fondling	0	0	0	0	0	0	0	0	0	N/A
	Incest	0	0	0	0	0	0	0	0	0	N/A
	Statutory Rape	0	0	0	0	0	0	0	0	0	N/A
	Robbery	0	0	0	0	0	0	0	0	0	N/A
	Aggravated Assault	0	0	0	0	0	0	0	0	0	N/A
	Burglary	0	0	0	0	0	0	0	0	0	N/A
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	N/A
	Arson	0	0	0	0	0	0	0	0	0	N/A
	ARRESTS										
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	N/A
	REFERRALS FOR DISCIPLINARY ACTION										
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	N/A
	VAWA OFFENSES										
	Domestic Violence	0	0	0	0	0	0	0	0	0	N/A
	Dating Violence	0	0	0	0	0	0	0	0	0	N/A
	Stalking	0	0	0	1	0	0	0	0	0	N/A

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Ashland Campus does not have residential facilities.*

There were no reported hate crimes for the years 2018, 2017, or 2016.

There were 0 unfounded crimes in 2018, 2 unfounded crimes in 2017, and 0 unfounded crimes in 2016.

Campus	OFFENSES	On Campus			Non-Campus			Public Property			Residential Facilities*	
		2018	2017	2016	2018	2017	2016	2018	2017	2016		
BALSAM LAKE	CRIMINAL OFFENSES											
	Murder/Non Negligent Manslaughter											N/A
	Manslaughter by Negligence											N/A
	Rape											N/A
	Fondling											N/A
	Incest											N/A
	Statutory Rape											N/A
	Robbery											N/A
	Aggravated Assault											N/A
	Burglary											N/A
	Motor Vehicle Theft											N/A
	Arson											N/A
	ARRESTS											
	Liquor Law Violation											N/A
	Drug Law Violation											N/A
	Weapons Law Violation											N/A
	REFERRALS FOR DISCIPLINARY ACTION											
	Liquor Law Violation											N/A
	Drug Law Violation											N/A
	Weapons Law Violation											N/A
	VAWA OFFENSES											
	Domestic Violence											N/A
	Dating Violence											N/A
	Stalking											N/A

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Balsam Lake Outreach Center does not have residential facilities.*

The Balsam Lake Outreach Center became a reportable campus in 2019 therefore statistical data is not available for 2018, 2017, or 2016.

Campus	OFFENSES	On Campus			Non-Campus			Public Property			Residential Facilities*
		2018	2017	2016	2018	2017	2016	2018	2017	2016	
BARRON	CRIMINAL OFFENSES										
	Murder/Non Negligent Manslaughter	0	0		0	0		0	0		N/A
	Manslaughter by Negligence	0	0		0	0		0	0		N/A
	Rape	0	0		0	0		0	0		N/A
	Fondling	0	0		0	0		0	0		N/A
	Incest	0	0		0	0		0	0		N/A
	Statutory Rape	0	0		0	0		0	0		N/A
	Robbery	0	0		0	0		0	0		N/A
	Aggravated Assault	0	0		0	0		0	0		N/A
	Burglary	0	0		0	0		0	0		N/A
	Motor Vehicle Theft	0	0		0	0		0	0		N/A
	Arson	0	0		0	0		0	0		N/A
	ARRESTS										
	Liquor Law Violation	0	0		0	0		0	0		N/A
	Drug Law Violation	0	0		0	0		0	0		N/A
	Weapons Law Violation	0	0		0	0		0	0		N/A
	REFERRALS FOR DISCIPLINARY ACTION										
	Liquor Law Violation	0	0		0	0		0	0		N/A
	Drug Law Violation	0	0		0	0		0	0		N/A
	Weapons Law Violation	0	0		0	0		0	0		N/A
	VAWA OFFENSES										
	Domestic Violence	0	0		0	0		0	0		N/A
	Dating Violence	0	0		0	0		0	0		N/A
	Stalking	0	0		0	0		0	0		N/A

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Barron County Learning Center does not have residential facilities.*

2017 is the first reportable year for this location.

There were no reported hate crimes for the years 2018 or 2017.

There were 0 unfounded crimes in 2018 and 0 unfounded crimes in 2017.

Campus	OFFENSES	On Campus			Non-Campus			Public Property			Residential Facilities*
		2018	2017	2016	2018	2017	2016	2018	2017	2016	
HAYWARD	CRIMINAL OFFENSES										
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	N/A
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	N/A
	Rape	0	0	0	0	0	0	0	0	0	N/A
	Fondling	0	0	0	0	0	0	0	0	0	N/A
	Incest	0	0	0	0	0	0	0	0	0	N/A
	Statutory Rape	0	0	0	0	0	0	0	0	0	N/A
	Robbery	0	0	0	0	0	0	0	0	0	N/A
	Aggravated Assault	0	0	0	0	0	0	0	0	0	N/A
	Burglary	0	0	0	0	0	0	0	0	0	N/A
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	N/A
	Arson	0	0	0	0	0	0	0	0	0	N/A
	ARRESTS										
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	N/A
	REFERRALS FOR DISCIPLINARY ACTION										
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	N/A
	VAWA OFFENSES										
	Domestic Violence	0	0	0	0	0	0	0	0	0	N/A
	Dating Violence	0	0	0	0	0	0	0	0	0	N/A
	Stalking	0	0	0	0	0	0	0	0	0	N/A

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Hayward Outreach Center does not have residential facilities.*

There were no reported hate crimes for the years 2018, 2017, or 2016.

There were 0 unfounded crimes in 2018, 0 unfounded crimes in 2017, and 0 unfounded crimes in 2016.

Campus	OFFENSES	On Campus			Non-Campus			Public Property***			Residential Facilities*
		2018	2017	2016	2018	2017	2016	2018	2017	2016	
LADYSMITH	CRIMINAL OFFENSES										
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	N/A
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	N/A
	Rape	0	0	0	0	0	0	0	0	0	N/A
	Fondling	0	0	0	0	0	0	0	0	0	N/A
	Incest	0	0	0	0	0	0	0	0	0	N/A
	Statutory Rape	0	0	0	0	0	0	0	0	0	N/A
	Robbery	0	0	0	0	0	0	0	0	0	N/A
	Aggravated Assault	0	0	0	0	0	0	0	0	0	N/A
	Burglary	0	0	0	0	0	0	0	0	0	N/A
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	N/A
	Arson	0	0	0	0	0	0	0	0	0	N/A
	ARRESTS										
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	N/A
	REFERRALS FOR DISCIPLINARY ACTION										
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	N/A
	VAWA OFFENSES										
	Domestic Violence	0	0	0	0	0	0	0	0	0	N/A
	Dating Violence	0	0	0	0	0	0	0	0	0	N/A
	Stalking	0	0	0	0	0	0	0	0	0	N/A

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Ladysmith Outreach Center does not have residential facilities.*

There were no reported hate crimes for the years 2018, 2017, or 2016.

There were 0 unfounded crimes in 2018, 0 unfounded crimes in 2017, and 0 unfounded crimes in 2016.

Campus	OFFENSES	On Campus			Non-Campus			Public Property			Residential Facilities*	
		2018	2017	2016	2018	2017	2016	2018	2017	2016		
NEW RICHMOND	CRIMINAL OFFENSES											
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	N/A
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	N/A
	Rape	0	0	0	0	0	0	0	0	0	0	N/A
	Fondling	0	0	0	0	0	0	0	0	0	0	N/A
	Incest	0	0	0	0	0	0	0	0	0	0	N/A
	Statutory Rape	0	0	0	0	0	0	0	0	0	0	N/A
	Robbery	0	0	0	0	0	0	0	0	0	0	N/A
	Aggravated Assault	0	0	0	0	0	0	0	0	0	0	N/A
	Burglary	0	0	0	0	0	0	0	0	0	0	N/A
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	N/A
	Arson	0	0	0	0	0	0	0	0	0	0	N/A
	ARRESTS											
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	0	0	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	0	N/A
	REFERRALS FOR DISCIPLINARY ACTION											
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	0	0	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	0	N/A
	VAWA OFFENSES											
	Domestic Violence	0	0	0	0	0	0	0	0	0	0	N/A
	Dating Violence	0	0	0	0	0	0	0	0	0	0	N/A
	Stalking	0	0	0	0	0	0	0	0	0	0	N/A

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The New Richmond Campus does not have residential facilities.*

There were no reported hate crimes for the years 2018, 2017, or 2016.

There were 0 unfounded crimes in 2018, 0 unfounded crimes in 2017, and 0 unfounded crimes in 2016.

Campus	OFFENSES	On Campus			Non-Campus			Public Property			Residential Facilities*	
		2018	2017	2016	2018	2017	2016	2018	2017	2016		
RICE LAKE	CRIMINAL OFFENSES											
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	N/A
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	N/A
	Rape	0	0	0	0	0	0	0	0	0	0	N/A
	Fondling	0	0	0	0	0	0	0	0	0	0	N/A
	Incest	0	0	0	0	0	0	0	0	0	0	N/A
	Statutory Rape	0	0	0	0	0	0	0	1	0	0	N/A
	Robbery	0	0	0	0	0	0	0	0	0	0	N/A
	Aggravated Assault	0	0	0	0	0	0	0	0	0	0	N/A
	Burglary	0	0	0	0	0	0	0	0	0	0	N/A
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	N/A
	Arson	0	0	0	0	0	0	0	0	0	0	N/A
	ARRESTS											
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	1	4	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	0	N/A
	REFERRALS FOR DISCIPLINARY ACTION											
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	0	0	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	0	N/A
	VAWA OFFENSES											
	Domestic Violence	0	0	0	0	0	0	0	0	0	0	N/A
	Dating Violence	0	0	0	0	0	0	0	0	0	0	N/A
	Stalking	0	0	0	0	0	0	0	0	0	0	N/A

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Rice Lake Campus does not have residential facilities.*

There were no reported hate crimes for the years 2018, 2017, or 2016.

There were 0 unfounded crimes in 2018, 0 unfounded crimes in 2017, and 0 unfounded crimes in 2016.

Campus	OFFENSES	On Campus			Non-Campus			Public Property			Residential Facilities*	
		2018	2017	2016	2018	2017	2016	2018	2017	2016		
SHELL LAKE	CRIMINAL OFFENSES											
	Murder/Non Negligent Manslaughter											N/A
	Manslaughter by Negligence											N/A
	Rape											N/A
	Fondling											N/A
	Incest											N/A
	Statutory Rape											N/A
	Robbery											N/A
	Aggravated Assault											N/A
	Burglary											N/A
	Motor Vehicle Theft											N/A
	Arson											N/A
	ARRESTS											
	Liquor Law Violation											N/A
	Drug Law Violation											N/A
	Weapons Law Violation											N/A
	REFERRALS FOR DISCIPLINARY ACTION											
	Liquor Law Violation											N/A
	Drug Law Violation											N/A
	Weapons Law Violation											N/A
	VAWA OFFENSES											
	Domestic Violence											N/A
	Dating Violence											N/A
	Stalking											N/A

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Shell Lake Administrative Office does not have residential facilities.*

The Shell Lake Administrative Office became a reportable campus in 2019 therefore statistical data is not available for 2018, 2017, or 2016.

Campus	OFFENSES	On Campus			Non-Campus			Public Property			Residential Facilities*
		2018	2017	2016	2018	2017	2016	2018	2017	2016	
SUPERIOR	CRIMINAL OFFENSES										
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	N/A
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	N/A
	Rape	0	0	0	0	0	0	0	0	0	N/A
	Fondling	0	0	0	0	0	0	0	0	0	N/A
	Incest	0	0	0	0	0	0	0	0	0	N/A
	Statutory Rape	0	0	0	0	0	0	0	0	0	N/A
	Robbery	0	0	0	0	0	0	0	0	0	N/A
	Aggravated Assault	0	0	0	0	0	0	0	0	0	N/A
	Burglary	0	0	0	0	0	0	0	0	0	N/A
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	N/A
	Arson	0	0	0	0	0	0	0	0	0	N/A
	ARRESTS										
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	N/A
	REFERRALS FOR DISCIPLINARY ACTION										
	Liquor Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Drug Law Violation	0	0	0	0	0	0	0	0	0	N/A
	Weapons Law Violation	0	0	0	0	0	0	0	0	0	N/A
	VAWA OFFENSES										
	Domestic Violence	0	0	0	0	0	0	0	0	0	N/A
	Dating Violence	0	0	0	0	0	0	0	0	0	N/A
	Stalking	0	0	0	0	0	0	0	0	0	N/A

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Superior Campus does not have residential facilities.*

There were no reported hate crimes for the years 2018, 2017, or 2016.

There were 0 unfounded crimes in 2018, 0 unfounded crimes in 2017, and 0 unfounded crimes in 2016.

Security Awareness & Crime Prevention Programming

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the WITC to inform students, staff, and employees of good crime prevention and security awareness practices.

During the 2018-2019 academic year, WITC offered approximately seven crime prevention and security awareness programs. Topics such as personal safety, drug and alcohol abuse awareness, cultural diversity, and sexual assault prevention are some examples of programs offered during the prior academic year. Informational brochures and supporting prevention information are provided for all students and staff through College orientation and in-service activities.

All crime prevention and security awareness programs encourage students and employees are encouraged to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to contact the Dean of Students or Campus Administrator to report suspicious behavior.

Criminal Activity of Non-Campus Student Organizations

WITC currently does not recognize any non-campus student organizations or student residential facilities. Student conduct codes enumerate and describe acceptable behavior and sanctions for misconduct actions relating to drugs and alcohol, assaults, weapons and other security-related concerns whether on or off-campus.

6 UNLAWFUL DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT/SEXUAL MISCONDUCT/SEXUAL VIOLENCE

On March 7, 2013, the Campus Sexual Violence Elimination Act (Campus SaVE Act) was signed into law, a compliment to Title IX and an update to the Jeanne Clery Act, as part of reauthorization of the Violence Against Women Act. The new law is designed to help institutions better protect their students and employees from sexual violence.

WITC prohibits and will not tolerate unlawful discrimination, harassment or sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, and/or stalking by or against any student, employee, student/employee applicant, vendor/customer, anyone associated with WITC or other members of the public.

Any student, employee, or student/employee applicant who believes that he/she has been unlawfully discriminated against or harassed or sexually harassed or a victim of sexual misconduct/sexual violence including domestic violence, dating violence, and/or stalking in violation of College policy is urged to report the incident to the Director of Human Resources, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871,

715-468-2815 ext. 2240. Employees and students may also report complaints to any Campus Administrator or to law enforcement as appropriate.

All complaints or reports of alleged acts or charges of unlawful discrimination/harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, and/or stalking reported to the College will be handled under developed procedures that will include, but not be limited to, taking immediate action to eliminate the unlawful action, preventing its recurrence, addressing its effects, publishing a notice of non-discrimination/non-harassment/non-retaliation, adopting and publishing grievance procedures and ensuring College employees are trained to respond to issues/complaints promptly and equitably. Prompt and remedial action will be taken, if necessary, to ensure appropriate behavior in the academic/work environment.

WITC Director, Human Resources serves as the Equal Opportunity/ Affirmative Action Officer and Title IX Coordinator and the central intake point for complaints of unlawful discrimination/harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, and/or stalking. All charges of unlawful discrimination/ harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, and/or stalking will be investigated according to College procedure by the Vice President, Administrative Services (or designee) or a supervised investigation will be delegated to other trained, Campus Administrators and/or outside legal counsel as appropriate.

WITC reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all member of the College community. Toward that end, WITC issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is report to a College official.

6.1 Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

WITC prohibits the crimes of domestic violence, dating violence, sexual assault and stalking, as defined by the Clery Act.

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
 - i. A felony or misdemeanor of violence committed:
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;

- C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - ii. For the purposes of this definition:
 - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B) Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."
 - **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking**

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - A) Fear for the person's safety or the safety of others; or
 - B) Suffer substantial emotional distress.
- ii. For the purposes of this definition:
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

6.2 Jurisdictional Definitions of Domestic Violence/Dating Violence (Domestic Abuse), Sexual Assault and Stalking

1. Unlawful discrimination shall mean a difference in treatment in any employment/education related action, service, program, course, or facility of WITC on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by federal, state or local law in employment, admissions or its programs, services or activities. Unlawful discrimination may be in the form of harassment such as:
 - A) Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
 - B) Any attempt to penalize or punish a person because of his/her protected status.
2. Sexual Harassment means unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome request for sexual favors, and other verbal or physical conduct of a sexual nature (including, but not limited to, deliberate or repeated unsolicited gestures or comments, or the deliberate or repeated display of offensive, sexually graphic materials, not necessary for educational purposes), when:
 - A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status as a student or employee;
 - B) Submission to or rejection of such conduct by an individual is used as a basis for enrollment, rating, or grading of a student or any employment related action for an employee;
 - C) Such conduct has the purpose or effect of substantially interfering with an individual's academic or work progress, or creating an intimidating, hostile, or offensive academic or working environment.

3. Sexual misconduct/sexual violence is also sexual harassment and as such is prohibited and could include sexual acts against a person's will or where a person is incapable to give consent.
 - A) The term "sexual assault" means an offense classified as a forcible or non-forcible sex offense under the Uniform Crime Reporting System of the Federal Bureau of Investigation.
4. Wisconsin Statute 813.12 Domestic Abuse means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:
 - A) Intentional infliction of physical pain, physical injury or illness.
 - B) Intentional impairment of physical condition.
 - C) A violation of s. 940.225 (1) (2) or (3). (Sexual assault violations)
 - D) A violation of s. 940.32. (Stalking violations)
 - E) A violation of s. 943.01, involving property that belongs to the individual. (Damage to property)
 - F) A threat to engage in any conduct listed above.
5. Sexual Assault is defined by Wisconsin State Legislature as sexual contact or sexual intercourse with another person without consent of that person by use of force, threats, or weapon.
6. Wisconsin Statute 940.32 Stalking means a series of two or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:
 - A) Maintaining a visual or physical proximity to the victim.
 - B) Approaching or confronting the victim.
 - C) Appearing at the victim's workplace or contacting the victim's employer or coworkers.
 - D) Appearing at the victim's home or contacting the victim's neighbors.
 - E) Entering property owned, leased, or occupied by the victim.
 - F) Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
 - o Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
 - G) Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.
 - H) Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
 - I) Delivering an object to a member of the victims' family or household or an employer, coworker, or friend of the victim or placing an object on, or

delivering an object to, property owned, leased, or occupied by such a person with the intent that that object be delivered to the victim.

- J) Causing a person to engage in any of the acts described in subds. A. to I.
7. The State of Wisconsin defines consent as words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11 (2):
- A) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.
 - B) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

6.3 How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. In *A Situational Model of Sexual Assault Prevention through Bystander Intervention*, Dr. Shawn Burn describes bystanders as “individuals who observe violence or witness the condition that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list, adapted from *Stanford College’s Office of Sexual Assault & Relationship Abuse, Bystander Intervention Strategies*, of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

6.4 Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from *Rape, Abuse, & Incest National Network, www.rainn.org*)

1. **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or

worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

7 PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

The College engages in comprehensive, intentional, and integrated programming, initiative, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- a. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- b. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

7.1 Primary Prevention and Awareness Programs

These programs include providing new students and employees online trainings on sexual harassment and prevention as well as policy statements and awareness tips in new student orientations, student handbooks, and new employee orientation.

Specifically, the College offered the following primary prevention and awareness programs for all incoming students in academic year 2018/2019:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior* Covered</u>
Not Anymore	Ongoing	Online	DoV, DaV, SA, S
Not Anymore	10/18/2018	Ashland	DoV, DaV, SA, S
New Student Orientation	8/24/2018	Ashland, New Richmond, Rice Lake, Superior, Online	SA

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following primary prevention and awareness programs for all new employees in academic year 2018/2019:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior* Covered</u>
New Employee Orientation	Ongoing	Online	SA
Not Anymore	Ongoing	Online	DoV, DaV, SA, S
Not Anymore	10/18/2018	Ashland	DoV, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

7.2 Ongoing Prevention and Awareness Campaigns

The College has developed annual educational campaigns consisting of online trainings, educational posters, and face-to-face presentations.

The College offered the following ongoing awareness and prevention programs for students in academic year 2018/2019:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior* Covered</u>
Not Anymore	Ongoing	Online	DoV, DaV, SA, S
Not Anymore	10/18/2018	Ashland	DoV, DaV, SA, S
Domestic Violence Panel	10/2/2018	Ashland	DoV, SA
Spring Health Fair	03/13/2019	Rice Lake	DoV
Spring Health Fair	02/12/2019	Ashland	DoV
Health Fair	04/03/2019	New Richmond	DoV
Domestic Violence Awareness	10/18/2018	New Richmond	DoV
Health Fair	03/26/2019	Superior	DoV

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following ongoing awareness and prevention programs for employees in academic year 2018/2019:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior* Covered</u>
Not Anymore	Ongoing	Online	DoV, DaV, SA, S
Not Anymore	10/18/2018	Ashland	DoV, DaV, SA, S
Spring Health Fair	03/13/2019	Rice Lake	DoV
Spring Health Fair	02/12/2019	Ashland	DoV
Health Fair	04/03/2019	New Richmond	DoV
Health Fair	03/26/2019	Superior	DoV

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

8 PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND/OR STALKING OCCURS

Victims have particular rights they are entitled to when reporting a crime, and many resources are available to them. Victims of domestic violence, dating violence, sexual assault and/or stalking have the right to decline to notify law enforcement of the crime(s) committed against them. If a victim so chooses, he/she has the right to be assisted by College authorities in notifying law enforcement agencies.

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with campus officials or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

8.1 Notification of Complaint

1. Any applicant, student, employee, or citizen requesting services from WITC who believes he/she has experienced or observed a violation of this policy or procedure at WITC may file a report with the Vice President, Administrative Services at the following address: WITC Administrative Office, 505 Pine Ridge Drive, Shell Lake, WI 54871. Phone: (715) 468-2815, ext. 2234.

2. The complaint report will be in writing, to the Vice President, Administrative Services. The report should detail the facts and circumstances which are the basis for the complaint and identify the individual(s) at WITC responsible for the alleged violation and the policy, procedure, or practice that has been violated. Whenever possible, the "Unlawful Discrimination/Harassment/ Sexual Harassment/Sexual Misconduct/Sexual Violence Complaint Form" should be used to provide the information requested. The complainant and the respondent will be advised of the College policy and procedures when filing a complaint.
3. In accordance with Wisconsin law, a complaint alleging discrimination must be filed within 300 days of the alleged violation; however, a more immediate reporting of the incident will facilitate a prompt and thorough investigation of the facts and circumstances involved.
4. The filing of a report with the College does not restrict a person's right to seek redress through avenues outside of the College.
5. Retaliatory action against someone filing a legitimate report for any type of unlawful discrimination/harassment, including sexual harassment/sexual misconduct/sexual violence, is strictly prohibited.
6. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement (including the Campus Administrator, Dean of Students, and/or local police), it is the victim's choice whether or not to make the report. Victims have the right to decline to notify law enforcement. The Dean of Students will assist any victim with notifying law enforcement if the victim so desires.

8.2 Investigation

Upon receipt of a complaint of an Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaint Form, the Director, Human Resources will authorize an investigation of the incident(s) in question and seek prompt and equitable resolution of the matter. The specific steps of the investigation will vary based on the nature of the allegations and other factors; however, the College's inquiry will be prompt, thorough and impartial. Within ten (10) working days or school days from the receipt of the complaint or as soon as is administratively possible, the Director, Human Resources will initiate the following as needed:

1. Conduct individual meetings with the person who filed the complaint and with other persons identified in the complaint as being either witnesses to or responsible for the alleged violation(s).
2. Conduct group meetings with the principal parties involved in the incident(s) in question, as necessary.
3. Attempt to resolve the matter to the mutual satisfaction of the principal parties involved. The resolution actions may include advisement, investigation, observation, sensitivity training, accommodations, disciplinary action up to and including termination or expulsion, and reporting criminal activity and/or specific counseling for behavior

modification. If the matter cannot be resolved to the mutual satisfaction of the principal parties involved, the individual will have the option to proceed to an appeal hearing with the Board of Trustees (Board). The appeal hearing would be in accordance with the Appeal Process (section 4).

8.3 Findings

If there is a preponderance of evidence to believe that a violation(s) has occurred, the College will take appropriate action. Individuals discriminating against students or employees will be subject to discipline under appropriate WITC policies. The College will also take other necessary corrective action to remedy any instances or effects where unlawful discrimination/ harassment/sexual misconduct/sexual violence is determined to have occurred. Notice of the action will be sent to the principal parties involved.

8.4 Appeal Process

Within five (5) working days or school days following notification of the action taken by the College, either of the principal parties involved may file an appeal with the WITC President for a hearing with the Board. The Board will, if practical, consider the request for appeal at its next regularly-scheduled meeting (but not sooner than 30 days or later than 60 days from receipt of the request for appeal), and may deny the appeal, overturn the original decision, or remand the matter for a partial or complete review, citing specific matters to be considered. The disposition of the Board is final and there shall be no further appeal within the College of the matter.

8.5 Restriction

1. Action relating to employment and/or enrollment should not be taken for or against a person until a report of unlawful discrimination/harassment has been resolved, unless such action is deemed necessary to the well-being or safety of the people involved in the action or to the function of the College or when such action/decision is part of the usual business of the College.
2. Inasmuch as this review process represents an administrative inquiry into the facts and circumstances surrounding a report of unlawful discrimination/harassment/sexual harassment/sexual misconduct/sexual violence, the use of legal counsel and/or representation is not permitted. However, nothing in these procedures will preclude an employee's or student's right to seek other avenues of redress outside of the College including a complainant's right to file a criminal complaint, as appropriate.

8.6 Documentation

A record of all complaints must be maintained and forwarded to the College's Director, Human Resources for reporting purposes in compliance with federal and state laws.

WITC will submit a report by September 1st to the Board and the Wisconsin Technical College System Board specifying the number of complaints received in the previous school year and the disposition of each such complaint.

In compliance with federal and state statutes and concern for students and employees, WITC provides reports of complaints involving the following information:

8.7 Sexual Assault of an Adult: Definitions and Penalties

First Degree Sexual Assault

Whoever does any of the following is guilty of a Class B felony:

- A. Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
- B. Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.
- C. Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

Penalty for first-degree sexual assault is imprisonment for not more than sixty years.

Second Degree Sexual Assault

Whoever does any of the following is guilty of Class BC Felony:

- A. Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- B. Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- C. Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.
- D. Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
- E. Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
- F. Is an employee of an inpatient facility or a state treatment facility and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility.

Penalty for second-degree sexual assault is imprisonment for not more than thirty years and/or a fine of not more than \$10,000.

Third Degree Sexual Assault

Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class D felony. This includes sexual contact or intercourse by a member of the instructional staff of a school district with a student enrolled in the school who is 16 years of age or older.

Penalty for third degree sexual assault is imprisonment for not more than ten years and/or a fine of not more than \$10,000.

Fourth Degree Sexual Assault

Whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

Penalty for fourth degree sexual assault is imprisonment for not more than nine months in the county jail and/or a fine of not more than \$10,000.

8.8 Sexual Assault of a Child: Definitions and Penalties

First Degree Sexual Assault

Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years is guilty of Class B felony.

Penalty for first-degree sexual assault is imprisonment for not more than sixty years.

Second Degree Sexual Assault

Whoever has sexual contact or sexual intercourse with a person who is at least 13 but under has not attained the age of 16 years of age is guilty of Class BC felony. Engaging in repeated acts (defined as three or more violations) with the same child within a specified period of time may result in prosecution as a Class B felony.

Penalty for second-degree sexual assault is imprisonment for not more than thirty years and/or a fine of not more than \$10,000.

Failure to Act

A person responsible for the child's welfare is guilty of a Class C felony if that person has knowledge that another person intends to have, is having or has had sexual intercourse or sexual contact with the child, is physically and emotionally capable of taking action which will prevent the intercourse or contact from taking place or being repeated, fails to take that action and the failure to act exposes the child to an unreasonable risk that intercourse or contact may occur between the child and the other person or facilitates the intercourse or contact that does occur between the child and the other person.

Penalty of second-degree sexual assault is imprisonment for not more than thirty years and/or a fine of not more than \$10,000.

Death of Victim

This section applies whether a victim is dead or alive at the time of the sexual contact or sexual intercourse.

8.9 Sexual Exploitation by Therapist

Any person who is or who holds himself/herself out to be a therapist and who intentionally has sexual contact with a patient or client during any ongoing therapist-patient or therapist-client relationship, regardless of whether it occurs during any treatment, consultation, interview or examination, is guilty of a Class C felony. Consent is not an issue in an action under this sub-section.

Penalty for sexual exploitation by a therapist is imprisonment for not more than fifteen years and/ or a fine of not more than \$10,000.

8.10 Protective Behaviors

Being Aware

Being aware that sexual assault can happen anywhere to anyone is the first step in self-protection. Thinking that sexual assault only happens to someone else could increase the chances of actually becoming a victim.

The next step is to decrease assault opportunities by increasing the opportunities of protection:

- Be aware of the people who are around you (i.e. on the street, in the elevator, on the bus.)
- Be aware of areas of potential danger: high crime areas, unlit streets, vacant lots, alleys, dark doorways, and parking lots. Be aware of areas where you can seek help: 24-hour stores, police station, houses with lights on, restaurants, and hospitals.
- Know the facts about sexual assault and sexual misconduct including date rape, domestic violence, stalking, and other inappropriate actions.

Assertiveness

First learn to present yourself as strong and capable. Appearing shy and afraid are signals to an assailant that you will be an easy victim.

- Body language: make eye contact with people on the street approaching you and those you meet in elevators; walk erect with a firm step.
- Appear confident.
- If you are approached don't be afraid to make a scene. As a person you have rights. If someone violates you in any way, you do not have to tolerate it.
- You have the right to say no. Say it as loudly and as often as you need to. Sounding like a broken record may eventually discourage the potential attacker.
- Know you have the right to set sexual limits.
- Communicate those limits.

- Be honest with people about what you want or don't want.
- Trust your feelings. If you feel you are in danger, you're probably right.
- Act on those feelings; do not ignore them. Walk or run away, get angry, seek help.

8.11 Basic Bill of Rights for Victims and Witnesses

Victims of federal crimes are entitled to certain rights and services according to federal law. These rights are included in Section 3771 of Title 18 of the U.S. Code, Crimes and Criminal Procedure (see the Federal Bureau of Investigation website at www.fbi.gov). Under the Campus SaVE Act, Title IX, and Clery Act, students who believe they have experienced unlawful discrimination/ harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, and/or stalking also have rights which include receiving the following information:

- Name of College Title IX Coordinator
- Awareness of the protections of Title IX
- Know what to do if harassment occurs
- How to obtain orders of protection or no-contact orders and how the College will cooperate in their enforcement
- How the College will maintain confidentiality
- Notice of the right to change academic, living, transportation or work situations, whether or not a victim has formally reported an incident
- Notification of available mental health, legal assistance, victim's advocacy and other resources
- Notice of student's rights and options, whether the assault took place on campus or off
- Access to prevention programs

The College must also provide students with information on:

- Post attack procedures
- Reporting or right not to report
- Disciplinary procedures
- Right to have advisor of choice
- Simultaneous notification of proceeding results
- Victim's right to confidentiality
- Appeal Procedure
- Contact information for counseling, health (mental or physical), legal and victim's assistance groups and other services available on or off campus

As a victim of a crime in Wisconsin, you have the following rights:

- To be treated with fairness, dignity and respect for your privacy.

- To not have personal identifiers including email disclosed or used for a purpose unrelated to the official duties of an agency, employee or official.
- To be informed of your rights and how to exercise your rights.
- To be provided information regarding the offender's release from custody.
- To be notified of a decision not to prosecute if an arrest has been made.
- To speak with the Assistant Attorney General (AAG), or prosecutor representative upon your request, about the possible outcome of the case, potential plea agreements and sentencing options.
- To attend court proceedings in the case.
- To have reasonable attempts made to notify you be notified of the time, date and place of upcoming court proceedings, if you so request.
- To be provided with a waiting area separate from defense witnesses.
- To a speedy disposition of the criminal case.
- To have your interest considered when the court is deciding to grant a request for a delay (continuance).
- To be notified if charges are dismissed.
- To be accompanied to court by a service representative. This right is limited to specific types of crimes.
- To ask for assistance with your employer if necessary, resulting from court appearances.
- To request an order for, and to be given the results of, testing the offender for sexually transmitted diseases or HIV. This right is limited to specific types of crimes.
- To provide a written or oral victim impact statement concerning the economic, physical and psychological effect of the crime upon you to be considered by the court at sentencing.
- To have the impact of the crime on you included in a presentence investigation.
- To be provided sentencing or dispositional information upon request.
- To restitution as allowed by law.
- To a civil judgment for unpaid restitution.
- To compensation for certain expenses as allowed by law.
- To have your property expeditiously returned when it is no longer needed as evidence.
- To be notified of the offender's eligibility for parole and to have input into the parole-making decision.
- To be notified by have the Department of Corrections make a reasonable attempt to notify you of specific types of releases, escapes or confinements as provided by law.
- To have a reasonable attempt made to notify you be notified of a pardon application to the governor and to make a written statement regarding the pardon application.
- To contact the Department of Justice about any concerns you may have about your victim rights treatment as a crime victim.

In order to receive information you must keep the appropriate agency informed of your current address and telephone number.

Source: Wisconsin Department of Justice, Office of Crime Victim Services

8.12 Services Available

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, WITC will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and notifying appropriate local law enforcement. These resources include the following:

Ashland Campus & Hayward Outreach Center Community Resources

Sexual Assault/Violence and Domestic Violence Resources	
<p><u>Bad River Domestic Abuse Program</u> PO Box 55 (Use for mailing Address) 101 Elm St. Odanah, WI 54861 715.682.8379 brdap@badriver-nsn.gov</p>	<p><u>Center Against Sexual and Domestic Abuse (CASDA)</u> Outreach Center 318 21st Ave E Washburn, WI 54891 800.649.2921</p>
<p><u>Domestic Violence Escape, Inc. (D.O.V.E.)</u> 709 Sutherland Street Ironwood, MI 49938 906.932.4990 or 1.800.711.6744</p>	<p><u>New Day Shelter</u> 301 Ellis Ave Ashland, WI 54806 715.682.9565 or 1.800.924.4132</p>
<p><u>Red Cliff Domestic Violence Program</u> 88385 Pike Road Bayfield, WI 54814 715.779.3706</p>	<p><u>Wisconsin Statewide Domestic Abuse Resources Site</u> https://www.endabusewi.org/get-help/</p>
<p><u>LCO Oakwood Haven</u> Domestic and Sexual Violence Shelter 13394 W Trepania Rd (Mailing) Hayward, WI 54843 877.552.7474 or 715.634.9360</p>	

Health Clinics	
<p><u>Bad River Health & Wellness</u> 53585 Nokomis Rd. Odanah, WI 54861 715.682.7133</p>	<p><u>Chequamegon Clinic St. Luke's</u> 2201 Lake Shore Drive East Ashland, WI 54806 715.685.6600</p>
<p><u>Essentia Health-Ashland Clinic</u> 1615 Maple Lane, #1 Ashland, WI 54806 715.685.7500 or 844-232-9262</p>	<p><u>Health Care Clinic</u> (Reproductive Health) 313 3rd Street West Ashland, WI 54806 715.682.9596</p>
<p><u>Main Street Clinic</u> 1001 Main Street West Ashland, WI 54806 715.682.5601</p>	<p><u>Northlakes Community Clinic</u> 300 Main Street W Ashland, WI 54806 888.834.4551 or 715.685.2200</p>
<p><u>Red Cliff Community Health Center</u> 36745 Aiken Road Bayfield, WI 54814 715.779.3707</p>	<p><u>North Lakes Community Clinic</u> 11128N State Hwy. 77 Hayward, WI 54843 715.634.2541</p>
Mental Health/Behavioral Health/Counseling Services	
<p><u>Northlakes Community Clinic</u> (Behavioral Health Only) 101 Thompson Road Washburn, WI 54891 715.373.2233</p>	<p><u>Division of Vocational Rehabilitation</u> (Serving Individuals with Disabilities) 823 W. Main St., Suite 1 Ashland, WI 54806 1.800.387.0315</p>
<p><u>Memorial Medical Center/Behavioral Health & Services</u> 1635 Maple Lane Ashland, WI 54806 715.685.5400 Crisis Line: 715.682.8217</p>	<p><u>Northland Counseling Services</u> 10752 Beal Ave. Hayward, WI 54843 715.634.0222</p>
<p><u>Northlakes Community Clinic</u> 300 Main Street East Ashland, WI 54806 888.834.4551 or 715.685.2200</p>	<p><u>Northland Counseling Services</u> 21 W. Omaha Street Washburn, WI 54891 715.373.0160</p>
<p><u>Northland Counseling Services</u> 1619 W. 3rd Street Ashland, WI 54806 715.682.2141</p>	<p><u>National Suicide Prevention Lifeline</u> 1.800.273.TALK (8255)</p>
<p><u>Sawyer County Department of Health & Human Services</u> Sawyer County Courthouse 10610 Main St., Suite 224 Hayward, WI 54843 715.634.4806 or 1.800.569.4162</p>	<p><u>Division of Vocational Rehabilitation - Hayward</u> (Serving Individuals with Disabilities) 15954 Rivers Edge Dr., Suite 204 Hayward, WI 54843 715.634.0523 or 1.877.387.3879</p>

Alcohol and Drug Abuse Counseling Services

Memorial Medical Center/Behavioral Health & Services

1615 Maple Lane
Ashland, WI 54806
715.685.5500 Crisis Line: 715.682.8217

Lac Court Orielles Community Health Center

13380 West Trepania Road
Hayward, WI. 54843
1.877.882.9275

Bad River Health & Wellness

53585 Nokomis Rd.
Ashland, WI 54806
715.682.7133

New Richmond Campus & Balsam Lake Outreach Center Community Resources

Sexual Assault/Violence and Domestic Violence Resources	
<p><u>Community Referral Agency/Welcome Home Shelter</u> P.O. Box 365 Milltown, WI 54858 715.825.4414 or 1.800.261.7233</p>	<p><u>St Croix Valley Sexual Assault Response Team</u> 1343 N Main St River Falls, WI 54022 715.425.6443</p>
<p><u>St. Croix Victim Witness Assistance Program</u> Main Level Room 1259 – Government Center 1101 Carmichael Rd. Hudson, WI 54016 715.386.4666</p>	<p><u>Tubman</u> 1725 Monastery Way Maplewood, MN 55109 651.770.0777-Crisis # 651.789.6770-Admin #</p>
<p><u>Turning Point for Victims of Domestic Abuse</u> 337 East Fifth Street New Richmond, WI 54017 715.425.6751 1.800.345.5104 Crisis Line, shelter & support groups 715.821.8626 - Text hotline</p>	<p><u>Wisconsin Statewide Domestic Abuse Resources Site</u> https://www.endabusewi.org/get-help/</p>
Health Clinics	
<p><u>Barron County Public Health</u> 335 E. Monroe Ave., Rm 338 Barron, WI 54812 715.537.5691</p>	<p><u>Chippewa Valley Free Clinic</u> 1030 Oak Ridge Drive Eau Claire, WI 54701 715.839.8477</p>
<p><u>Dunn County Public Health</u> 300 US Hwy 12 East, Suite 032 Menomonie, WI 54751 715.232.2388</p>	<p><u>Free Clinic of the Menomonie Area</u> 2321 Stout Rd. Level A Menomonie, WI 54751 715.308.3808</p>
<p><u>Free Clinic Pierce & St. Croix Counties</u> River Falls Medical Clinic 1687 Division Street East River Falls, WI 54022 715.307.3948</p>	<p><u>Pierce County Public Health</u> 412 W. Kinne Street P.O. Box 238 Ellsworth, WI 54011 715.273.6755</p>
<p><u>Polk County Public Health</u> 100 Polk County Plaza, Suite 180 Balsam Lake, WI 54810 715.485.8500</p>	<p><u>River Falls Medical Clinic</u> 1687 East Division St. River Falls, WI 54022 715.307.3948 (Voicemail Only)</p>

Mental Health/Behavioral Health/Counseling Services	
<p><u>River Mental Health/Behavioral Health/Counseling Services</u> 1687 East Division St River Falls, WI 54022 715.307.3948</p>	<p><u>St. Croix County Public Health</u> 1445 North Fourth Street New Richmond, WI 54017 715.246.8263 (Automated receptionist)</p>
<p><u>Carol Christensen</u> 1176 County Road C New Richmond, WI 54017 715.246.3737</p>	<p><u>Family Therapy Associates</u> 150 West First Street, Suite 270 New Richmond, WI 54017 715-246-4840</p>
<p><u>Family Means of St. Croix Area</u> For Appointments at all locations <i>Low sliding fee or medical assistance accepted serving Minnesota and Wisconsin resident</i> 1875 Northwestern Ave. S Stillwater, MN 55082 For appointments at all locations 800.327.3203</p>	<p><u>St. Croix Regional Medical Center</u> Mental Health 715.483.0243 204 South Adams Street St. Croix Falls, WI 54024 <i>Psychologist or psychiatric consultation</i></p>
<p><u>Hudson Counseling</u> 901 Dominion Dr. Hudson, WI 54016 715.808.8070</p>	<p><u>St. Croix County Health/Human Services</u> <i>Sliding fee & medical assistance</i> 1752 Dorset Lane New Richmond, WI 54017 715.246.6991</p>
<p><u>Midwest Psychological Services</u> <i>Anger management services included sliding fee available</i> 2201 Jack Breault Lane Hudson, WI 54016 715.381.1980 <i>Emergency only - 651.278.3095</i></p>	<p><u>National Suicide Prevention Lifeline</u> 1.800.273.TALK (8255)</p>
<p><u>Polk County Human Services</u> Mental Health 100 Polk County Plaza, Suite 50 Balsam Lake, WI 54810 715.485.8423</p>	<p><u>Pierce County Behavioral Health</u> <i>Low sliding scale, medical assistance</i> 412 West Kinne Ellsworth, WI 54011 715.273.6770</p>
Alcohol and Drug Abuse Counseling Services	
<p><u>Burkwood Treatment Center</u> 615 Old Mill Road Hudson, WI 54016 715.201.2130</p>	<p><u>Hazleton Betty Ford Foundation</u> 15251 Pleasant Valley Road Center City, MN 55012 1.855.745.2889</p>

Rice Lake Campus & Ladysmith Outreach Center Community Resources

Sexual Assault/Violence and Domestic Violence Resources	
<p><u>Community Referral Agency</u> 301 Main St Milltown, WI 54858 800.261.7233 or 715.825.4414</p>	<p><u>Embrace</u> Barron County Barron, WI 54812 800.924.0556 crisis or 715.537.5691 24/7 text: 715.536.6976</p>
<p><u>Embrace</u> 107 Lindoo Ave East Ladysmith, WI 54848 800.924.0556 or 715.532.6976</p>	<p><u>Wisconsin Statewide Domestic Abuse Resources Site</u> https://www.endabusewi.org/get-help/</p>
Health Clinics	
<p><u>Rice Lake Area Free Clinic</u> Medical Arts Building 1035 N. Main St., Suite G02 Rice Lake, WI 54868 715.736.3733 Open mornings and all day Tuesdays</p>	<p><u>Marshfield Clinic - Ladysmith</u> 906 College Ave. W. Ladysmith, WI 54848 715.532.2300</p>
<p><u>Marshfield Clinic - Rice Lake</u> 1700 W. Stout St. Rice Lake, WI 54868 715.236.8100</p>	<p><u>Mayo Clinic Health System - Rice Lake</u> 331 S. Main St., Suite H Rice Lake, WI 54868 715.537.6747 or 715.236.8545</p>
Mental Health/Behavioral Health/Counseling Services	
<p><u>Aging and Disability Resource Center - Washburn County</u> Spooner Annex Building 850 W. Beaverbrook Ave., Suite 4 Spooner, WI 54801 715.635.4460 or 1.888.538.3031</p>	<p><u>Aging and Disability Resource Center - Barron County</u> Government Center 335 E. Monroe Ave., Room 100 Barron, WI 54812 715.537.6225 or 1.888.538.3031</p>
<p><u>Aging and Disability Resource Center - Rusk County</u> Courthouse 311 Miner Ave. East Ladysmith, WI 54848 715.532.2176 or 1.888.538.3031</p>	

Mental Health/Behavioral Health/Counseling Services	
<p><u>Aurora Community Counseling</u> 108 W. 2nd St. North Ladysmith, WI 54848 715.532.9771</p>	<p><u>Barron County Department of Health & Human Services</u> Government Center 335 E. Monroe Ave., Room 338 Barron, WI 54812 715.537.5691 View: <u>Barron County Department of Health & Human Services</u></p>
<p><u>Clinic for Christian Counseling, LLC</u> 12 W. Marshall St., Suite 104 Rice Lake, WI 54868 1.715.234.3444</p> <p><u>Clinic for Christian Counseling, LLC</u> 505 South Deway Street, Suite 208 Eau Claire, WI 54701 715.832.1678</p>	<p><u>Rusk County Department of Health & Human Services</u> 311 E. Miner Ave Ladysmith, WI 54848 715.532.2299</p>
<p><u>Division of Vocational Rehabilitation - Ladysmith</u> (Serving Individuals With Disabilities) 1104 Lake Ave. West, Suite 2 Ladysmith, WI 54848 715.532.2709 or 1.877.387.3879</p>	<p><u>Division of Vocational Rehabilitation - Rice Lake</u> (Serving Individuals With Disabilities) Barron County Job Center 331 South Main St., Suite 6 Rice Lake, WI 54868 715.234.6806 or 1.800.228.2587</p>
<p><u>Emergency Mental Health/Suicide Crisis Hotline</u> (Serving Barron, Polk & Washburn Counties) 1.888.552.6642</p>	<p><u>Marshfield Clinic Lakewoods Center Behavioral Health</u> 1215 W. Knapp St. Rice Lake, WI 54868 715.236.4450</p>
<p><u>Mayo Health System - Northland Rice Lake Counseling Services</u> 331 S. Main St., Suite H Rice Lake, WI 54868 715.236.8500</p>	<p><u>National Suicide Prevention Lifeline</u> 1.800.273.TALK (8255)</p>
Alcohol and Drug Abuse Counseling Services	
<p><u>Marshfield Clinic Lakewoods Center Behavioral Health</u> 1215 W. Knapp St. Rice Lake, WI 54868 715.236.4450 or 1.877.882.9275</p>	<p><u>Ladysmith Alcohol and Drug Recovery Center</u> 1000 W. College Avenue Ladysmith, WI 54848 1.715.532.2373</p>

Superior Campus Community Resources

Sexual Assault/Violence and Domestic Violence Resources	
<u>Center Against Sexual and Domestic Abuse (CASDA)</u> 318 21st Ave East Superior, WI 54880 715.392.3136 or 1.800.649.2921	<u>Program for Aid to Victims of Sexual Assault (PAVSA)</u> 32 East 1st St #200 Duluth, MN 55802 Crisis Line: 218-726-1931 Office Line: 218-726-1442
	<u>Wisconsin Statewide Domestic Abuse Resources Site</u>
Health Clinics	
<u>Duluth Family Medicine Clinic</u> 330 North 8th Avenue East Duluth, MN 55805 218.723.1112	<u>Essentia Health St Mary's, Superior</u> 3500 Tower Ave Superior, WI 54880 +1-715-817-7000
<u>Essentia Health St Mary's Medical Center</u> 407 E 3rd Street Duluth, MN 55805 218.786.4000	<u>Health Care Clinic</u> (Reproductive Health) 69 North 28th Street East, Suite 9 Superior, WI 54880 715.394.4117
<u>Lake Superior Community Health Center</u> 3600 Tower Ave Superior, WI 715.392.1955	<u>Lake Superior Community Health Center</u> 4325 Grand Avenue Duluth, MN 55807 218.722.1497
<u>Mariner Medical Clinic</u> 109 North 28th Street East Superior, WI 715.395.3950 or 715.395.3900	<u>North Lakes Community Center</u> 7665 US Highway 2 Iron River, WI 715.372.5001
<u>St Luke's Clinic</u> 915 East First Street Duluth, MN 55805 218.249.5555	<u>St Luke's Urgent Care</u> 915 East First Street Duluth, MN 218.249.6095
<u>Barron County Public Health</u> 335 E. Monroe Ave., Room 338 Barron, WI 54822	

Mental Health/Behavioral Health/Counseling Services	
<u>Arrowhead Psychological Clinic</u> 715 East Central Entrance Duluth, MN 55811 218-723-8153	<u>Duluth Psychological Clinic</u> 205 W 2nd St #437 Duluth, MN 218.722.2005
<u>Division of Vocational Rehabilitation</u> (Serving Individuals With Disabilities) Wisconsin Job Center - Superior 1805 N. 14th St. Superior, WI 54880 715.392.7896 or 1.800.228.2513	<u>Raymone Kral & Associates</u> 3240 Trudeau Rd, Duluth, MN 55811 218.727.5400
<u>Harbor City Psychological</u> 324 West Superior Street, Suite 730, Duluth, MN 55811 218.722.4058 or 218.481.1137	<u>Human Development Center, Duluth</u> 1401 E 1 st St Duluth, MN MN CRISIS NUMBER (800) 634-8775
<u>Human Development Center, Duluth</u> 215 N. Central Ave. Duluth, MN 55805 218.624.5683	<u>Lutheran Social Services</u> 33 North 25th Street East Superior, WI 715.394.4173
<u>St. Luke's Mental Health Services</u> 220 N 6th Avenue E Duluth, MN 55805 218.249.7000	<u>National Suicide Prevention Hotline</u> 1.800.273.TALK (8255)
<u>Northern Lights Counseling Center</u> 101 W 2nd ST #100 Duluth, MN 55805 218.740.3026 (voicemail)	<u>Human Development Center, Superior</u> 1500 North 34th Street Superior, WI 54880 Phone: 715-392-8216 WI CRISIS NUMBER (715) 395-2259
Alcohol and Drug Abuse Counseling Services	
<u>Center for Alcohol and Drug Treatment</u> 1402 East Superior Street Duluth, MN 55805 (218) 723-8444	

For support and counseling opportunities after a sexual assault or rape crisis, contact the counseling office at any of the WITC campuses listed below or the Title IX Coordinator/Affirmative Action Officer (Director, Human Resources) at the WITC Shell Lake Administrative Office: 715/468-2815.

WITC-Ashland

715/682-4591

WITC-New Richmond	715/246-6561
WITC-Rice Lake	715/234-7082
WITC-Superior	715/394-6677
WITC-Shell Lake	715/468-2815
WITC-Hayward	715/634-5167
WITC-Ladysmith	715/532-3399

8.13 Sex Offender Registration

In 1997, the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor and track people convicted of sex crimes and to provide access to this information for police, victims, and the general public. The state web site is <https://appsdoc.wi.gov/public>. The fact that an individual is listed on the Sex Offender Registry does not automatically prevent the individual from pursuing educational opportunities at WITC.

9 OTHER RIGHT TO KNOW INFORMATION

In addition to information provided regarding safety and security, alcohol and drugs, student misconduct and campus crime, the following right to know information is provided in accordance with standards established by the Occupational Safety & Health Administration (OSHA) and the Department of Safety & Professional Services (DSPS).

9.1 Exposure Control Plan

In accordance with OSHA standard 29 CFR 1910.1030 Blood borne Pathogens Exposure Control and DSPS 332 Public Employee Safety and Health, an Exposure Control Plan (ECP) is provided for WITC employees to eliminate or minimize occupational exposure to blood borne pathogens and other infectious materials. The ECP is a key document to assist in implementing and ensuring compliance with the standard, thereby protecting employees. The ECP includes:

- Determination of employee exposure;
- Implementation of various methods of exposure control, including:
 - Universal precautions,
 - Engineering and work practice controls,
 - Personal protective equipment, and
 - Housekeeping
- Hepatitis B vaccination program;
- Post-exposure evaluation and follow-up;
- Communication of hazards to employees and training;
- Recordkeeping; and
- Procedures for evaluating circumstances surrounding an exposure incident.

A copy of the ECP can be found on The Connection or by contacting the Safety Office, Administrative Services.

9.2 Chemical Hygiene Plan

The WITC Chemical Hygiene Plan (CHP) is intended to provide guidelines for individuals working in campus laboratories. The CHP describes policies, procedures, equipment, personal protective equipment, and work practices that are capable of protecting laboratory personnel from the health hazards in laboratories. In addition, the CHP has been established by WITC to meet the requirements of DSPS in Chapter 332 and also addresses OSHA rule 29 CFR 1910.1450 and 29CFR 1910.1200. The laboratory supervisors/instructors will produce standard operating procedures to accompany the CHP to suit their individual needs and more accurately portray the hazards and controls of their laboratories.

A copy of the CHP can be found on The Connection or by contacting the Safety Office, Administrative Services.

9.3 Hazard Communication Plan

The Hazard Communication Standard 29 CFR 1910.1200 (HCS) implemented by OSHA requires employers to provide information to employees and regarding the hazardous chemicals in the workplace and the hazardous properties of these chemicals. This information must be disseminated through a Hazard Communication Plan (HCP) involving labeling, safety data sheets (SDS), employee training, employee access to written records, and a written hazard communication plan. The implementation of the HCP will ensure all employees the “right-to-know” the hazards and identities of the chemicals with which they work.

The HCP applies to any chemical that is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use, or in a foreseeable emergency. In accordance with OSHA regulations, employees working in a laboratory setting are covered under WITC’s Chemical Hygiene Plan and are not included in the Hazard Communication Plan. The OSHA standard, 29CFR 1910.1200 sets out a procedure for hazard determination and any substance determined to be hazardous under this procedure is subject to the program. The definition of “hazardous chemical” under the standard is extremely broad, and includes any chemical that is a physical or health hazard. For determination of physical and health hazards associated with products, employees should rely on the evaluation performed by the chemical manufacturer or importer transmitted via SDS.

WITC’s HCP is designed to:

- Reduce the likelihood of injury or illness to employees by implementing specific procedures to identify and evaluate the chemical hazards in the workplace and then inform and train employees on those hazards.
- Ensure that all individuals at risk are adequately informed about the chemicals used and stored in the workplace.
- Outline procedures for all employees working with hazardous chemicals.

- A copy of the HCP can be found on The Connection or by contacting the Safety Office, Administrative Services.

Equal Opportunity Employer and Educator

Wisconsin Indianhead Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following position has been designated to oversee Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and to handle inquiries regarding the College's nondiscrimination policies: AA/EEO Officer/Director, Human Resources, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715-468-2815 ext. 2240, Wisconsin Relay System TTY: 711, Amanda.gohde@witc.edu.