

## **College Crime and Security Information**

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.

### **Campus Law Enforcement**

The College does not have its own security force, 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.

### **Reporting Criminal Actions**

To report a security situation, please contact the Information Services Desk at the location (campus or administrative office) at which the incident occurred as quickly as possible. The Information Services Staff will immediately contact the Campus Administrator (or designee) who will take appropriate action as dictated by urgency. In an emergency situation, dial 911 from any phone and provide appropriate information.

During the academic school year the Information Services desks at the WITC campuses are open as follows, however, please refer to the identified campus website for the most up-to-date information:

#### **Ashland Campus**

Monday 8:00 a.m. – 7:00 p.m.

Tuesday-Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 4:00 p.m.

<https://www.witc.edu/campuses/ashland-campus>

#### **Balsam Lake, Hayward & Ladysmith Outreach Centers**

Monday-Thursday 8:00 a.m. – 8:30 p.m.

Friday 8:00 a.m. – 4:00 p.m.

<http://www.witc.edu/campuses/balsam-lakeoutreach-center>

<https://www.witc.edu/campuses/hayward-outreach-center>

<https://www.witc.edu/campuses/ladysmith-outreach-center>

#### **New Richmond Campus**

Monday-Thursday 7:30 a.m. – 6:45 p.m.

Friday 7:30 a.m. – 3:30 p.m.

<https://www.witc.edu/campuses/new-richmond-campus>

#### **Rice Lake Campus**

Monday 7:30 a.m. – 4:30 p.m.

Tuesday 7:30 a.m. – 6:30 p.m.

Wednesday-Friday 7:30 a.m. – 4:00 p.m.

<https://www.witc.edu/campuses/rice-lake-campus>

#### **Superior Campus**

Monday-Thursday 8:00 a.m. – 6:30 p.m.

Friday 8:00 a.m. – 4:00 p.m.

<https://www.witc.edu/campuses/superior-campus>

#### **Administrative Office - Shell Lake**

Monday-Friday 8:00 a.m. – 4:30 p.m.

<https://www.witc.edu/campuses/administrative-office>

Incidents occurring outside of the normal school day should be reported to the evening supervisor/manager at the facility. Summer hours at each location will be posted to indicate when the Information Services desk is open.

WITC has partnered with Rave Mobile Safety, the leader in mobile safety, to offer an emergency notification system, capable of sending users text, voice, and email messages. In addition, Alertus Desktop works in conjunction with the Rave system to provide a full screen message on all PCs and Macs on campus.

WITC students, faculty, and staff will receive an email in the case of a campus emergency. Depending on the phone numbers provided, you may also receive a text message and/or a voice message.

All students and staff are responsible for updating their mobile or landline phone numbers at MyWITC. Instructions for updating available at: <http://www.witc.edu/safetycontent/pdf/WITC-Notification-System-Maintaining-Your-Phone-Number.pdf>

For more information about the Emergency Notification System, please visit Safety and Security on the WITC website <http://www.witc.edu/safety/index.htm>

## **Crime Information**

On request, WITC will provide information relating to community crime statistics, over the past three years, for murder, non-negligent and negligent manslaughter, forcible and non-forcible sex offenses, robbery, burglary, aggravated assault, motor vehicle theft, and arson to anyone interested. Information relating to campus arrests liquor law, drug abuse, weapons violations, larceny-theft, simple assault, intimidation, destruction/damage/vandalism, domestic violence, dating violence, and stalking during the most recent school year is also available. To obtain this information, contact Human Resources, WITC Administrative Office, 505 Pine Ridge Drive, Shell Lake, WI 54871, 715.468.2815.

## **Equal Opportunity Statement**

Wisconsin Indianhead Technical College (WITC) (College) and its Board of Trustees does not discriminate on the basis of race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions or status in any group protected by federal, state or local law in employment, admissions or its programs, services or activities in compliance with Title VI and VII of the Civil Rights Act of 1964 (Title VI, VII), Title IX of the Education Amendments of 1972 (Title IX) and Section 504 and Section 508 of the Rehabilitation Act of 1973 and Title II of The Americans with Disabilities Act of 1990, as amended (Section 504/Title II) and The Americans with Disabilities Act Amendments Act of 2008 (Amendments Act), Clery Act, as amended, Sexual Violence Elimination Act (SaVE Act) as authorized by Violence Against Women Reauthorization Act, and the Higher Education Act of 1965, §485(f) (20 U.S.C. 1092 (f)).

### **Compliance Contact**

The following position has been designated to oversee compliance with federal and state statutory and regulatory requirements related to equal employment and equal educational opportunities including Title IX, Title VI, Title VII, Section 504, Section 508, Title II, Clery Act, as amended, Sexual Violence Elimination Act (SaVE Act) as authorized by Violence Against Women Reauthorization Act, the guidance supplied by Department of Education, Office of Civil Rights and to handle inquiries, investigations and resolve complaints regarding the College's equal opportunity and non-discrimination/non-harassment policies for students, employees and student/employee applicants: Amanda Gohde, Director, Human Resources, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715.468.2815 ext. 2240 [amanda.gohde@witc.edu](mailto:amanda.gohde@witc.edu). Employees and students may also report complaints to law enforcement as appropriate.

WITC Administrative Office

505 Pine Ridge Drive

Shell Lake WI 54871

800.243.6482 TTY: 711

# **Your Right to Know Annual Campus Safety and Security Information Clery Act**



Wisconsin Indianhead Technical College

### **Alcohol and Drug Policy**

### **Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence**

### **College Crime and Security Information**

08.19



AshlandNewRichmondRiceLakeSuperior

witc.edu

## **Why this Information ...?**

The Wisconsin Legislature and U.S. Congress have passed numerous laws which require colleges and universities to disclose written information about their policies and experiences regarding alcohol and drugs, safety and security, student misconduct and campus crime, including sex offenses. These laws were passed to inform students and staff about the environment in which they study and work.

WITC strives to maintain a campus environment which is supportive of the educational process. Please take a few minutes to read the information contained in this pamphlet. Hopefully it will contribute to the successful achievement of your academic goals by alerting you to potential problems before they occur and/or directing you to helpful resources if and when problems do occur.

Your assistance in helping WITC to maintain a safe and supportive learning environment is always appreciated. If you have questions concerning any of the information contained in this pamphlet, please contact Amanda Gohde, Director, Human Resources & Title IX Coordinator/Equal Opportunity Officer at 715.468.2815 Ext. 2240 amanda.gohde@witc.edu.

## **Alcohol and Drug Policy**

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 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 in 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 on-campus, off-campus, College-sponsored activity without prior approval from the President (or designee) is 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 Collegesponsored 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 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.

## **Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/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.

### **Definitions**

1. Student means a person who has gained admission. Admission means selection for part-time, full-time, special, associate, transfer, exchange, or any other enrollment, membership, or matriculation in or at an education program or activity operated by a recipient.

2. 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.
3. 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.
4. 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.
5. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

6. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
7. "Stalking" means a pattern of repeated and unwanted attention, harassment, contact, or other action directed at a specific person that could cause a reasonable person to feel fear.

### **Reporting/Complaints**

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, 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 member of President's Cabinet 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.