



WAUKESHA
COUNTY TECHNICAL
COLLEGE

800 Main Street
Pewaukee, Wisconsin 53072

College Safety and Security Resource Guide

2015 Annual Security Report

Student Code of Conduct

Drug Free Schools and Communities Act

Campus Security and Crime Awareness

Sexual Assault, Sexual Harassment, and Stalking

Family Educational Rights and Privacy Act (FERPA)

Crime Statistics

This document is compiled on an annual basis and contains all the 20 U.S.C. Sec. 1092(F).

Clery Act reporting requirements and the Family Education Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232(g) notification.

To: Waukesha County Technical College Students and Employees

This information is being brought to you as part of the Waukesha County Technical College commitment to safety and security.

WCTC is a two-year district and state-supported institution of higher education. The College provides services from the Main Campus and Firing Range located in Pewaukee, Wisconsin, and the Downtown Campus and Sky Plaza located in Waukesha, Wisconsin.

Under the Drug-Free Schools and Communities Act of 1989, we are required to publish and distribute information that the College has adopted and implemented a drug-prevention program for all students and employees, which includes:

1. *Standards of conduct that clearly prohibit, at a minimum, unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.*
2. *A description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol.*
3. *A description of health risks associated with the use of alcohol and other drugs.*
4. *A description of any drug or alcohol counseling, treatment or rehabilitation programs that is available to students or employees.*
5. *A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law) and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.*

Waukesha County Technical College is engaged in a continuing educational effort to raise awareness of students, staff, and the community to the problems associated with alcohol and other drug abuse/dependency. We all have a shared responsibility to comply with the Drug-Free Schools and Communities Act. Your cooperation will be greatly appreciated. Sincerely,



Bruce Neumann

Manager of Safety, Security and Risk Management

Table of Contents

STUDENT STANDARDS OF CONDUCT	5
Behavioral Misconduct	5
Core Values of Student Conduct at Waukesha County Technical College	6
Standard of Evidence	6
Sanctions for Behavioral Misconduct May Include:	6
Academic Misconduct	8
Guidelines for Academic Ethics	8
Academic Ethics Misconduct	9
Sanctions for Academic Ethics Violations	9
Appeal Process for Academic Ethics Violations	10
Complaint and Grievance Procedure for Waukesha County Technical College Students	11
Complaint and Grievance Procedure Steps	11
Wisconsin Technical College System (WTCS) Complaint Process	12
DRUG FREE SCHOOLS AND COMMUNITY ACT	13
Alcohol and Drug Policies	13
Alcohol	14
Drugs	14
Federal and State of Wisconsin Legal Sanctions	15
Federal	15
Wisconsin	15
Resources	16
On-Campus	16
Off-Campus	16
How to Help	18
Warning Signs	18
How You Can Help	18
CAMPUS SECURITY AND CRIME AWARENESS	18
Campus Law Enforcement and Security Services	18
Security and Access to Campus Facilities	19
Emergency Reporting Procedures	19
Crime Reporting Procedures	20
Daily Crime Log	20
Timely Warnings	20
Notification of an Immediate Threat	21
Behavioral Reporting - Behavioral Intervention Team	22
Emergency Response Guide and Evacuation Procedures	23
Emergency Medical Response Procedures	23
Fire Safety Report and Missing Student Notification Procedures	23
Crime Prevention and Security Procedures	24

SEXUAL ASSAULT AND HARASSMENT.....	25
Policies and Procedures Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking	25
Definitions-VAWA	25
Definitions-State of Wisconsin	26
WCTC Complaint Procedure.....	28
Off-Campus Reporting	29
On-Campus Reporting	30
Restraining Orders	30
Interim Remedies/Actions	30
Confidentiality.....	31
Investigation Process for Dating Violence, Domestic Violence, Sexual Assault & Stalking	31
Preliminary Inquiry	31
Examples of Student Sanctions	34
Examples of Employee Sanctions.....	35
Withdrawal or Resignation While Charges Pending	35
Discrimination/Harassment	36
Statement Prohibiting Harassment	36
Procedures.....	38
Possession, Use, and Sale of Alcohol and Illegal Drugs	39
Annual Disclosure of Crime Statistics	39
Crime Statistics - WCTC Main Campus	40
Hate Crime Reporting	40
Crime Statistics - WCTC Waukesha Campus/Sky Plaza	41
Hate Crime Reporting	41
Wisconsin 2010 Sexual Assault Data.....	42
PRIVACY OF RECORDS – RELEASE OF WRITTEN INFORMATION	42
Notification	42
Student Rights under FERPA.....	42
Exceptions under FERPA	43
Directory Information.....	43
U.S. Military	43
Authorized Federal, State, and Local Authorities	44
Other Educational Institutions	44
Emergency Situations	44
Legitimate Educational Interest.....	44
Judicial Order.....	44
Grievance Hearing	45
Disciplinary Hearing	45
U.S. Patriot Act	45
Written Release	45

STUDENT STANDARDS OF CONDUCT

Waukesha County Technical College believes in an academic and behavioral code of conduct which creates and maintains a learning environment that values academic excellence, institutional integrity, respect, community, and responsibility. Individuals must conduct themselves in a manner that is compatible with the mission and values of the College and does not interfere with educational processes or endanger the safety or welfare of other persons.

All students are expected to comply with all College policies and procedures, as well as local, state, federal, tribal, and international laws. These standards of conduct apply to all College-controlled locations and College-sponsored activities or events. Students violating the Student Code of Conduct may be subject to disciplinary action. For safety and security reasons, the Director of Student Development or designee may also temporarily remove students from College-controlled locations or activities. Violation of local ordinances, state or federal law on College premises, or at College-sponsored or supervised activities will be forwarded to local law enforcement authorities. Sanctions may be imposed for violations of these rules whether or not criminal or civil sanctions are pursued. Students have the right to appeal sanctions imposed for behavioral or academic misconduct. Procedures are established for addressing student behavioral and academic misconduct issues.

The *Behavioral Intervention Team* (BIT) is concerned with the care, welfare, safety, and security of all College students, faculty, and staff, and is committed to providing an environment where individuals are free to work, learn, and teach, unencumbered and uninhibited by threats of intimidation and harm. The BIT is chaired by the Director of Student Development.

The *Crisis Management Team* (CMT) is appointed to assist in the safety and security functioning of the College and is chaired by the Manager – Safety/Security/Risk Management. The CMT has the following responsibilities:

- Provide leadership and direction in an emergency situation;
- In the event of a College emergency, available CMT members will assemble quickly to assess the situation and decide on appropriate action;
- In a situation prohibiting team assembly, individual CMT members may take appropriate steps to ensure safety;
- Any member of the CMT may call for evacuation of a building, send students and staff to emergency shelters, take other appropriate actions outlined in the College's Emergency Response Plan, or initiate contact with law enforcement or emergency personnel.

Behavioral Misconduct

WCTC, as a community dedicated to learning, personal growth and the advancement of knowledge, expects and requires the behavior of all of its students to be compatible with its high standards of scholarship and conduct. Acceptance of admission to WCTC carries with it an obligation for the welfare of its community.

All individuals and/or groups of the WCTC community are expected to speak and act with respect for the human dignity of others, both in and outside, and in social,

recreational and academic activities. WCTC encourages the free exchange of ideas and opinions, but expects that the free expression of views will be made with respect for the human dignity and freedom of others. WCTC expects the highest standards of conduct for its students. While many standards of conduct parallel the laws of society in general, WCTC standards may be more stringent and set higher than the expectations of the law.

Core Values of Student Conduct at Waukesha County Technical College

1. Integrity: WCTC students exemplify honesty, honor and a respect for the truth in all of their dealings.
2. Community: WCTC students build and enhance their community.
3. Social Justice: WCTC students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
4. Respect: WCTC students show positive regard for each other, for property and for the community.
5. Responsibility: WCTC students are given and accept a high level of responsibility to self, to others and to the community.

WCTC students are responsible for knowing the information, policies and procedures outlined in this document. WCTC reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online on the myWCTC student portal for the updated versions of all policies and procedures. By accepting admission to WCTC, a student accepts its rules and acknowledges the right of WCTC to take conduct action, up to and including suspension or expulsion. The full Student Code of Conduct can be found on the College Website and on the College Portal. An abbreviated version is available in the Student Handbook. Copies of the Student Handbook can be obtained in the Student Development Office, C-121.

Standard of Evidence

For circumstances involving violations of the WCTC Code of Conduct (including, but not limited to any allegations surrounding sexual assault) or the Academic Ethics Code of Conduct, the College applies the Preponderance of Evidence standard in determining if a violation has occurred.

Sanctions for Behavioral Misconduct May Include:

One or more of following sanctions may be imposed upon any student for any single violation of the Student Code of Conduct. Any sanction imposed under the conduct violations will be in effect at all campuses/sites or functions sponsored by or under the supervision of WCTC.

1. Warning: An official written notice that the student has violated WCTC policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at WCTC.
2. Fines: Reasonable monetary fines may be imposed.

3. Restitution: Compensation for damage caused to WCTC or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
4. Community/WCTC Service Requirements: For a student or organization to complete a specific supervised WCTC service.
5. Loss of Privileges: The student will be denied specified privileges for a designated period of time. This may include facility suspension. The student no longer has the privilege of entering and/or residing in a particular facility or building for a specified period of time or until a specific condition is met.
6. Confiscation of Prohibited Property: Items whose presence is in violation of WCTC policy will be confiscated and will become the property of WCTC. Prohibited items may be returned to the owner at the discretion of College Security Officials and/or Campus Police.
7. Behavioral Requirement: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
8. Educational Program: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
9. Disciplinary Probation: The student is not in good standing for a designated period of time and is sent a letter of warning that further acts of misconduct will be subject to further conduct action and may result in suspension or expulsion from WCTC, particularly if the incident occurs during the probationary period. A copy of the notice will be sent to the Vice President of Student Services, the student's academic Dean and Associate Dean, and any other key personnel involved in the case.
10. Eligibility Restriction: The student is deemed "not in good standing" with WCTC for a specified period of time. Specific limitations or exceptions may be granted by the Director of Student Development and terms of this conduct sanction may include, but are not limited to, the following:
 - a. Ineligibility to hold any office in any student organization recognized by WCTC or hold an elected or appointed office at WCTC;;
 - b. Ineligibility to represent WCTC to anyone outside the WCTC community in any way including: participating in the study abroad program, attending meetings, or representing WCTC at an official function, event or intercollegiate competition as a player, manager or student coach, etc.;;
 - c. Removal from class – student is barred from attending a particular class or may be reassigned to a different section of the same class. Specifics will be coordinated between the Director of Student Development, or designee, and the appropriate academic administrator.

11. WCTC Suspension: Separation from WCTC for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from WCTC property, functions, events and activities without prior written approval from the Director of Student Development. This sanction may be enforced with a trespass action as necessary.
12. WCTC Expulsion: Permanent separation from WCTC. The student is banned from WCTC property and the student's presence at any WCTC-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
13. Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Development or designee. Examples include: work assignments or service, essays, administrative referrals or other related discretionary assignments.
14. The following sanctions may be imposed upon groups or organizations found to have violated the *Student Code of Conduct*:

One or more of the sanctions listed above, and/or deactivation, de-recognition, loss of all privileges (including status as a WCTC registered group/organization), for a specified period of time.

Academic Misconduct

The purpose of this code is to encourage and promote positive learning and ethical student behavior, define behavior violating academic ethics, specify procedures for the determination of the facts of the alleged misconduct, and to define penalties. It is the responsibility of the student to maintain the highest ethical standards in academic achievement within the positive learning environment provided by the College.

Guidelines for Academic Ethics

Students assume full responsibility for the content and integrity of the course work they submit. The following is a guide to assist students in observing positive behavior in academic ethics:

1. Students must do their own work and submit only their own work on examinations, reports and projects, unless otherwise permitted by the instructor.
2. Students can benefit from working in groups. They may collaborate or cooperate with other students during take-home exams, only if specifically authorized by the instructor in the class syllabus or at the time of the exam.
3. Students must follow all written and/or verbal instructions given by instructors or designated College representatives prior to taking exams, placement assessments, tests, quizzes and evaluations.
4. Students are responsible for adhering to course requirements, including conduct and attendance in the course, as specified by the instructor and/or department.

5. Students are expected to demonstrate professional and civil behavior toward their instructor and fellow students at all times. This includes interactions both in and out of the classroom, as well as electronic communication.
6. A student that suspects another student of academic misconduct is encouraged to report the incident to the instructor.

Academic Ethics Misconduct

Students enrolled in the College assume the obligation of conducting themselves in accordance with the highest ethical standards. Actions constituting violation of the Academic Ethics Code of Conduct include, but are not limited to, the following:

1. Cheating, which is intentional deceit or an attempt to deceive, during the pursuit of academic course work.
2. Plagiarism is representing the work of others as one's own. The use of another's words, ideas or information without acknowledgment is also plagiarism.
3. Collusion is obtaining or giving a student unauthorized assistance on material in any course work.
4. Theft of instructional and test materials is the unauthorized acquisition of instructional and/or testing materials.
5. Misrepresentation/Fraud is using false records, false identification papers, unauthorized identification cards or computer access to services and falsifying records or knowingly withholding pertinent information.

Sanctions for Academic Ethics Violations

When an instructor suspects academic ethics violations has occurred, he/she shall inform the student of the general facts or conduct upon which the allegation is based, including (as appropriate) the date, time and place when alleged conduct took place. If the instructor determines that it did not occur, no further action is necessary.

If the instructor determines the violation did occur, the instructor will apprise the Associate Dean of the situation and the chosen course of action. Additional or more restrictive sanctions may be applicable depending on Program or Course Syllabi. Please refer to that documentation for More information.

1. If the action is not otherwise specified by department policy, the instructor may choose to:
 - a. Warn the student of unacceptable behavior;
 - b. Issue an alternative assignment, project or examination;
 - c. Reduce the grade, or assign a failing grade for the assignment, project or examination;

With consent from the Associate Dean or instructional manager, the faculty may choose to:

- a. Remove the student from the course and issue the appropriate administrative grade;
- b. Assign a failing grade for the course;

The instructor shall notify the student, in writing, of the charge(s) and the resulting action. This communication will also be sent to the Associate Dean.

2. On the recommendation of the instructor and Associate Dean or instructional manager, the Dean may choose to suspend or expel the student from the program. In this case, the Dean shall notify the student, in writing, of the charge(s) and the resulting action. This communication will also be sent to the instructor and Associate Dean.

All Academic Ethics Code violations will be recorded by the Academic Division in which the violation occurred and tracked as part of the student's record. Three (3) Academic Ethics Code violations will result in suspension from WCTC for a period of two (2) years. Prior to re-enrollment after that period, the student will be required to meet with the Director of Student Development. Any further Academic Ethics Code violations after re-entry will result in permanent expulsion from the College.

Appeal Process for Academic Ethics Violations

Sanctions for Academic Ethics violations that result in a failing course grade can only be appealed through this appeal process, not a Final Grade Dispute. In order to have a decision reviewed for an appeal, the student must provide, in writing, justification as to why at least one of the following criteria are met:

- Evidence did not warrant a finding of responsibility.
- Hearing was not fair or the process outlined in the Code was not followed.
- Sanction is not appropriate for the violation.

The student should submit the nature and cause of the complaint and desired outcome(s) to the supervisor of the instructor or administrator from whom the sanction came.

- If sanctioned by the instructor, the student should attempt to resolve the issue through a discussion with the instructor and Associate Dean(s), or the instructional manager, within seven (7) college calendar days. These calendar days do not include days the College is on break for holidays as specified on the academic calendar. A college day is defined as a day classes are in session.
- If the complaint remains unresolved, the student shall submit, in writing, the nature and cause of the complaint and desired outcome(s) to the Dean, or designee, and then meet with the Dean, or designee, within seven (7) calendar days of the initial meeting, in an attempt to mediate the problem. The Dean will send copies of that communication to the instructor and Associate Dean, or Manager. After the meeting, the Dean, or designee, will provide a response to the student, in writing, within seven (7) calendar days. Copies of this communication will again be sent to the instructor and Associate Dean, or Manager. If the issue remains unresolved after the written response from the Dean, the student may, within ten (10) calendar days after receiving the Dean's or other staff members' written response, request in writing, to the Director of Student Development, or designee, a hearing with the Board of Review.
- If the student is originally sanctioned by the Associate Dean as described above, the student must initiate the appeal process with the Dean.
- If the issue remains unresolved after the written response from the Dean, the student may, within ten (10) college days after receiving the Dean's or other staff

members' written response, request in writing, to the Director of Student Development, or designee, a hearing with the Board of Review.

- If the student is originally sanctioned by the Dean, the student may, within ten (10) calendar days after receiving the Dean's written response, request in writing to the Director of Student Development, or designee, a hearing with the Board of Review.

Complaint and Grievance Procedure for Waukesha County Technical College Students

Whenever possible, the student should attempt to resolve the issue directly with the staff member involved, as described in Step 1. However, if a student is not comfortable doing so, they should discuss the matter with the staff member's supervisor, thereby proceeding directly to Step 2. If you are uncertain who to direct your complaint to, please contact the Director of Student Development at 262.691.5295 or by stopping by the Student Life Office, C-121.

Complaint and Grievance Procedure Steps

Informal Procedure: Whenever possible, the student should attempt to resolve the issue directly with the person involved. If they are not comfortable in doing so, they may seek the assistance of a third party to intervene on their behalf.

Formal Procedure: If the student believes that the issue is still not resolved to his or her satisfaction, they should contact one of the Deputy Title IX Coordinators (Director of Student Development, or the Manager, Talent Relations and Recruitment) to discuss the concerns and what response they want from the College. A formal complaint of discrimination/harassment/retaliation may be filed no later than 300 days following the alleged incident of discrimination/harassment/retaliation. If, after the informal discussion, the student decides to file a formal complaint, the following action should be taken.

Formal Complaint: A formal complaint should be in writing and detail the facts and circumstances which are the basis for the complaint and identify the individual(s), procedure(s) or practice(s) at WCTC responsible for the alleged discrimination or harassment. The written complaint must be filed no later than 300 days following the alleged incident of discrimination/harassment/retaliation and should be submitted to one of the Deputy Title IX Coordinators (Director of Student Development or the Manager, Talent Relations and Recruitment) for follow-up and investigation. All reasonable efforts will be made to complete an investigation, determine findings, and recommend action(s) to be taken within a timely manner. The administrative person shall issue a written finding identifying the result of his/her review, including, but not limited to identifying any formal or informal resolution and any formal determination which the investigating administrator has made.

WCTC is committed to handling discrimination/harassment complaints as promptly and effectively as possible. A standardized complaint form is available online to students

and stakeholders via WCTC's public website (<https://www.wctc.edu/about-wctc/discrimination-harassment-complaint-form.pdf>). To reduce reporting hurdles and accommodate victims, WCTC does not require the Discrimination/Harassment/Retaliation Complaint Form be completed, rather individuals are simply asked to detail the nature of the complaint in writing. Upon submission, the complainant is notified via e-mail that the report has been received. Depending on the parties involved and the complexity of the allegations made, the complaint may involve the Compliance Officer, the Director of Student Development, the Manager, Talent Relations and Recruitment, the Manager of Safety, Security and Risk Management, the Coordinator of Campus Security or some combination thereof.

Wisconsin Technical College System (WTCS) Complaint Process

If a student believes there has been misinterpretation or misapplication of WCTC policy or procedure, and that such misinterpretation or misapplication falls into one of the three categories listed below, he or she may file a complaint with the Wisconsin Technical College System office.

Students who attend a college that is part of the WTCS can file complaints at the state level in three categories defined by the United States Department of Education:

- Complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising;
- Complaints that allege violations of Wisconsin laws related to the licensure of postsecondary institutions; or
- Complaints relating to the quality of education or other State or accreditation requirements. A student who reasonably believes that a violation has occurred in one or more of these categories may file a written complaint. Complaints must be signed by the student and submitted on the official Student Complaint Form, available at:

<http://www.wtcsystem.edu/about-us/governance/system-office/educational-services/student-complaints>

Complaints must be filed within one year from the date of the alleged violation or the last recorded date of attendance, whichever is later. The WTCS will review complaints only after students attempt to resolve the matter through applicable College appeals or complaint processes.

By signing and submitting a complaint form, the student consents to disclosure by Waukesha County Technical College or the WTCS of any protected or confidential information that may be needed to review, investigate, and/or resolve the complaint; this includes referring complaints to another organization with jurisdiction and authority over the issue. The student also agrees to provide requested information and/or respond to questions about the complaint; failure to provide requested information or respond to questions about the complaint may result in the WTCS dismissing the complaint.

Notice: Under the Wisconsin Public Records Law, Ch. 19, Wis. Stats., any record or document that is part of the complaint review may be subject to disclosure upon request by a member of the public upon conclusion of WTCS action on the complaint, unless specifically exempt under law.

DRUG FREE SCHOOLS AND COMMUNITY ACT

Alcohol and Drug Policies

As a condition of receiving financial aid funds, the federal government requires that colleges must disclose information to students and have an adopted alcohol and drug program in place. This serves as WCTC's information for compliance of these regulations, as well as the information published in the WCTC College Safety and Security Resource Guide, found on the WCTC website. It is the policy of this institution that the unlawful manufacture, distribution or possession of illicit drugs, or use or abuse of alcohol on any WCTC campus, or as a part of any WCTC activity, is strictly prohibited. Exceptions to this alcohol policy are for an individual situation, which must have written approval from the College president. Anyone who violates the policy is subject both to the institutions and criminal sanctions. Without exception, alcoholic consumption is governed by Wisconsin statutory age restrictions under Chapter 125 et al. Laws prohibit drug possession through Wis. Stat. 161 and mandate penalties up to 15 years of prison and fines.

WCTC policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment.

The College will not excuse a student for acts of misconduct committed on campus or while participating in any WCTC sponsored activity, whose judgment is impaired due to substance abuse. Students whose behavior indicates that they are under the influence of alcohol or other drugs upon their arrival at a WCTC activity or class are also subject to this policy. Law enforcement personnel may be contacted if disorderly or belligerent behavior exists.

The penalties vary according to the amount of drug confiscated the type of drug found, the number of previous offenses by the individual and whether the individual intended to manufacture the drug, sell the drug or use the drug. In addition to the stringent penalties for possession or delivery, the sentences can be doubled when exacerbating factors are present, such as when a person distributes a controlled substance to a minor.

Substantial restrictions against alcohol abuse also exist in Wisconsin. It is against the law to sell alcohol to anyone who has not reached the legal drinking age of 21, and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his (or her) premises, Wis. Stats. 125.07(1) (a) (1). 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 or her age, or enter a licensed premise. Offenders can be fined \$500, ordered to participate in a supervised work program and have their driver's license suspended, Wis. Stats. 125.07(4) (3). Harsher penalties exist for the retailers of alcoholic beverages, including up to 90 days in jail and revocation of their retail liquor permit.

Summary of the Health Effects of Drugs and Alcohol Abuse

The following is a partial list of drugs and some of the consequences of their use. The abuse of alcohol and use of other illegal drugs is detrimental to the health of the user.

Further, the use of drugs and alcohol is not conducive to an academic atmosphere. Drugs impede the learning process and can cause disruption for other students and disturb their academic interests. The use of alcohol or drugs in the workplace may also impede the employee's ability to perform in a safe and effective manner and may result in injuries to others. Early diagnosis and treatment of drug and alcohol abuse is in the best interest of the student, employee and the College.

The effects of any drug depend on the amount taken at one time, the past experience of the drug user, the circumstances in which the drug is taken (place, feelings, and activities of the user, presence of other people and simultaneous use of other drugs) and the manner in which the drug is taken. This list includes only some of the known health risks, and not all legal or illegal drugs are covered in this brief section.

Alcohol

Alcohol is chemically classified as a mind-altering drug because it contains ethanol and has the chemical power to depress the action of the central nervous system. Alcohol is the most frequently abused drug on campus and in society. This depression affects motor coordination, speech and vision. In great amounts, it can affect respiration and heart rate control. Death can result when the level of blood alcohol exceeds 0.40 percent. Prolonged abuse of alcohol can lead to alcoholism, malnutrition, brain damage and cirrhosis.

Drugs

Cannabis – Marijuana and Hashish

Marijuana and hashish are deleterious to the health and impact the short-term memory and comprehension of the user. When used, they alter the sense of time and reduce the ability of the user to perform tasks requiring concentration and coordination. They increase the heart rate and appetite. Motivation and cognition can be altered, making acquisition and retaining of new information difficult. Long-term users may develop psychological dependence that can produce paranoia and psychosis. Because this drug is inhaled as unfiltered smoke, it is damaging to the lungs and pulmonary system and has more cancer-causing agents than tobacco.

Cocaine and Crack

Cocaine and crack stimulate the central nervous system. They can cause psychological and physical dependency which can lead to dilated pupils, increased pulse rate, elevated blood pressure, and insomnia, loss of appetite, paranoia and seizures. They can also cause death by disrupting the brain's control of the heart and respiration.

Stimulants and Amphetamines

Other stimulant and amphetamine use can have the same effect as cocaine and cause increased heart rates and blood pressure that can result in stroke or heart failure. Symptoms include dizziness, sleeplessness and anxiety. They can also lead to psychosis, hallucinations, paranoia and even a physical collapse.

Depressants and Barbiturates

Depressants and barbiturates can cause physical and psychological dependence that can lead to respiratory depression, coma and death, especially when used in concert with alcohol. Withdrawal can lead to restlessness, insomnia, convulsions and even death.

Hallucinogens

LSD, PCP, mescaline and peyote are classified as hallucinogens. Hallucinogens interrupt the brain messages that control the intellect and keep instincts in check. Large doses can produce convulsions and coma, heart and lung failure. Chronic users complain of persistent memory problems and speech difficulties for up to a year after their use. Because the drugs stop the brain's pain sensor, drug experiences may result in severe self-inflicted injuries. Persistent memory problems and speech difficulties may linger.

Narcotics

Users of narcotics, such as heroin, codeine, morphine and opium develop dependence and increase the likelihood of an overdose that can lead to convulsions, coma and death.

Nicotine

Nicotine is highly addictive, whether ingested by smoking or chewing. This drug hits the brain in six seconds, damages the lungs, decreases heart strength and is associated with many types of cancers. The withdrawal symptoms include anxiety, progressive restlessness, and irritability and sleep disturbance.

WCTC provides intervention for students who need assistance with addiction, education, support, prevention and intervention of alcohol, tobacco and other drug abuse. Contact the Counseling Department at 262.691.5400 for more information. Counselors are available to assist students.

Federal and State of Wisconsin Legal Sanctions

Federal

The federal government has revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines that reduce the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under these guidelines, courts can sentence a person for up to six year for 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 possessions 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, U.S.C. 2D2.1 (b) (1).

Wisconsin

The laws of Wisconsin prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Statue 961, and mandate stiff penalties that include up to 40 years of prison and fines up to \$100,000. A person with a first-time conviction of

possession of a controlled substance can be sentenced up to 6 years in prison and fined up to \$10,000, Wis. Statute. 961.41.

The penalties vary according to amount and type of drug confiscated, previous offenses, and intent to manufacture, sell, or use the drug. See Wis. Statute 961.41. Sentences can be enhanced when exacerbating factors are present, such as when a person distributes a controlled substance to a minor, Wis. Statute 961.46.

Substantial restrictions against alcohol abuse also exist. It is against the law to sell alcohol to anyone who has not reached the legal drinking age of 21 and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his/her premises, Wis. State 125.07. Violation of the statute can result in a \$500 fine for a first violation and up to \$10,000 for additional violations. It is against the law for underage persons to attempt to buy an alcoholic beverage, falsely represent their age, or enter licensed premises and they can be fined \$500, ordered to participate in a supervised work program, and have their driver's license suspended, Wis. Statute 125.07. Harsher penalties exist for the retailers of alcoholic beverages, including up to 90 days in jail and revocation of their liquor permit.

For specific information regarding underage drinking laws and drinking/driving laws, contact the Campus Police at 262.691.5582.

Resources

On-Campus

Students who are concerned about their own use of alcohol and/or other drugs or about the use of someone close to them are encouraged to contact a college counselor. For more information and/or assessment and referral as appropriate contact the Counseling & Advising Center at 262.691.5400 to schedule an appointment.

Off-Campus

The Wisconsin Department of Health and Social Services website is a resource for anyone seeking assistance and information on alcohol and substance abuse services. Information can be obtained via the website:

<https://www.dhs.wisconsin.gov/aoda/index.htm>

Other resources can be found in the telephone book (yellow pages) under Alcoholism Information and Treatment Centers.

For additional information contact:

National Clearinghouse for Alcohol and Drug Information 800.622.2255 (to identify a NCADD affiliate nearby) or web site: <https://ncadd.org>

Alcoholics Anonymous (AA) National Office 212.870.3400

COMMUNITY RESOURCES

24 Hour Help Lines and Hotlines

211/First Call for Help:

A confidential hotline staffed by mental health counselors 24 hours a day, 7 days a week. Provides callers with access to community resources, crisis intervention and support.
211 or 262.547.3388

Addiction Resource Council:

A confidential hotline providing support and crisis help.
262.524.7921

Alcoholics Anonymous:

Helpline for the city of Milwaukee and the Metro Milwaukee area.
414.771.9119

Narcotics Anonymous:

Helpline for Milwaukee and Metro Milwaukee area.
1.866.913.3837

La Casa de Esperanza Clinic

210 NW Barstow Ave. Suite 110
Waukesha, WI 53188
262.928.4402

Rogers Memorial Hospital

34700 Valley Road
Oconomowoc, WI 53066
262.646.4411

Alcohol and Other Drug Abuse Information Please contact the organizations below for information on AODA assessment, Counseling and treatment.

Addiction Resource Council
W228 N683 Westmount Dr.
Waukesha, WI 53186
262.524.7921

Alliance Counseling Center:
300 Cottonwood Ave.,
Bark River Plaza, Suite 4
Hartland, WI 53029
262.367.2699

ARO Counseling
2314 N Grandview Blvd.
Waukesha, WI 53188
262.534.9416

Family Service of Waukesha County
414 W. Moreland Blvd., Room 205
Waukesha, WI 53186
262.547.5567

Quality Addiction Management (QAM)
2422 N. Grandview Blvd
Waukesha, WI 53188
262.549.6600

Rosecrans
N27 W23957 Paul Road, Suite 101
Pewaukee, WI
262.278.4462

WI Narcotics Anonymous
Wisconsin Regional Service Office, Inc.
300 E. Custer
Oshkosh, WI 54901
920.232.9615

How to Help

Warning Signs

(Information taken from the Wisconsin Clearinghouse)

If you know someone who has problems related to drinking alcohol or other drug use, you're not alone. You don't have to be an expert to know if your friend has a problem. If he/she has these kinds of troubles related to alcohol or other drugs, your friend may need to talk with someone. Does he/her:

- Try to hide his/her drinking or other drug use?
- Not remember what happened while he/she was using drugs or drinking?
- Have problems in job or school performance?
- Take physical risks, like driving, biking or swimming, while intoxicated?
- Avoid talking about drinking or drug use, except to brag about how much was drunk or how high he/she got?
- Think about getting high a lot?
- Limit friends to those who drink or use drugs a lot?
- Seem unable to have a good time or to party unless alcohol or drugs are available?
- Say he/she sometimes NEEDS a drink or drug?
- Get angry when you mention your concerns and deny that there's anything wrong?
- Have a history of alcohol or other drug problems in the family?

How You Can Help

First, learn more about alcohol and other drug abuse. Libraries, alcohol and other drug information agencies and treatment centers are good places to get more information.

Next, find out where your friend can get help on campus or in your community. Having this information available if and when your friend needs it will pay off;; most people who seek help for alcohol or drug problems get better.

Let your friend know how much you care. Explain how his/her drinking and/or other drug use affects you – and your friendship. Use your own words and say what is right for you. Be honest and specific. Say exactly what makes you unhappy and how those problems relate to drinking and/or drugs.

Don't get discouraged if your friend gets angry, refuses to listen or denies the problem. These reactions are common in people who have alcohol or other drug problems. All you can do is say how you feel, show that your care and suggest ways to get help. Only your friend can make the final decision to get help.

CAMPUS SECURITY AND CRIME AWARENESS

Campus Law Enforcement and Security Services

Waukesha County Technical College (WCTC) contracts with the Village of Pewaukee Police Department (VPPD) for law enforcement services. Pewaukee Police officers are on campus from 7:00 AM until 11:00 PM Monday through Friday while school is in session.

In addition, WCTC has a security department. At the main campus, the security department employs students from WCTC's Criminal Justice program as part time security officers. These Student Security Officers (SSOs) provide security coverage from 7:00 AM until 10:30 PM Monday through Thursday and until 7:30 PM on Friday. Security is also present on Saturdays from 8:00 AM to 4:00 PM. SSOs enforcement authority is limited to issuing citations for violations of the college no smoking policy. SSOs have no arrest authority. Security coverage is limited to the main campus.

The Waukesha campus also has paid security staff (Casual Supervisors) on duty Monday through Thursday from 8:00 AM to 10:00 PM, until 5:30 PM on Fridays and from 8:00 AM until closing on Saturdays. The security staff at this campus is also limited to issuing citations for violations of the college no smoking policy. Security staff has no arrest authority and security coverage is limited to the campus building and parking lot. Law enforcement services are provided by the Waukesha Police Department (WPD) on an on-call basis. No written agreements exist.

Any matters of a criminal nature are referred to the appropriate police department and requirements for police investigative services are handled by either VPPD or WPD.

Security and Access to Campus Facilities

WCTC 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 readers. All of these buildings have varied levels of access. Student Security officers and contracted Pewaukee Police officers patrol the academic and administrative buildings on a regular basis at the main campus in Pewaukee. WCTC Security officers patrol the Waukesha campus. For information about the access protocol for a specific building, contact Facilities management at 262.691.5355 or the Information and Security Desk at 262.691.5566.

Emergency Reporting Procedures

In the event of an emergency or criminal conduct, call 911 immediately from any campus or personal cell phone. An emergency is defined as any event that may pose a significant threat to life, safety or health. This applies to all WCTC buildings in Waukesha and Pewaukee. When possible, campus security should be contacted to ensure incidents are documented. If deemed appropriate by campus authorities such as the Crisis Management Team (CMT), a timely warning or to the campus community will be issued.

To report non-emergency criminal actions, contact the Pewaukee campus police at the main campus and the Waukesha Police at the Waukesha campus and Sky Plaza locations. When possible, campus security should be contacted to ensure incidents are documented. If deemed appropriate by campus authorities such as the Crisis Management Team (CMT), a timely warning or to the campus community will be issued. Important contact numbers are:

- Pewaukee Campus Police – 262.691.5582
- Waukesha Police Department – 262.524.3831
- Campus Security (Pewaukee) – 262.691.5566
- Campus Security (Waukesha) – 262.695.6508

- Manager – Safety/Security/Risk Management – 262.691.5226
- Campus Security Coordinator – 262.691.5225

Crime Reporting Procedures

Prompt crime reporting and the reporting of suspicious behavior will better enable local law enforcement officials to remedy the situation. The College encourages prompt and accurate reporting of all crimes or suspicious behavior to local law enforcement officials (Campus Police), and to Campus Security or the Environmental, Health and Safety Office when - the victim of a crime elects to, or is unable to, make such a report.

Report all criminal activity to Campus Police. If unable to reach Campus Police, contact the Campus Security Coordinator, Manager of Safety/Security/Risk Management or the Campus Security office. The College does not have pastoral counselors on staff, but can assist students by providing information on various private and public options for such services. WCTC does not have a policy or procedure for reporting a crime and/or dangerous situation anonymously.

Waukesha County Technical College complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on campus and at outreach centers. The report can be found on the College website on the About/Students Right to Know page, or may be obtained from the Campus Security Office. The report is also distributed to students each year by October 1st as required by law. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College officials, including anonymous reports. In an effort to obtain the statistics from local law enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated.

Daily Crime Log

The College does not maintain a Daily Crime Log because campus police services are provided by the Village of Pewaukee Police Department for the Main Campus and Firing Range, and the City of Waukesha for the Downtown Campus and Sky Plaza, therefore they keep their own records regarding these items. Any crime reported to security, even anonymously, is also referred to the campus police for documentation

Timely Warnings

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to WCTC in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics. Information on crimes reported to campus police or security is reviewed to determine if the crime poses a serious on-going threat to members of the campus community. If the event is serious and may pose an on-going threat to members of the WCTC community, a timely warning that withholds the names of victims as confidential, is sent to all students and employees on campus to aid in the prevention of similar crimes. The warnings are generally written and distributed to the university community by the Campus Security Coordinator or a designee and are approved and distributed to the community by the Manager of Safety/Security/Risk Management.

Warnings and updates to the WCTC community may be distributed via blast email, text message, or posted on the WCTC website. Warning notices may also be posted in campus buildings in the lobby/entrance area of the affected building(s) for seven days. Timely Warnings are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by case basis, depending on the facts of the case and whether there is a continuing threat to the campus community. Warnings may also be issued for other crime classifications, as deemed necessary.

Notification of an Immediate Threat

If the Environmental, Health, Safety, Security and Risk Management office 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 WCTC community, Safety and Security will activate emergency notification procedures to provide immediate notification of the threat to the WCTC community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. Safety and Security will, without delay and taking into account the safety of the community, determine the content of the notification based on the nature of the incident and affected people and places and initiate notification, unless issuing a notification will, in the professional judgement of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the WCTC community, various systems are in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus. These methods of communication include WCTC ALERTS, a system that provides email and text message alerts to members of the WCTC community. Students, faculty, and staff are encouraged to sign up for WCTC ALERTS on Applications site of the WCTC portal. Currently, WCTC ALERTS is only available for those in the WCTC community. Alerts are often sent out through the WCTC social media pages as well, including Facebook and Twitter (@WCTC). In emergency situations when ALERTUS is activated, all college owned computers and message monitors will be over ridden and the emergency warning message will be displayed. Anyone interested in receiving information about emergencies on campus should access the WCTC website or social media for updates and information postings. Staff and students may be kept informed of updates via WCTC Alerts.

WCTC community members are encouraged to notify campus security and campus police at the Pewaukee campus or Waukesha Police at the Waukesha campus, of any situation or incident on campus that involves a significant emergency or dangerous situation that may be an immediate or ongoing threat to the health and safety of students, faculty, staff, or visitors on campus. Campus security, in cooperation with local police, has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, campus security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notify the

campus community or the appropriate segments of the community that may be affected by the situation.

Behavioral Reporting - Behavioral Intervention Team

The Behavioral Intervention Team (BIT) receives all reports of behavioral concerns. The BIT provides a collaborative, cross-functional approach to assessing and responding to individuals who might pose a threat to themselves or others. Any behaviors of concern such as individuals who are depressed, making inappropriate comments or threats, or exhibiting disruptive behavior should be reported to the BIT. These reports can remain anonymous. The BIT can be contacted by calling the number listed above or completing an online report using the following link:

<https://publicdocs.maxient.com/incidentreport.php?WaukeshaCTC>

Campus Security Authorities of the College include the following:

- Member of the Behavioral Intervention Team
- Members of the Crisis Response Team (CMT)
- Campus Police Officers
- Campus Security Officers
- Student Conduct Officers
- Title IX Coordinator
- Human Resources Staff
- College Administration

The Manager of Safety/Security/Risk Management and the Director of Student Development are members of these committees and teams. The College crime reporting policy requires all staff to report crimes to Campus Police or to the Manager of Safety/Security/Risk Management. Campus Police are responsible for local law enforcement. This crime information (including anonymous reports) are included in the annual Clery report, if they meet the Clery Reportable categories.

The College is a non-residential college and therefore, does not provide 24-hour security coverage. Monitoring and recording of criminal conduct by students at non-campus locations by local law enforcement does not occur since WCTC does not have any officially recognized student organizations, on campus or non-campus housing facilities.

Facilities, Campus Police and Student Security Officers patrol the grounds of the Main Campus while the campus is open. Casual Supervisors and Facilities personnel patrol and maintain the Downtown Waukesha Campus. College staff regularly check outdoor pathway lighting and egress lighting in hallways and stairwells.

Emergency Response Guide and Evacuation Procedures

The Waukesha County Technical College Emergency Response Plan addresses the college's response to emergencies by taking an all-hazards approach to both natural and man-made hazards. Individuals should familiarize themselves with the Emergency Response Plan and other preparedness resources available on the WCTC portal, www.mywctc.wctc.edu under the Resources tab, Environmental & Safety Resources, Emergency Information. A quick reference Emergency Procedures guide is available on the WCTC portal and on college computers under the icon.



Each classroom has maps indicating what to do in the event of most emergency situations. This includes shelter locations for severe weather and evacuation routes and staging areas for fire emergencies. The Emergency Response Guide can be viewed on the College website. Please review the Emergency Response Guide regularly to be prepared in the event of an emergency.

Planned evacuation drills are coordinated by campus security each spring and fall semester for all facilities on both the Pewaukee and Waukesha campuses. An announced severe weather drill is conducted each April in conjunction with the State of Wisconsin annual weather drill to exercise shelter in place procedures. Students and staff learn the locations of the emergency exits and shelters in the buildings and are provided guidance about the direction they should travel when exiting each facility for a building evacuation.

Drills are monitored by campus security, Health and Safety, volunteer staff members and local police and fire officials to evaluate evacuation or sheltering participation and behavioral patterns. Reports are prepared by campus security for each test that identify the date, time and description of the event in addition to deficiencies in procedures and equipment so that corrective actions can be made. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration. WCTC will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year. Students receive information about evacuation and shelter-in-place procedures during new student orientation and during other educational sessions.

Emergency Medical Response Procedures

Anyone can call 911 for any student, faculty, staff, or guest requiring immediate attention. Once 911 has been called, the WCTC Emergency Response Team (ERT) will be activated by the Service Desk and available ERT members, along with security and campus police will respond to the scene to provide basic first aid. The Pewaukee and Waukesha Fire Departments provide basic and advanced life support to the campuses.

Fire Safety Report and Missing Student Notification Procedures

The College is a commuter (non-residential) college. Therefore, these statistics and procedures are not collected or in existence. They only apply if a College maintains student housing.

Crime Prevention and Security Procedures

WCTC is committed to the provisions of a safe and healthy environment for the protection and wellbeing of students, staff and visitors and will uphold and enforce all applicable federal, state, local and College safety laws, rules and regulations. WCTC provides Student Security Officers who patrol the campus from 7am-11pm while classes are in session. There is also a Police Officer from the Pewaukee Police Department who patrols as well.

A program that is being offered to help educate on personal safety is Self-Defense classes. The College also posts tips for safety, have a meet and greet with the Campus Security Officer and the Compliance Officer, and brings in speakers to address topics of personal safety and wellbeing.

Crime prevention and security procedures information is presented during new student and employee orientations, and periodically during in-service training. At new student and employee orientation, the crime prevention and security procedures covered include primary prevention and awareness programs that promote awareness of sexual harassment. The orientation includes the following information:

- A statement that the College prohibits these and other criminal offenses;
- The definition of the specific offenses

In addition, facilities and security personnel conduct routine inspections and patrol buildings and grounds to identify and correct deficiencies. Being proactive is preferable to being reactive. Crime prevention is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and staff to be responsible for their own security and the security of others.

The following is a list of campus crime prevention tactics that may reduce the risk of becoming a victim:

- Walk on established walkways. At night, walk on lighted walkways.
- Always lock your vehicle.
- If on campus in the evening, park close to the building in lighted areas and walk with others.
- Items of value left in vehicles should be placed out of sight.
- Never leave items of value unattended.
- Promptly report any suspicious behavior to Campus Police or Campus Security.
- Do not leave keys, access cards, or valuables unattended.
- Always lock doors in unattended office areas.
- Never give out computer passwords.
- When working during non-business hours, inform family and colleagues of location and schedule.
- Contact Campus Security for an escort to/from your vehicle or building.

SEXUAL ASSAULT AND HARASSMENT

Policies and Procedures Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Waukesha County Technical College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking. In an effort to reduce the risk of these crimes occurring among its students, WCTC utilizes a range of campaigns, strategies and initiatives to provide awareness, and educational, risk reduction and prevention programming.

Definitions-VAWA

Below are definitions of these crimes, as defined by the Violence Against Women Reauthorization Act (VAWA).

- **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. It includes, but not limited to, sexual or physical abuse or the threat of such abuse.
- **Domestic Violence**: A felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - 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
 - 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 they crime of violence occurred.
- **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 is incapable of giving consent."
 - Rape: 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: The touching of the private 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.
 - Incest: Sexual intercourse between persons who are related to each other within the degrees of wherein marriage is prohibited by law.
 - Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
- **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.

Definitions-State of Wisconsin

Below are the definitions of these crimes, as defined by the State of Wisconsin statutes.

- Domestic Violence (abuse) s. 968.075: Any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided, or against an adult with whom the person has a child in common:
 - Intentional infliction of physical pain, physical injury or illness;
 - Intentional impairment of physical condition;
 - A violation of felony sexual assault; or
 - A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under the state definitions of sexual assault.
- Dating Violence s. 940.32: The state of Wisconsin does not offer a specific definition on dating violence, but does assist in defining a “dating relationship”. Dating violence, then, can be inferred as violence between individuals that meet the state's definition of a dating relationship:
 - Dating relationship means a romantic or intimate social relationship between 2 adult individuals, but does not include a casual relationship, or an ordinary fraternization between 2 individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.
- Sexual Assault s. 940.225:
 - First degree sexual assault.
 - **(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.
 - Second degree sexual assault.
 - **(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.
- **(cm)** Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.
 - **(d)** Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
 - **(f)** 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.
 - **(g)** Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.
 - **(h)** Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
 - **(i)** Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
 - **(j)** Is a licensee, employee, or non-client resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.
 - Third degree sexual assault. Whoever has sexual contact in the manner described in sub. (5) (b) 2. Or 3. With a person without the consent of that person.
 - Fourth degree sexual assault. Whoever has sexual contact with a person without the consent of that person?
- Stalking s. 940.32: A series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:
 - Maintaining a visual or physical proximity to the victim;
 - Approaching or confronting the victim;
 - Appearing at the victim's workplace or contacting the victim's employer or coworkers;

- Appearing at the victim's home or contacting the victim's neighbors;
- Entering property owned, leased, or occupied by the victim; or
- 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.
- Consent: 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.

WCTC Complaint Procedure

Waukesha County Technical College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking. In an effort to reduce the risk of these crimes occurring among its students, WCTC utilizes a range of campaigns, strategies and initiatives to provide awareness, and educational, risk reduction and prevention programming. We continue to raise awareness through programs that are offered in April during Sexual Assault Awareness Month, and in October during National Campus Safety Month. These offerings include Self-Defense classes, "Its On Us" campaign, viewing of documentaries centered around sexual assaults, campus awareness walks, and wearing teal pins during April to increase awareness.

WCTC implemented campus-wide Title IX training to increase awareness and prevent claims of domestic violence, dating violence, sexual assault, and stalking. We also provide training to disseminate information on the process of reporting occurrences. Training is provided to students at each New Student Orientation, and to employees at each New Employee Onboarding sessions. Annually, all full and part time College employees are required to participate in *Workplace Answers*, an approximately hour-long online training program. Students are encouraged to partake in Title IX training through participation in *Not Any More*, an online training program tailored toward college students.

WCTC is committed to handling complaints as promptly and effectively as possible. A standardized complaint form is available online to students, employees and stakeholders via WCTC's public website (<https://wctc.edu/about-wctc/discrimination-harassment-complaint-form.pdf>). To reduce reporting hurdles and accommodate victims, WCTC does not require the Complaint Form be completed, rather individuals are simply asked to detail the nature of the complaint in writing. Upon submission, the complainant is notified via e-mail that the report has been received.

Once a complaint is received, the Deputy Title IX Coordinators (Director of Student Development and the Manager, Talent Relations & Recruitment) take the lead on investigating the case. The Compliance Officer meets with the Deputy Title IX Coordinators to discuss the status of the case, and ensure that the investigators are staying on task and meeting the 60 day proposed timeline proposed by OCR.

- Informal Procedure: Whenever possible, the person should attempt to resolve the issue directly with the person involved. If they are not comfortable in doing so, they may seek the assistance of a third party to intervene on their behalf.
- Formal Procedure: If the student or employee believes that the issue is still not resolved to his or her satisfaction, the student should contact one of the Deputy

Title IX Coordinators (Director of Student Development or the Manager, Talent Relations and Recruitment), to discuss the concerns and what response the student or employee wants from the College. A formal complaint of discrimination/harassment may be filed no later than 300 days following the alleged incident of discrimination/harassment.

If, after the informal discussion, the student or employee decides to file a formal complaint, the following action should be taken:

- A formal complaint should be in writing and detail the facts and circumstances which are the basis for the complaint and identify the individual(s), procedure(s) or practice(s) at WCTC responsible for the alleged discrimination or harassment. The written complaint must be filed no later than 300 days following the alleged incident of discrimination/harassment/retaliation and should be submitted to one of the Deputy Title IX Coordinators (Director of Student Development or the Manager, Talent Relations and Recruitment), for follow-up and investigation. All reasonable efforts will be made to complete an investigation, determine findings, and recommend action(s) to be taken within a timely manner. The administrative person shall issue a written finding identifying the result of his/her review, including, but not limited to identifying any formal or informal resolution and any formal determination which the investigating administrator has made.

The Compliance Officer is the person to ensure compliance regarding Title IX of the Education Amendments Act of 1972.

Each party is allowed to have an advocate/advisor of their choice present with them for all meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advocate/advisor as long as the advocate/advisor is eligible and available, and usually otherwise not involved in the resolution process, such as serving as a witness. The advocate/advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is available and eligible. Witnesses cannot also serve as advocates/advisors. The parties may choose advocates/advisors from inside or outside the campus community.

Off-Campus Reporting

- If you are not safe or if you need immediate help please call **911**.
- Wisconsin's **211** line offers free direction to local human service agencies.
- Waukesha Memorial Hospital offers Waukesha County's sexual assault program. A Sexual Assault Nurse Examiner (SANE) is on-call 24 hours a day through the hospital's emergency room. (262.928.2000)
- In Milwaukee County, the Aurora Sinai and Aurora West Allis Medical Center locations offer Sexual Assault Treatment Centers. They can also be reached via phone at 414.219.5555.
- The Waukesha Women's Center offers a 24-hour hotline (262.542.3828) as well as services and support for victims of sexual assault, abuse, and domestic violence.
- The National Sexual Assault Hotline, sponsored by RAINN (Rape, Abuse and Incest National Network), can be reached at 1.800.656.HOPE.

On-Campus Reporting

- If you are not safe or if you need immediate help please call **911**.
- While on campus, students may call 262.691.5582 for campus police.
- WCTC's on-campus Counselors (C-021) are available to provide support and counseling for students free of charge.
- Licensed Professional Counselors (LPCs) at the college may be considered confidential reporting resources.
- At the Student Development Office (C-121), students may speak to staff about filing a report or receiving direction to services.

Seek out a campus employee to assist you in getting appropriate help. For more information on related policies and resources, visit www.wctc.edu/sexual-misconduct.

Restraining Orders

Anyone who has a restraining order or other order of protection against another person must provide the Director of Student Development, or designee, with a copy of any temporary, protective or restraining order which is granted, as well as a copy of any protective or restraining order which is made permanent. The Director of Student Development, or designee, will give the Vice President of Human Resource Services, or designee, a copy of all orders protecting students.

Interim Remedies/Actions

WCTC will implement initial remedial, responsive, and/or protective actions upon notice of alleged harassment, retaliation, and/or discrimination. Such actions could include but are not limited to: no contact orders, providing counseling and/or medical services, academic support, visa and immigration assistance, student financial aid counseling, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, and referral to campus and community support resources.

WCTC will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest, or visitor upon a finding that they have engaged in harassing or discriminatory behavior or retaliation.

WCTC will maintain as confidential any accommodations, or protective measures, provided confidentiality does not impair WCTC to provide the accommodations or protective services.

The Compliance Officer, or designee may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations.

These remedies may include, but are not limited to:

- Referral to counseling services
- Referral to the Employee Assistance Program
- Education to the community
- Altering work arrangements for employees
- Providing campus escorts
- Implementing contact limitations between the parties

- Offering adjustments to academic deadlines, course schedules, etc.

Confidentiality

WCTC's policy on record privacy and releasing information follows the directives outlined in the Family Rights and Privacy Act (FERPA), the federal law governing the protection of written educational records.

Only the student may authorize the release of their personally identifiable information in an education record. All such authorizations must be in writing.

The institution will maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the institution's ability to provide the interim actions or protective measures.

Investigation Process for Dating Violence, Domestic Violence, Sexual Assault & Stalking

Any member of the community, guest or visitor who believes that the policy on Equal Opportunity, Harassment, Sexual Misconduct, and Nondiscrimination has been violated should contact the Compliance Officer.

It is also possible for employees to notify a supervisor, or for students to notify an administrative advisor or faculty member. Any member of the community, including visitors, may contact Campus Security to make a report. These individuals will in turn notify the Compliance Officer. WCTC's website also includes a reporting form at www.wctc.edu/sexual-misconduct which may serve to initiate the resolution process.

All employees receiving reports of a potential violation of WCTC policy are expected to promptly contact the Compliance Officer, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with privacy: specific information on any allegations received by any party will be reported to the Compliance Officer, but, subject to WCTC's obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation. In all cases, WCTC will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process.

Preliminary Inquiry

Following receipt of notice or a report of misconduct, the Compliance Officer engages in a preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. The preliminary inquiry is typically 1-3 business days in duration. This inquiry may also serve to help the Compliance Officer to determine if the allegations evidence violence, threat, pattern, predation and/or weapon, in the event that the reporting party has asked for no action to be taken. In any case where violence, threat, pattern, predation, and/or weapon is not evidenced, the Compliance Officer may respect a reporting party's request for no action, and will investigate only so far as necessary to determine appropriate remedies. As necessary,

WCTC reserves the right to initiate resolution proceedings without a formal report, or participation by the reporting party.

In cases where the reporting party wishes to proceed, or WCTC determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Compliance Officer will direct a formal investigation to commence, and the allegation will be resolved through the grievance process.

The Compliance Officer, or designee may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations.

These remedies may include, but are not limited to:

- Referral to counseling services
- Referral to the Employee Assistance Program
- Education to the community
- Altering work arrangements for employees
- Providing campus escorts
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

WCTC may interim suspend a student, employee or organization pending the completion of an investigation, particularly when in the judgment of the Compliance Officer, and in consultation with the Investigator, the safety or well-being of any member(s) of the campus community may be jeopardized by the on-campus presence of the responding party, or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the option to meet with the Investigator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Compliance Officer, or designee has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to WCTC's campus/facilities/events. As determined by the Compliance Officer, or designee this restriction can include classes and/or all other WCTC activities or privileges for which the student might otherwise be eligible. At the discretion of the Compliance Officer, or designee alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

The institution will maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the institution's ability to provide the interim actions or protective measures.

Once a formal investigation is commenced, the Investigator will provide written notification of the investigation to the responding party at an appropriate time during the investigation. WCTC aims to complete all investigations within a sixty (60) calendar day

time period, which can be extended as necessary for appropriate cause by the Compliance Officer with notice to the parties as appropriate.

If, during the preliminary inquiry or at any point during the formal investigation, the Compliance Officer determines that there is no reasonable cause to believe that policy has been violated, the process will end unless the reporting party requests that the Compliance Officer makes an extraordinary determination to re-open the investigation. This decision lies in the sole discretion of the Compliance Officer.

Once the decision is made to commence a formal investigation, the Investigators will conduct the investigation, usually within two (2) business days of determining that an investigation should proceed. Investigations are completed expeditiously, normally within sixty (60) calendar days, though some investigations take weeks or even months, depending on the nature, extent and complexity of the allegations, availability of witnesses, police involvement, etc.

WCTC may undertake a short delay in its investigation (several days to weeks, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. WCTC will promptly resume its investigation and resolution processes once notified by law enforcement that the initial evidence collection process is complete. WCTC action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed, or that charges have been dismissed or reduced.

All investigations will be thorough, reliable, impartial, prompt and fair. Investigations entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, as necessary.

The investigators will typically take the following steps, if not already completed (not necessarily in order):

- In coordination with campus partners (e.g. the Compliance Officer), initiate or assist with any necessary remedial actions
- Determine the identity and contact information of the reporting party
- Identify all policies allegedly violated
- Assist the Compliance Officer with an immediate preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy
- If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview
- Prepare the notice of allegation on the basis of the preliminary inquiry
- Meet with the reporting party to finalize their statement, if necessary
- If possible, provide written notification to the parties prior to their interviews that they may have the assistance of an Advisor/Advocate of their choosing present for all meetings attended by the advisee

- Provide reporting party and responding party with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result
- Prior to the conclusion of the investigation, provide the reporting party and the responding party with a list of witnesses whose information will be used to render a finding
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses
- Provide parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline
- Provide regular updates to the reporting party throughout the investigation, and to the responding party, as appropriate
- Recommend a finding to the Compliance Officer, based on a preponderance of the evidence (whether a policy violation is more likely than not)
- Recommend disciplinary action(s) or sanction(s) if warranted
- Finalize and present the findings to the parties, without undue delay between notifications
- Prepare an investigative report to be kept by the Compliance Officer

Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the investigators
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community

Examples of Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- Warning: A formal statement that the behavior was unacceptable and a warning that further infractions of any WCTC policy, procedure or directive will result in more severe sanctions/responsive actions.
- Probation: A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any WCTC policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social

privileges, exclusion from co-curricular activities, non-contact orders, and/or other measures deemed appropriate.

- Suspension: Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at WCTC. This sanction may be noted as a Conduct Suspension on the student's official transcript, at the discretion of the Compliance Officer.
- Expulsion: Permanent termination of student status, revocation of rights to be on campus for any reason or attend WCTC sponsored events. This sanction will be noted as a Conduct Expulsion on the student's official transcript.
- Withholding Diploma: WCTC may withhold a student's diploma for a specified period of time, and/or deny a student participation in commencement activities if the student has an allegation pending, or as a sanction if the student is found responsible for an alleged violation.
- Revocation of Degree: WCTC reserves the right to revoke a degree awarded for fraud, misrepresentation or other violation of WCTC policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- Organizational Sanctions: Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.
- Other Actions: In addition to, or in place of the above sanctions, WCTC may assign any other sanctions as deemed appropriate.

Examples of Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination and/or retaliation include:

- Warning-Verbal or Written
- Performance Improvement/Management Process
- Required Counseling
- Required Training or Education
- Probation
- Loss of Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to, or in place of the above sanctions, WCTC may assign any other sanctions as deemed appropriate.

Withdrawal or Resignation While Charges Pending

Students: Should a student decide to leave and/or not participate in the investigation, the process will nonetheless proceed in the student's absence to a reasonable resolution, and that student will not be permitted to return to WCTC unless all sanctions

have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.

Employees: Should an employee resign with unresolved allegations pending, the investigation report of the Compliance Officer will reflect that status, and any WCTC responses to future inquiries regarding employment references for that individual will indicate the former employee is ineligible for rehire.

Discrimination/Harassment

Statement Prohibiting Harassment

It is the policy of the College to maintain an academic and work environment free of illegal harassment for students, faculty and staff. Harassment is contrary to the standards of the College's community; it diminishes individual dignity and impedes equal employment and educational opportunities.

The College prohibits discrimination/harassment based on political affiliation, age, race, religion, color, disability, gender, marital status, national origin, ancestry, citizenship, sexual orientation, parental status, pregnancy, arrest or conviction record, membership in any reserve component of the armed forces, genetic information, or use or non-use of lawful products off College premises during nonworking hours, or other legally protected status. The College seeks to provide academic and work environments that are free from intimidation and harassment based on any of these characteristics and specifically prohibits such intimidation and harassment, including sexual harassment.

Intimidation and harassment can arise from a broad range of physical or verbal behavior (by employees, students, outside contractors or other individuals), which can include, but is not limited to, the following:

- Physical or mental abuse
- Racial, ethnic or religious insults or slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes, stories or innuendos
- Requests for sexual favors used as a condition of employment or academic progress
- Display of sexually explicit or otherwise offensive posters, calendars or materials
- Referring to another employee/student as girl, hunk, doll, babe or honey
- Making sexual gestures with hands or body movements
- Intentionally standing close or brushing up against another employee/student
- Inappropriately staring at another employee/student or touching his/her clothing, hair or body
- Whistling at another employee/student, cat calls
- Asking personal questions about another employee's/student's sexual life
- Repeatedly asking out an employee/student who has stated that he/she is not interested
- Looking another employee/student up and down (elevator eyes)

- Sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

These activities are offensive and are inappropriate at the College. This is a serious issue not just for the College, but also for each individual. An employee or supervisor may be held individually liable as a harasser, subject to the same penalties which may be imposed upon employers under state and federal law, and will be subject to discipline, up to and including termination. Students may be subject to claims by fellow students or staff for their conduct, as well as subject to College discipline, including expulsion or suspension. This policy against harassment applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions or otherwise.

In addition, no employee or student of the College should have to tolerate harassment from any vendor or other person doing business with the College or others with whom they come in contact during the course of the College's functions. While the ability to influence the conduct of others may be limited, the College is committed to taking appropriate action to the extent practical, to protect and assist each person.

Harassment or similar unacceptable activities that could become a condition of employment or a basis for educational or personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by the College. Any individual who engages in such harassment, or retaliates against another individual because he or she made a report of harassment or participated in an investigation of a claim of harassment, is subject to immediate discipline, up to and including suspension or expulsion.

It is the responsibility of administration, supervisors, employees and all students to ensure that these prohibited activities do not occur.

It is suggested that, if the individual is comfortable doing so, he or she first speak to the person who has engaged in the inappropriate behavior about his or her conduct. Explain that the conduct is unwelcome. The offensive conduct may have been thoughtless or based on a mistaken belief that it was welcome. In any event, an immediate response is recommended and do not ignore the problem. If the result is not satisfactory or if the student is not comfortable speaking to the offender directly, he or she should notify one of the appropriate people listed below as soon as possible. It is important to inform College officials about the inappropriate conduct as soon as possible to expedite a remedy to the problem. Any student who believes that he or she has been the subject of prohibited harassment or retaliation should report the matter immediately to the Director of Student Development, or designee, or, if the student believes the Director of Student Development is responsible for, or has permitted, the prohibited harassment or retaliation to occur, he or she should report the matter immediately to the Vice President, Student Services. Any such reports will be investigated promptly and be kept confidential within the bounds of the investigation and the law. Please retain any notes, letters or other written material that relate to the complaint.

This policy reinforces the College's tradition of developing and maintaining a professional environment comprised of people who respect one another and who believe in the College's high ideals. It is the responsibility of all to uphold that tradition.

Procedures

This procedure is designed to comply with Title IX of the 1972 Educational Amendments and the applicable federal regulations which require federal grantees to “Adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints, alleging discrimination on the basis of sex.” (34 C.F.R. 106.8(b).) It is also designed to comply with Wisconsin law prohibiting discrimination against students. (S 38.23, Wis. Stats.)

Informal Procedure: Whenever possible, the person should attempt to resolve the issue directly with the person involved. If they are not comfortable in doing so, they may seek the assistance of a third party to intervene on their behalf.

Formal Procedure: If the student or employee believes that the issue is still not resolved to his or her satisfaction, they should contact one of the Deputy Title IX Coordinators (Director of Student Development, or the Manager, Talent Relations and Recruitment) to discuss the concerns and what response they want from the College. A formal complaint of discrimination/harassment/retaliation may be filed no later than 300 days following the alleged incident of discrimination/harassment/retaliation. If, after the informal discussion, the student or employee decides to file a formal complaint, the following action should be taken:

Formal Complaint: A formal complaint should be in writing and detail the facts and circumstances which are the basis for the complaint and identify the individual(s), procedures(s) or practice(s) at WCTC responsible for the alleged discrimination or harassment. The written complaint must be filed no later than 300 days following the alleged incident of discrimination/harassment/retaliation and should be submitted to one of the Deputy Title IX Coordinators (Director of Student Development or the Manager, Talent Relations and Recruitment) for follow-up and investigation. All reasonable efforts will be made to complete an investigation, determine findings, and recommend action(s) to be taken within a timely manner. The administrative person shall issue a written finding identifying the result of his/her review, including, but not limited to identifying any formal or informal resolution and any formal determination which the investigating administrator has made.

WCTC is committed to handling discrimination/harassment complaints as promptly and effectively as possible. A standardized complaint form is available online to students and stakeholders via WCTC’s public website (<https://www.wctc.edu/about-wctc/discrimination-harassment-complaint-form.pdf>). To reduce reporting hurdles and accommodate victims, WCTC does not require the Discrimination/Harassment/Retaliation Complaint Form be completed, rather individuals are simply asked to detail the nature of the complaint in writing. Upon submission, the complainant is notified via e-mail that the report has been received. Depending on the parties involved and the complexity of the allegations made, the complaint may involve the Compliance Officer, the Director of Student Development, the Manager, Talent

Relations and Recruitment, the Manager of Safety, Security and Risk Management, the Coordinator of Campus Security or some combination thereof.

The Compliance Officer is the Coordinator to ensure compliance regarding Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act and Title I of the Americans with Disabilities Act.

Questions or complaints may be directed to:

Sherry Simmons, Compliance Officer
Waukesha County Technical College
800 Main Street, Pewaukee, WI 53072
262.695.3481 Fax 262.691.5087

Questions regarding affirmative action or equal opportunity shall be directed to:

Laquitha Terry, Manager, Talent Relations and Recruitment
Waukesha County Technical College
800 Main Street, Pewaukee, WI 53072
262.691.5570 Fax 262.691.5568

Possession, Use, and Sale of Alcohol and Illegal Drugs

As outlined in Alcohol and Drug Use Policy, the College prohibits the unlawful manufacture, distribution, possession, or use of illicit drugs, or use or abuse of alcohol on any WCTC campus, or as part of any WCTC activity. Exceptions to this alcohol policy are for individual situations which must have written approval from the College president. Anyone who violates the policy is subject to both the institution's and criminal sanctions. Without exception, alcoholic consumption is governed by Wisconsin statutory age restrictions under Chapter 125 et al. Laws prohibit drug possession under Wisconsin statutes 961 et al and mandate penalties of prison, fines, or both. WCTC recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment.

Annual Disclosure of Crime Statistics

Waukesha County Technical College complies with the Jeanne Clery Disclosure Act and prepares a College Safety and Security Resource Guide (Annual Security Report) disclosing crimes that have occurred on campus. Those statistics can be found on the WCTC public website under Student Services, Student Life, and Student Right to Know. On the WCTC portal, they can be found under Resources, Environmental & Safety Resources, and General Safety. Campus crime, arrest, and referral statistics include those reported to law enforcement agencies that have jurisdiction over other non-campus locations, and to College officials. All crimes reported to law enforcement are included in this report. A crime that is "unfounded" can only be done so by the reporting law enforcement agency and within the guidelines set forth by the Uniform Crime Reporting system. Should a report be "unfounded", it will be withheld from the crimes statistics in both the Clery report and this Resource Guide. A footnote will be made to indicate a report(s) was unfounded in a specific offense category. A copy of this report can be obtained from the Campus Security Office in C-006.

Crime Statistics - WCTC Main Campus

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Negligent Manslaughter	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Sex Offenses, Non Forcible (Incest and Statutory)	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Robbery	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Aggravated Assault	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Burglary	2015	1	0	0	1	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Motor Vehicle Theft	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Liquor Law Arrests	2015	1	0	0	1	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Drug Law Arrests	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Weapons Law Arrests	2015	1	0	0	1	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action	2015	2	0	0	2	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action	2015	1	0	0	1	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Weapons Law Violations Referred for Disciplinary Action	2015	1	0	0	1	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Domestic Violence	2015	0	1	0	1	N/A
	2014	0	0	0	0	N/A
Dating Violence	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
Stalking	2015	2	0	0	2	N/A
	2014	1	0	0	1	N/A

Hate Crime Reporting - There were no hate crimes reported for 2015.

Crime Statistics - WCTC Waukesha Campus/Sky Plaza

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Negligent Manslaughter	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Sex Offenses, Non Forcible (Incest and Statutory)	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Robbery	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Aggravated Assault	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Burglary	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Motor Vehicle Theft	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Liquor Law Arrests	2015	0	0	0	0	N/A
	2014	1	0	0	1	N/A
	2013	0	0	2	2	N/A
Drug Law Arrests	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Weapons Law Arrests	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action	2015	3	0	0	3	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Drug Law Violations Referred For Disciplinary Action	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Weapons Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2013	0	0	0	0	N/A
Domestic Violence	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
Dating Violence	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A
Stalking	2015	0	0	0	0	N/A
	2014	0	0	0	0	N/A

Hate Crime Reporting - There were no hate crimes reported for 2015.

Wisconsin 2010 Sexual Assault Data

Most recent information on the number of reported sexual assaults in 2010 for the state of Wisconsin are located at the following web link on the Wisconsin Office of Justice Assistance website <http://oja.wi.gov/content/sexual-assault-wisconsin-2010>.

According to statistics provided by the Office of Justice Assistance, Madison, Wisconsin, there were 4,857 reported sexual assaults in Wisconsin during 2010.

PRIVACY OF RECORDS – RELEASE OF WRITTEN INFORMATION

The Waukesha County Technical College policy on record privacy and releasing information follows the directives outlined in the Family Education Rights and Privacy Act (FERPA), the federal law governing the protection of written educational records. Registered students will be notified of this policy annually.

Only the student may authorize the release of their personally identifiable information in an education record. All such authorizations must be in writing. A fee will be assessed for copying all or a portion of a student record.

Notification

Students and stakeholders can find this policy in the WCTC College catalog, the website, or may obtain a copy of the policy from the Enrollment Center.

Student Rights under FERPA

1. Students have a right to inspect and review their own educational records. The student must submit a signed, written request to the Registrar that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access within 45 days and notify the student when and where the records may be inspected. Before being allowed to view the record, the student must present official photo identification.
2. Students have a right to request the amendment of educational records that they believe are inaccurate or misleading. The student must present a written request to the Registrar, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.
3. If the Registrar denies the request to amend the record, the Registrar will notify the student and advise them of the right to appeal the decision using the Student Complaint Procedure.
4. Students have a right to grant written consent to disclosures of personally identifiable information contained in their own education record;; FERPA authorizes some disclosures without consent.

5. A record of disclosures will be maintained within a student's file indicating when information has been released from that file and to whom, except for disclosures for legitimate educational interest. Students will not be notified of legally restricted disclosures or disclosures for legitimate educational interest.
6. Students have the right to restrict the disclosure of *Directory Information*. To restrict the disclosure of *Directory Information*, a student must file a written request with the Registrar. This request to restrict disclosure of *Directory Information* will be honored until the student notifies the Registrar, in writing, to the contrary (see section on Directory Information below).
7. Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue,
SW
Washington, D.C. 20202-8520 33

Exceptions under FERPA

Under certain conditions, information can be released without student consent. These exceptions include:

Directory Information

The use of the term *Directory Information* does not mean that the College actually has a document containing Student Directory Information, or that the College has any obligation to produce such a document. The term *Directory Information* is a legal term applying to information that the College can release, without student consent, to any third party. The College has defined *Directory Information* as the following:

- Student name
- Full-time or part-time status
- Major field of study
- Dates of enrollment
- Degrees and awards received
- Photos and videos of students for use in College press releases, publications, and web sites
- Waukesha County Technical College assigned student email accounts

U.S. Military

According to federal law, the College must release the student's name, address, phone number, date of birth, and field of study to the U.S. Armed Forces.

Authorized Federal, State, and Local Authorities

Student authorization is not required if the Registrar is asked to disclose information to an authorized representative of the following individuals or entities:

- The Comptroller General of the United States
- The Secretary of the U.S. Department of Education
- State educational authorities
- Any party legitimately connected with a student's application for, or receipt of, financial aid
- Accrediting organizations
- Agencies involving an audit or evaluation of compliance with education programs
- Organizations conducting studies for or on behalf of educational institutions

Other Educational Institutions

Information can be released to other schools to which a student seeks or intends to enroll.

Emergency Situations

Information can be released to law enforcement personnel, emergency personnel, and College officials in an emergency in order to protect the health or safety of students or other persons.

Legitimate Educational Interest

Officials of the College who have a legitimate educational interest may have access to student records without obtaining consent from the student.

Officials of the College are defined as:

- persons employed by the College in an administrative, supervisory, academic, research, or support staff position,
- persons serving on College governing bodies, and
- persons employed by or under contract to the College to perform a specific task, such as an attorney or auditor.

An official has a legitimate educational interest if they need to:

- perform duties specified in their job description or under terms of contractual agreement;
- provide campus services related to a student, such as advising, financial aid, and counseling;
- perform tasks related to a student's education, campus discipline or security.

Judicial Order

Information must be released to comply with a judicial order or lawfully issued subpoena. Unless the court (or other issuing agency) has ordered that the existence or the contents of the subpoena or judicial order not be disclosed, the College will make a

reasonable effort to notify the student before complying so the student may seek protective action.

Grievance Hearing

Information about a student or students involved in a conduct investigation may be released to members of the Board of Review committee, including any students assigned to that committee, if such information applies to the investigation.

Disciplinary Hearing

The results of a disciplinary hearing may be released to an alleged victim of a crime of violence without the permission of the accused.

U.S. Patriot Act

The College must release, without consent or knowledge of the student, personally identifiable information from the student's education record to the Attorney General of the United States or designee in connection with the investigation or prosecution of terrorism crimes specified in sections 233b(g)(5)(B) and 2331 of Title 18, U.S. Code.

Written Release

Personnel employed by the College who have consent in the form of a written release of information signed by the student, may disclose student information to appropriate outside agencies or persons.