



College Safety and Security Resource Guide

2017 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 brought to you as part of Waukesha County Technical College’s 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 (including Morris Street and the Firing Range) located in Pewaukee, Wisconsin, and the Waukesha 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:

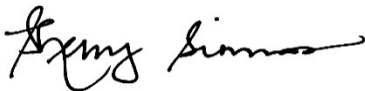
- 1. Standards of conduct that clearly prohibit, at a minimum, unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.*
- 2. A description of the applicable legal sanctions under local, state or federal law 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
Director-Safety, Security & Risk Management



Sherry Simmons
Director-Compliance & Equity/Title IX Coordinator

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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 Student Development Manager, the Director-Safety, Security, and Risk Management, or their 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 (suspension or expulsion) or academic misconduct. Procedures are established for addressing student behavioral and academic misconduct issues.

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.

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.

Behavioral Reporting - Behavioral Intervention Team

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 Student Development Manager chairs the BIT.

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. The BIT can be contacted by calling the Student Development Manager at 262-691-5295 or completing an online report using the following link: <https://cm.maxient.com/reportingform.php?WaukeshaCTC>.

Members of the Behavioral Intervention Team are:

- Student Development Manager, Chair
- Dean, Student Support
- Director-Safety, Security, and Risk Management
- Student Conduct Officers
- Director-Compliance & Equity/Title IX Coordinator
- Campus Security Coordinator
- Student Accessibility Coordinator
- Counseling Services Coordinator
- Academic Dean

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 Student Development Manager 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 Student Development Manager, 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, including leased and controlled property, WCTC functions, events and activities without prior written approval from the Student Development Manager. 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 Student Development Manager, 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 in and out of 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 Student Development Manager and/or the Student Development Coordinator. 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 Student Development Manager, or designee, a hearing with the Board of Review.

- If the Associate Dean, as described above, originally sanctions the student, 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 Student Development Manager, 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 Student Development Manager, 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 Student Development Manager at 262.691.5295 or by stopping by the Student Development 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 (Student Development Manager, or the Director, Talent Operations) to discuss the concerns and what response they want from the College. A formal complaint of discrimination, harassment, or 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 that 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, or retaliation and should be submitted to one of the Deputy Title IX Coordinators (Student Development Manager or the Director, Talent Operations) 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 and 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://cm.maxient.com/reportingform.php?WaukeshaCTC&layout_id=6. To reduce reporting hurdles and accommodate complainants, WCTC does not require the Discrimination, Harassment, and 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 Director, Compliance & Equity/Title IX Coordinator, the Student Development Manager, the Director, Talent Operations,

the Director-Safety, Security & Risk Management, the Campus Security Coordinator 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 to both 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 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 Counseling Services 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. Statue. 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 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 Security Authorities

Campus Security Authorities (CSA) are individuals, who by virtue of their College responsibilities and under the Clery Act, are designated to receive and report criminal incidents to Campus Police, the Director-Safety, Security, & Risk Management, Campus Security Coordinator, or the Director, Compliance & Equity/Title IX Coordinator so that they may be included and published in the College's Annual Security Report.

Campus Security Authorities of the College include the following:

Campus Police Officers	Student Security Officers	Student Conduct Officers
Director, Compliance & Equity	Director-Safety, Security & Risk Management	Campus Security Coordinator

Vice President, Human Resources	Vice President, Student Services	Dean of Student Support
Director, Talent Operations	Manager, Student Development	Student Club & Organization Advisors
Environmental Health Specialist	Administrative Assistant-EHS	Multicultural Resource Center Specialist
Waukesha Campus Security Officers	Kappa Theta Pi (KOP) Members	Assistant Director of Facilities
Coordinator, Center for Community & Personal Enrichment	Global Education Coordinator	Administrative Assistants-Student Development
Coordinator, Student Accessibility	Behavioral Intervention Team Faculty Representative	Transition & Disability Specialists
Range Master (Firing Range)	Firing Range Safety Officers	Diversity Coordinator
Coordinator, Building Maintenance	Chief District Facilities Officer	Switchboard Receptionist

Campus Law Enforcement and Security Services

Waukesha County Technical College (WCTC) contracts with the Village of Pewaukee Police Department (PVPD) 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 10:00 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/tobacco use policy. SSOs have no arrest authority. Security coverage (SSO’s jurisdiction area) 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, i.e. they are only responsible for enforcing those institutional policies. Security staff has no arrest authority and security coverage (jurisdiction area) is limited to the campus building and parking lot. The Waukesha Police Department (WPD), on an on-call basis provides Law Enforcement services. No written agreements exist or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between WCTC and the local police department.

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

The WCTC Campus Security Department maintains a strong working relationship with state and local police agencies, including the City & Village of Pewaukee, the City & County of Waukesha, and the Wisconsin State Patrol.

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 Waukesha campus. College staff regularly check outdoor pathway lighting and egress lighting in hallways and stairwells.

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. Card readers also control access to some of these buildings. 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.

Security Considerations Used in the Maintenance of Campus Facilities

WCTC maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. WCTC Security works closely with Facilities Services to address burned out lights promptly as well as malfunctioning door locks, or other physical conditions that affect security. Other members of the College community are helpful when they report equipment problems to WCTC Security or to Facilities Management.

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 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. 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
- Director-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. Reports may be filed on the complainant's behalf when the complainant 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, Director-Safety, Security & Risk Management, or the Campus Security office. The College does have counselors on staff, which 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. However, once the College has been put on notice, anonymously, all efforts will be made to investigate.

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 by clicking here <http://www.wctc.edu/about-wctc/clery-report.pdf>, or may be obtained from the Campus Security Office. The report is also distributed to students and employees 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.

Response to a Report

In response to a call, WCTC Security will take the required action, either dispatching an officer, or asking the complainant to report (either in person or online) to WCTC Security to file an incident report. All reported crimes will be investigated by the College, and/or PVPD and may become a matter of public record. All WCTC Security incident reports are forwarded to the Director-Safety, Security & Risk Management for review. If assistance is required from the Police Department or the Fire Department, WCTC Security will contact the appropriate department. If a sexual assault or rape should occur, staff on the scene will offer the complainant a wide variety of services.

Voluntary Confidential Reporting

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

Professional Counselors

Campus "Professional Counselors," when acting as such, are not considered to be a Campus Security Authority for Clery Act purposes and are *not* required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at WCTC are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to a Campus Security Authority.

Professional Counselor

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

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

The College does encourage professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics.

Daily Crime Log

The College maintains a Daily Crime Log. 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 a Campus Security Authority in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the Daily Crime Log and 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 complainants 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 college community by the Director, Compliance & Equity/Title IX Coordinator, the Director-Safety, Security & Risk Management, or their designee.

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 (7) days.

In the event a crime is reported or a situation arises, within the WCTC Clery Geography (On Campus, Public Property, and Non-campus property), that, in the judgment of the Director-Safety, Security & Risk Management and/or the Director, Compliance & Equity/Title IX Coordinator, and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide “timely warning” notice will be issued.

Timely Warnings are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, criminal homicide, and robbery. Incidents of aggravated assault (cases involving assaults among known parties, such as two students fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger WCTC community). Sex offenses (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Director-Safety, Security & Risk Management and/or Director, Compliance & Equity/Title IX Coordinator, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.

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. This will 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. The Director-Safety, Security & Risk Management, backed up by the Vice President, Student Services, or designee of either, will immediately, and taking into account the safety of the community, determine the content of the notification based on the nature of the incident, affected people, and places, and initiate notification. Available members of the Crisis Management Team will approve the content of, and sending of the notification. This will occur unless issuing a notification will, in the professional judgement of responsible authorities, compromise the efforts to assist a complainant 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. These are in place so that the campus community can be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. 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 (please note that all student and staff College email addresses are automatically enrolled in WCTC ALERTS). 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).

Additionally, in emergencies when the campus system called 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 for updates and information postings. Employees and students may be kept informed of updates via WCTC Alerts.

If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender/ Distributor	Backup Message Sender/ Distributor
PRIMARY College Mass Notification System	Director-Safety, Security & Risk Management, or designee	Vice President, Student Services, or designee	Crisis Management Team	Director, Safety, Security & Risk Management, or designee	Vice President, Student Services, or designee

SECONDARY All College email to students and staff	Director, Safety, Security & Risk Management, or designee	Vice President, Student Services, or designee	Crisis Management Team	Director, Safety, Security & Risk Management, or designee	Vice President, Student Services, or designee
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The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community, and will direct them to where they can receive additional information.

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

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.

Crisis Management Team

The *Crisis Management Team* (CMT) is appointed to assist in the safety and security functioning of the College and is chaired by the Director-Safety, Security & Risk Management.

The following College Officials serve on the CMT:

- Director-Safety, Security & Risk Management
- Vice President, Human Resource Services
- Vice President, Strategic Marketing, Innovation & Effectiveness
- Vice President, Learning
- Vice President, Student Services
- Vice President, Finance
- Chief District Facilities Officer
- Chief Information Officer
- Director, Public Relations, Marketing & Outreach
- Director, Compliance & Equity

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, the Campus Security Coordinator and PVPD 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.

The College's *"If You See Something, Say Something"* campaign requires all staff to report crimes to Campus Police, Campus Security Coordinator or to the Director-Safety, Security & Risk Management. Campus Police are responsible for local law enforcement. This crime information is included in the annual Clery Report that meet the Clery Reportable categories.

Emergency Response Guide

The WCTC 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, 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 following icon. Each classroom has maps indicating what to do in the event of most emergencies. This includes shelter locations for severe weather and evacuation routes and staging areas for fire emergencies. Each classroom also has a summary of emergency procedures posted by the maps. The Emergency Procedures Guide can be viewed on the College website. Please review the Emergency Procedures 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. Typically, an announced severe weather drill is conducted each April in conjunction with the State of Wisconsin annual severe weather drill to exercise severe weather shelter procedures. Students and staff learn the locations of the emergency exits, assembly areas and shelters within the buildings and are provided guidance about the direction they should travel when exiting each facility for a building evacuation.

Emergency Evacuation Procedures

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

WCTC has no residence halls and therefore is not required to do annual fire drills. We do, however, conduct building evacuation drills. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At WCTC evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures

1. Remain Calm and evacuate the building.
2. Immediately activate the nearest fire alarm pull station on your way out of the building.
3. Do NOT use Elevators, Use the Stairs.
4. Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform WCTC Security or the responding Fire Department of the individual's location.
5. Close doors to prevent flames/smoke from spreading, and shut down all major equipment in accordance with fire safety procedures if you can safely do so.
6. Proceed to the designated evacuation staging area. Keep all roadways, fire lanes, etc. clear for emergency vehicles.
7. Call 911 with any details that you may have of the fire. Notify the Service Desk Attendant (Dial 5555) of the fire and that the fire department has been called.
8. Keep all classes/work groups together while exiting to assure all persons have exited the building safely.
9. Do not re-enter the building until authorization has been given by the fire department.

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

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

Basic “Shelter-in-Place” Guidance

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

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

A shelter-in-place notification may come from several sources, Campus Security, Police or Fire Department Officials other College employees, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter-in-Place”

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

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.

5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (faculty or other staff) to call the list in to WCTC Security so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

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

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

Campus Security, Environmental Health and Safety, volunteer staff members, local police, and fire officials monitor tests to evaluate evacuation or sheltering participation and behavioral patterns. Reports are prepared and appropriate documentation is retained by campus security for each test that identify the a description of the exercise, the date, time, and description of the event and whether it was announced or unannounced, 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 test each calendar year. Students receive information about evacuation and shelter-in-place procedures during new student orientation and during other educational sessions.

The following policies contain additional information on the College's emergency procedures: HEA-101 Emergency Action Plans; HEA-101-01 School Closing; HEA-101-02 Tornado/Severe Weather; HEA 101-03 Building Evacuations; HEA-101-04 Fires HEA 101-05 Bomb Threat and Search; and HEA -101-06 Medical Response.

The College Emergency Response Plan also contains additional useful information.

Emergency Medical Response Procedures

Anyone can call 911 for any student, faculty, staff, guest, or other situation requiring immediate attention. When 911 is called from a College "landline" phone, campus security staff are automatically alerted and will respond along with the police. Once 911 has been called, a second call should be placed to the Service Desk (extension 5555) and the Service Desk personnel will activate the WCTC Emergency Response Team (ERT). Available ERT members will respond to the scene to provide basic first aid, assist with securing the scene and provide other assistance as needed. 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 7 AM-10:30 PM while classes are in session, with slightly reduced patrol hours between semesters. Campus risk and security administrators and campus police employ additional security staff for special events as deemed necessary. In addition, a Police Officer from the Pewaukee Village Police Department patrols as well.

The College posts tips for safety, has informative meetings with campus police, campus security, Campus Security Coordinator, and/or the Director, Compliance & Equity/Title IX Coordinator, and brings in speakers to address topics of personal safety and wellbeing.

Crime prevention and security awareness procedures information is presented during employee orientations, and periodically during in-service training. At employee orientations, emergency procedures covered include primary prevention and sexual harassment awareness prevention programs. New students also receive the sexual harassment prevention information. 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. Crime prevention is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and as discussed in the WCTC security awareness programming, encouraging students and staff to be responsible for their own security and the security of others.

The institution held crime prevention and security awareness programs during the 2017-2018 academic year.

Name of Program	Date Held	Location Held
Protecting Your Identity	October 9, 2017	Old Coffee Shop
Protecting Your Identity	October 23, 2017	Old Coffee Shop
Protecting Your Identity	October 24, 2017	Student Lounge

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

- 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.
- The College has adopted a policy on closing and locking classroom doors.

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 complainant.
 - The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition:
 - Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
 - For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Domestic Violence:** A felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the complainant;
 - By a person with whom the complainant shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the complainant 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 complainant 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.
 - For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the complainant, including instances where the complainant 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 complainant.
 - Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant 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.
 - For the purposes of this definition:
 - *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the complainant.
 - *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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 complainant 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 complainant.
- **(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 complainant;
 - Approaching or confronting the complainant;
 - Appearing at the complainant's workplace or contacting the complainant's employer or coworkers;
 - Appearing at the complainant's home or contacting the complainant's neighbors;
 - Entering property owned, leased, or occupied by the complainant; or

- Contacting the complainant by telephone or causing the complainant'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.

Definition-WCTC

Consent: Consent is knowing, voluntary, and clear permission by words or actions to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition nonconsensual, but nonconsensual sexual activity is not by definition forced.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles, 60*, 779-792.

² Bystander intervention strategies adapted from Stanford College's Office of Sexual Assault & Relationship Abuse

Risk Reduction

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

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

Ongoing Prevention and Awareness Campaigns

Waukesha County Technical College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking as defined by the Violence Against Women Act (VAWA). 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 “*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.

The College offered the following **educational, awareness, and prevention programs for students and employees** in 2017:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
<i>Not Anymore Online Training (Students)</i>	Fall 2017 Semester	Online	DoV, DaV, SA, S
<i>Workplace Answers Online Training (Employees)</i>	November 1, 2017- January 15, 2018	Online	DoV, DaV, SA, S
Health Fair Participant	April 12, 2017	RTA	DoV, DaV, SA, S
The Clothesline Project	April 17-21, 2017	Student Lounge	DoV, DaV, SA, S
Documentary Viewing: <i>It Was Rape</i>	April 18, 2017	WK-109 (9-10:30am) C-121A (12-1:30pm)	DoV, DaV, SA, S
Documentary Viewing: <i>It Was Rape</i>	April 19, 2017	C-121A	DoV, DaV, SA, S
Healthy Relationships	April 21, 2017	B-115	DoV, DaV, SA, S
Awareness Walk	April 26, 2017	Student Lounge/ Around Campus	DoV, DaV, SA, S
Denim Day	April 26, 2017	Student Lounge/ Around Campus	DoV, DaV, SA, S

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

Procedures Complainants Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

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://cm.maxient.com/reportingform.php?WaukeshaCTC&layout_id=6. To reduce reporting hurdles and accommodate complainants, 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 (Manager, Student Development and the Director, Talent Operations) take the lead on investigating the case. The Director, Compliance & Equity/Title IX Coordinator 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. If the Deputy Title IX Coordinators are not able to conduct the investigation, then investigators from a pool of Human Resource Services and Student Development will serve as the investigation team.

- 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 (Manager, Student Development or the Director, Talent Operations), to discuss the concerns and what response the student or employee wants from the College. A formal complaint of discrimination or harassment may be filed no later than 300 days following the alleged incident of discrimination or 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 that 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, or retaliation and should be submitted to one of the Deputy Title IX Coordinators (Manager, Student Development or the Director, Talent Operations), 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 Director, Compliance & Equity/Title IX Coordinator is the person responsible 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.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the complainant of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the following person by calling, writing or coming into the office to report in person (if the complainant so desires).

Director, Compliance & Equity/Title IX Coordinator
Waukesha County Technical College
800 Main Street
C-217D
Pewaukee, WI 53072
262.695.3481 (office) 262.443.8230 (cell)
ssimmons9@wctc.edu or compliance@wctc.edu

Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

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 complainants 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, employees and 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.
- In the Student Development Office (C-121), students may speak to the Deputy Title IX Coordinator (Manager, Student Development) about filing a report or receiving direction to services.
- In the Human Resource Services Office (C-217), employees may speak to the Deputy Title IX Coordinator (Director, Talent Operations) 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.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The College has procedures in place that serve to be sensitive to complainants who report sexual assault, domestic violence, dating violence, and stalking.

This includes informing individuals of the following:

- Their right to file criminal charges;
- The availability of counseling, health, mental health, complainant advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus;
- Additional remedies to prevent contact between a complainant and an accused party, such as, academic, protective orders, transportation and working accommodations, if reasonably available.

The College will make such accommodations, if the complainant requests them and if they are reasonable and available, regardless of whether the complainant chooses to report the crime to Campus Police or local law enforcement. Students and employees should contact the Director, Compliance & Equity/Title IX Coordinator to inquire about accommodations.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), WCTC will provide complainant with access to medical care 2. WCTC will provide written information to complainant on how to preserve evidence 3. WCTC will assess immediate safety needs of complainant 4. WCTC will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 5. WCTC will provide complainant with referrals to on and off campus mental health providers 6. WCTC will assess need to implement interim or long-term protective measures, if appropriate 7. WCTC will provide the complainant with a written explanation of the complainant’s rights and options 8. WCTC will provide a “No trespass” (PNG) directive to accused party, if deemed appropriate 9. WCTC will provide written instructions on how to apply for Protective Order 10. WCTC will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 11. WCTC will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged 12. WCTC will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

Stalking	<ol style="list-style-type: none"> 1. WCTC will assess immediate safety needs of complainant 2. WCTC will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. WCTC will provide written instructions on how to apply for Protective Order 4. WCTC will provide written information to complainant on how to preserve evidence 5. WCTC will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. WCTC will provide the complainant with a written explanation of the complainant’s rights and options 7. WCTC will provide a “No trespass” (PNG) directive to accused party if deemed appropriate
Dating Violence	<ol style="list-style-type: none"> 1. WCTC will assess immediate safety needs of complainant 2. WCTC will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. WCTC will provide written instructions on how to apply for Protective Order 4. WCTC will provide written information to complainant on how to preserve evidence 5. WCTC will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. WCTC will provide the complainant with a written explanation of the complainant’s rights and options 7. WCTC will provide a “No trespass” (PNG) directive to accused party if deemed appropriate
Domestic Violence	<ol style="list-style-type: none"> 1. WCTC will assess immediate safety needs of complainant 2. WCTC will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. WCTC will provide written instructions on how to apply for Protective Order 4. WCTC will provide written information to complainant on how to preserve evidence 5. WCTC will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. WCTC will provide the complainant with a written explanation of the complainant’s rights and options 7. WCTC will provide a “No trespass” (PNG) directive to accused party if deemed appropriate

Assistance for Complainants: Rights & Options

Regardless of whether a complainant elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist complainants of sexual assault, domestic violence, dating violence, and stalking and will provide each complainant with a written explanation of their rights and options. Such written information will include:

- the procedures complainants should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;

- information about how the institution will protect the confidentiality of complainants and other necessary parties;
- a statement that the institution will provide written notification to students and employees about complainant services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Restraining Orders/Orders of Protection

Any student who has a restraining order or other order of protection against another person is encouraged to provide 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 to the Campus Security Coordinator, Student Development Manager, or designee of either. Both departments will work with the student(s) involved with any of the previously mentioned orders to create a safety plan.

Rights of Complainants and the Institution's Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

WCTC complies with Wisconsin’s state law in recognizing orders of protection any person who obtains an order of protection should provide a copy to the Campus Security Coordinator, Student Development Manager, or designee of either. A complainant may then meet with Campus Security and Campus Police to develop a Safety Action Plan, which is a plan for campus police, campus security and the complainant to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, counseling services and other supports and services. The College’s Director-Safety, Security and Risk Management, Campus Security Coordinator or Campus Police will assist in any needed advocacy for students who wish to obtain a legal order of protection, no contact order or restraining order from local authorities.

Type Of Order	Rights of Complainants	Institution’s Responsibilities
Orders of protection	Have order of protection enforced	Notify Police
No contact orders	Have no contact order enforced	Notify Police
Restraining orders	Have restraining order enforced	Notify Police
Similar lawful orders issued by a criminal, civil, or tribal court	Have orders enforced	Notify Police

The complainant is required to apply directly for these services with the Campus Security Coordinator or Campus Police. Protection from abuse orders may be available through local authorities.

SAMPLE CHART DEMONSTRATING TYPES OF ORDERS AVAILABLE IN VARIOUS JURISDICTIONS

Type of Order:	Who Can File For One:	Court:	Based On:
Domestic Violence Civil Protection Order-up to 5 years Can be renewed **	Family or household members including : <ul style="list-style-type: none"> • Spouses, former spouses • Parent, child, foster parent • People who have kids together • Intimate partners who lived together in the last 5 years • Same sex couples are eligible 	Domestic Relations Court- where complainant lives, where abuser lives or has a business, or where incident(s) occurred	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how recent the incident must be)
Stalking Protection Order-up to 5 years Can be renewed**	Any person who is a complainant of stalking. No relationship with stalker is required.	Common Pleas Court- where complainant lives (if family or household member, can be filed as DV Protection Order (see above))	Pattern of conduct (2 or more events), Closely related in time, that cause distress or make a complainant believe the stalker will cause harm
Sexually Oriented Offense Protection Order-up to 5 years, can be renewed**	Any person who was a complainant of a sexually oriented offense (see ORC2950.01). No relationship with offender is required. Case does not have to be criminally prosecuted.	Common Pleas Court- where complainant lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)
Juvenile Protection Order-until abuser reaches age 19	Complainant of abuse by a person who is under age 18, or the complainant’s parent or other household member, or other parties the Court approves.	Juvenile Court- where complainant lives	Assault, stalking, sexual offenses, threats of harm or aggravated trespass

Accommodations and Protective Measures Available for Complainants

WCTC will implement initial remedial, responsive, and/or protective actions upon notice of domestic violence, dating violence, sexual assault, stalking, 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.

To request changes to academic, transportation and/or working situations or protective measures, a complainant should contact the Director, Compliance & Equity at 262.695.3481 or compliance@wctc.edu.

On and Off Campus Services for Complainants

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

Other resources available to persons who report being the complainant of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org>-Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm>-Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html>-Department of Education, Office of Civil Rights

By only sharing personally identifiable information with individuals on a need-to-know basis, WCTC will maintain as confidential any accommodations, or protective measures, provided confidentiality does not impair WCTC to provide the accommodations or protective services.

The College does not publish the name of crime complainants or other identifiable information regarding complainants in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the complainant and other personally identifiable information about the complainant will be withheld.

WCTC's 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.

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

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

WCTC will act on any formal or informal allegation or notice of violation of the policy on Equal Opportunity, Sexual Misconduct, Harassment and Discrimination ("the Policy") that is received by the Director, Compliance & Equity or through WCTC's reporting website.

The procedures described below apply to all allegations of discrimination or harassment on the basis of protected class and allegations of sexual misconduct involving students, staff or faculty members. These procedures may also be used to address collateral misconduct occurring in conjunction with harassing or discriminatory conduct or sexual misconduct (e.g. vandalism, physical abuse of another, etc.).

Overview

Upon notice to the Director, Compliance & Equity, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the policy has been violated. If so, WCTC will initiate a confidential investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determines whether the policy has been violated. If so, WCTC will promptly implement effective remedies designed to end the misconduct, prevent its recurrence, and address its effects.

Reporting Misconduct

Any member of the community, guest or visitor who believes that the Policy has been violated should promptly contact the Director, Compliance & Equity. It is also possible for employees to notify a supervisor, or for students to notify an administrative advisor or faculty member. All employees receiving reports of a potential violation of the Policy are expected to promptly contact the Director, Compliance & Equity, within 24 hours of becoming aware of a report or incident. Any member of the community, including visitors, may contact Campus Security to make a report. These individuals will in turn notify the Director, Compliance & Equity.

WCTC's website also includes a reporting form at

https://cm.maxient.com/reportingform.php?WaukeshaCTC&layout_id=6, which may serve to initiate this resolution process.

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 Complainant chooses not to initiate or participate in the resolution process or asks to remain anonymous.

Preliminary Inquiry

Following receipt of notice or a report of a violation of the Policy, the Director, Compliance & Equity will assign Investigator(s) to the matter. The Investigator(s) will engage in a preliminary inquiry to determine if there is reasonable cause to believe the policy has been violated. During the preliminary inquiry, the Investigator(s) will interview the Complainant and the Respondent. The preliminary inquiry is typically three to five (3-5) calendar days in duration.

Prior to doing so, the Investigator(s) shall provide written notification of the report to the Complainant and Respondent. To the extent known, the written notification shall include the identities of the parties involved, the section of the Policy allegedly violated, a description of the conduct constituting the potential violation, and the date and location of the alleged incident. The written notification shall also inform the Complainant and the Respondent that they may have the assistance of an Advisor of their choosing present. The preliminary inquiry may also serve to help the Investigator(s) determine if the allegations involve violence, threats, patterns, predation and/or weapons. In any case where violence, threat, pattern, predation, and/or use of weapons is not evidenced, the Investigator(s), in consultation with the Director, Compliance & Equity 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 this resolution proceeding without a formal report or participation by the reporting party. If, during the preliminary inquiry or at any point during the formal

investigation, the Director, Compliance & Equity determines that there is no reasonable cause to believe that policy has been violated, the process will end unless the Complainant requests that the Investigator(s) make an extraordinary determination to re-open the investigation. This decision lies in the sole discretion of the Director, Compliance & Equity.

In cases where the Complainant wishes to proceed or WCTC determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Investigator(s) will commence a formal investigation, and the allegation will be resolved through the grievance process.

Interim Remedies/Actions

The Director, Compliance & Equity (or designee) may provide interim remedies to the Complainant and Respondent as appropriate based on the individual circumstances of the case. 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; and
- Offering adjustments to academic deadlines, course schedules, etc.

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

During a temporary suspension or administrative leave, the student, employee, or student organization may be denied access to WCTC's campus, facilities, and events. As determined by the Director, Compliance & Equity (or designee), this restriction can include classes and other WCTC activities or privileges for which the student, employee, or student organization might otherwise be eligible. At the discretion of the Director, Compliance & Equity (or designee) alternative coursework options may be pursued to ensure as minimal an impact as possible on a suspended student.

WCTC 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.

Formal Investigation

The Investigator(s) will promptly commence an investigation if the Complainant or WCTC wishes to proceed and the preliminary inquiry shows that reasonable cause exists. 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. Within ten (10) calendar days

after the formal investigation is commenced, the Investigator(s) will provide written notification by e-mail, phone, and/or certified mail of the investigation to both the Complainant and the Respondent.

Investigations will be completed in a timely manner. The length of a given investigation depends on numerous factors, including the nature, extent, and complexity of the allegations and the availability of witnesses. A delay may also occur when criminal charges on the basis of the same behaviors that invoke this process are being investigated, to allow for evidence collection by the law enforcement agency. 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.

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

- a. In coordination with the Director, Compliance & Equity, initiate or assist with any necessary interim remedial actions;
- b. Identify all policies allegedly violated;
- c. Provide the Complainant and the Respondent with notice that a formal investigation has commenced, a written description of: the identities of the parties involved, the specific section(s) of the Policy allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident. The Complainant and the Respondent will also receive a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
- d. Provide written notification to the Complainant and Respondent that they may have the assistance of an Advisor of their choosing present at each meeting they attend;
- e. Allow the Parties the opportunity to suggest questions they wish the Investigator(s) to ask of the other party and witnesses;
- f. Provide regular updates to the Complainant and the Respondent, as appropriate, throughout the investigation;
- g. At the conclusion of the investigation, prepare an investigative report to be kept by the Director, Compliance & Equity;
- h. Prior to rendering an ultimate finding and disciplinary actions or sanctions, provide the Parties with the investigation report. The parties shall be afforded a full and fair opportunity to respond to the investigation report in advance of any ultimate finding and non-interim disciplinary action or sanctions.
- i. Recommend a finding to the Director, Compliance & Equity, based on a preponderance of the evidence (whether a policy violation is more likely than not), and if warranted, recommend disciplinary action(s) or sanction(s)

The Director, Compliance & Equity and Investigator(s) shall jointly determine the ultimate finding and disciplinary action(s) or sanction(s) and shall present the findings and disciplinary actions or sanctions to the Parties, without undue delay between notifications.

Witnesses are expected to cooperate with, and participate in WCTC's Civil Rights Resolution Process. Failure of a witness to cooperate with, and/or participate in the investigation constitutes a violation of the Policy and may result in disciplinary action. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person, or if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation, or to withhold information from the investigation, do not have the ability to offer evidence later during the appeal if it could have been offered

during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

All investigation meetings are private. No unauthorized audio or video recording of any kind is permitted during investigation meetings. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with WCTC's policies. While the contents of the proceedings are private, the Parties have discretion to share their own experiences if they so choose, and should discuss doing so with their Advisors.

Withdrawal or Resignation While Charges Pending

Students: Should a Respondent student decide to leave and/or not participate in the investigation, the process will nonetheless proceed in the Respondent student's absence to a reasonable resolution, and that student will not be permitted to return to WCTC unless all implemented sanctions have been satisfied. The Respondent student will not have access to an academic transcript until the allegations have been resolved.

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

Sanctions

Factors considered when the Director, Compliance & Equity, in consultation with the Investigator(s), is 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;
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, sexual misconduct and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, sexual misconduct and/or retaliation;
- The need to remedy the effects of the discrimination, harassment, sexual misconduct and/or retaliation on the reporting party and the community; and
- Any other information deemed relevant by the Investigator(s).

Examples of Student Sanctions

The following are examples of sanctions that may be imposed upon Respondent students or organizations, singly or in combination, who are found to have engaged in discrimination, harassment, sexual misconduct, and/or retaliation:

- **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 Director, Compliance & Equity.
- **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

The following are examples of sanctions that may be imposed upon Respondent employees, singly or in combination, who are found to have engaged in discrimination, harassment, sexual misconduct 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; and
- Other Actions: In addition to, or in place of the above sanctions, WCTC may assign any other sanctions as deemed appropriate.

All Respondents are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified by the Investigator(s). Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Director, Compliance & Equity (or designee). The Director, Compliance & Equity may stay the implementation of sanctions pending the outcome of a timely appeal.

Questions or complaints regarding Title IX, affirmative action, or equal opportunity can be directed to:

Director, Compliance & Equity/Title IX Coordinator
Waukesha County Technical College

800 Main Street, Pewaukee, WI 53072
262.695.3481 Fax 262.691.5568
ssimmons9@wctc.edu or compliance@wctc.edu

Possession, Use, and Sale of Alcohol and Illegal Drugs

As outlined in Alcohol and Drug Use Policy, the College prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs, or use or abuse of alcohol on any WCTC campus, or as part of any WCTC activity. Campus Police have primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

Exceptions to this alcohol policy are for individual situations that must have written approval from the College president. Anyone who violates the policy is subject to both 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 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-222.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Wisconsin, convicted sex offenders must register with the Wisconsin Department of Corrections. You can link to this information, which appears on Wisconsin Department of Corrections website at <https://appsdoc.wi.gov/public>.

Separate Campuses

All policy statements contained in this report apply to all campuses unless otherwise indicated.

Crime Statistics-WCTC Main Campus

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sex Offenses, Forcible (Rape, Fondling, Statutory Rape & Incest)	2017	0	0	0	0
	2016	1	0	0	1
	2015	0	0	0	0
Sex Offenses, Non Forcible (Incest and Statutory)	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Robbery	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Burglary	2017	0	0	0	0
	2016	0	0	0	0
	2015	1	0	0	1
Motor Vehicle Theft	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Liquor Law Arrests	2017	0	0	0	0
	2016	0	0	0	0
	2015	1	0	0	1
Drug Law Arrests	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Weapons Law Arrests	2017	0	0	0	0
	2016	0	0	0	0
	2015	1	0	0	1
Liquor Law Violations Referred for Disciplinary Action	2017	0	0	0	0
	2016	0	0	0	0
	2015	2	0	0	2
Drug Law Violations Referred for Disciplinary Action	2017	0	0	0	0
	2016	0	0	0	0
	2015	1	0	0	1
Weapons Law Violations Referred for Disciplinary Action	2017	0	0	0	0
	2016	0	0	0	0
	2015	1	0	0	1
Domestic Violence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Dating Violence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Stalking	2017	1	0	0	1
	2016	1	0	0	1
	2015	2	1	0	3

Hate Crimes:

2017: 0

2016: 0

2015: 0

Unfounded Statistics:

2017: 0

2016: 0

2015: 0

***The Main Campus includes the Firing Range & Morris Street**

****WCTC does not have residential facilities**

Crime Statistics-WCTC Waukesha Campus

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sex Offenses, Forcible (Rape, Fondling, Statutory Rape & Incest)	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sex Offenses, Non Forcible (Incest and Statutory)	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Robbery	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Burglary	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Liquor Law Arrests	2017	0	0	0	0
	2016	1	0	0	1
	2015	0	0	0	0
Drug Law Arrests	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	2	2
Weapons Law Arrests	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2017	0	0	0	0
	2016	0	0	0	0
	2015	2	0	0	2
Drug Law Violations Referred for Disciplinary Action	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Domestic Violence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Dating Violence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Stalking	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

Hate Crimes:

2017: 0

2016: 0

2015: 0

Unfounded Statistics:

2017: 0

2016: 0

2015: 0

****WCTC does not have residential facilities**

Crime Statistics-WCTC Sky Plaza

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sex Offenses, Forcible (Rape, Fondling, Statutory Rape & Incest)	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sex Offenses, Non Forcible (Incest and Statutory)	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Robbery	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Burglary	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Liquor Law Arrests	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Drug Law Arrests	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Weapons Law Arrests	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Domestic Violence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Dating Violence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Stalking	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

Hate Crimes:**2017: 0****2016: 0****2015: 0****Unfounded Statistics:****2017: 0****2016: 0****2015: 0******WCTC does not have residential facilities*****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: <https://wilenet.org/html/justice-programs/programs/justice-stats/library/sexual-assault/2010-sexual-assaults-in-wi.pdf>

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 via the College's website, or may obtain a copy of the policy from the WCTC 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:

- Name
- Date of birth
- Program of study
- Dates of attendance
- Current enrollment status (full-time/part-time)
- Degree status and date conferred
- Honors and awards
- Most recent educational institution attended

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 complainant 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.