

**EDGEWOOD COLLEGE**

**Security and  
Fire Safety Report  
2019**

---

# CONTENTS

<b>1. EDGEWOOD COLLEGE SECURITY DEPARTMENT .....</b>	<b>1</b>
A. DESCRIPTION OF SECURITY DEPARTMENT .....	1
B. DISCLOSURE OF CRIME STATISTICS .....	2
C. LAW ENFORCEMENT RESPONSE.....	2
D. HOW TO REPORT A CRIME.....	3
E. CAMPUS RESOURCES.....	3
F. CONFIDENTIAL REPORTING PROCESS .....	5
G. CAMPUS CRIME LOG.....	5
H. EDGEWOOD COLLEGE EAGLE ALERETS (EMERGENCY NOTIFICATIONS) .....	6
I. TIMELY WARNINGS.....	7
J. INCIDENT COMMAND SYSTEM .....	8
K. SECURITY OF AND ACCESS TO CAMPUS FACILITIES .....	9
L. CAMPUS SECURITY AND SAFETY PROGRAMS .....	9
M. SAFETY TIPS.....	11
N. IDENTITY THEFT .....	12
O. HOW TO RESPOND TO A SHOOTER ON CAMPUS – LOCKDOWN POLICY .....	13
<b>2. POLICIES AND PROCEDURES .....</b>	<b>15</b>
A. MISSING RESIDENT POLICY.....	15
B. EDGEWOOD COLLEGE FIREARMS POLICY .....	16
<b>3. SEXUAL HARASSMENT AND RELATIONSHIP VIOLENCE POLICY .....</b>	<b>17</b>
A. EDUCATIONAL AND PREVENTION SERVICES .....	18
B. PROCEDURES FOR REPORTING.....	19
C. PROCEDURES TO FOLLOW FOR VICTIMS.....	21
D. ACCOMMODATIONS AND SUPPORTIVE MEASURES .....	22
E. PROTECTING VICTIM CONFIDENTIALITY.....	23
F. INSTITUTIONAL PROCEDURES IN RESPONSE TO A REPORT .....	24
G. RIGHTS OF THE PARTIES IN A COLLEGE PROCEEDING .....	25
H. RETALIATION.....	27
I. ADDITIONAL POLICY PROVISIONS .....	27

---

<b>4. WISCONSIN SEXUAL ASSAULT LAWS</b>	<b>28</b>
A. CRIME STATUTES AND DEFINITIONS	28
B. SEXUAL ASSAULT - WIS. STAT. S. 940.225:	28
C. RESTRAINING ORDERS	30
D. CONSENT	30
E. SEXUAL CONTACT - WIS. STAT. S. 940.225(5)(B)	30
F. SEXUAL MISCONDUCT DEFINITIONS	31
G. SEXUAL HARASSMENT	33
<b>5. POLICIES</b>	<b>35</b>
A. TYPES OF MISCONDUCT	35
B. ALCOHOL AND DRUG USE POLICY	37
C. NON-DISCRIMINATION AND HARASSMENT POLICY	42
D. HOW TO FILE A COMPLAINT OR REPORT A STUDENT CODE OF CONDUCT VIOLATION	45
E. PROCEDURES - ALLEGATIONS OF STUDENT CONDUCT POLICY VIOLATIONS	45
F. STANDARD OF EVIDENCE	46
G. STUDENT RIGHTS IN THE STUDENT CONDUCT PROCESS	46
H. RESOLUTION OF ALLEGATION(S) OF STUDENT CODE CONDUCT VIOLATIONS	47
I. STUDENT CONDUCT PROCESS ADVISOR	47
J. ACTION PLANS	47
K. TEMPORARY OR PERMANENT DISMISSAL FROM THE COLLEGE	49
L. PARENTAL NOTIFICATION	49
M. APPEALS	50
N. HOW TO APPEAL	50
O. STUDENT STATUS PENDING HEARING OR APPEAL	50
<b>6. RIGHTS AND RESOURCES FOR VICTIMS</b>	<b>53</b>
A. VICTIM RIGHTS	53
B. RIGHTS WHEN A VICTIM REPORTS TO A WI LAW ENFORCEMENT AGENCY	53
C. RIGHTS WHEN SEEKING SEXUAL ASSAULTS FORENSIC NURSE EXAMINER SERVICES	54
D. RIGHTS WHEN ALCOHOL IS INVOLVED	54
E. RIGHTS IN THE STUDENT CONDUCT PROCESS	54
F. CONFIDENTIALITY	55
G. SEXUAL ASSAULT NURSE EXAMINER PROGRAM	56

---

H. ADDITIONAL SEXUAL ASSAULT RESOURCES ON CAMPUS .....	57
I. RESOURCES .....	58
J. REGISTERED SEX OFFENDERS .....	59
K. INFORMATION ABOUT SEXUAL PREDATORS – WI DEPARTMENT OF JUSTICE.....	59
L. AVAILABLE OPTIONS.....	60
<b>7. THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY &amp; CAMPUS CRIME STATISTICS ACT ...</b>	<b>65</b>
A. THE CLERY ACT .....	65
B. CRIME STATISTICS.....	65
C. DEFINITIONS OF REPORTABLE CRIMES.....	66
D. CLERY UPDATE .....	69
E. CAMPUS CRIMINAL OFFENSES .....	70
F. HATE CRIME REPORTING – THERE WAS ONE HATE CRIME REPORTED IN 2017 .....	76
G. MADISON POLICE DEPARTMENT .....	77
<b>8. TORNADO AND SEVERE WEATHER PROCEDURES .....</b>	<b>79</b>
A. DEFINITIONS .....	79
B. WEATHER WATCHES AND WARNINGS.....	79
C. TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES .....	79
D. SHELTER-IN-PLACE PROCEDURES .....	80
<b>9. ANNUAL FIRE SAFETY REPORT .....</b>	<b>82</b>
A. EXPLANATION OF REPORT .....	82
B. FIRE PROTECTION EQUIPMENT/SYSTEMS.....	83
C. EVACUATION PROCEDURES.....	83
D. HEALTH AND SAFETY INSPECTIONS .....	83
E. EMERGENCY EVACUATION DRILLS.....	83
F. FIRE AND SAFETY EDUCATION .....	84
G. RESIDENCE HALLS ON CAMPUS.....	84
H. FIRE DEFINITIONS.....	84
I. EDGEWOOD POLICIES RELATED TO FIRE SAFETY.....	85
J. TOTAL NUMBER OF FIRES REPORTED IN RESIDENTIAL FACILITIES.....	88
K. SOURCES .....	88

---

# 1. EDGEWOOD COLLEGE SECURITY DEPARTMENT

## A. DESCRIPTION OF SECURITY DEPARTMENT

The Edgewood College Security Department consists of a Security Director and full and part time officers. Many of the staff had former law enforcement experience prior to joining the Edgewood Security Department. The Campus Assistance Center and the Transportation Department also report to the Director of Security.

The Security Department has the authority to enforce campus policies and regulations. The Security Department does not have the authority to enforce local, state or federal laws. The department is on duty year around, 24 hours per day, 7 days per week.

Edgewood College Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Edgewood College. The Edgewood Security staff also have the authority to enforce campus rules and regulations as well as issue parking tickets, which are billed to the accounts of students, faculty and staff.

The Security Department has a professional working relationship with the Madison Police Department. All crime victims and witnesses are strongly encouraged to immediately report crime to the Security Department and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime.

The Edgewood College CLERY Committee develops the Annual Security and Fire Report. Copies are available upon request from the Security Department located in Weber Hall. The report covers the main campus at, 1000 Edgewood College Drive, and The Family Center at 8025 Excelsior Drive, Madison, WI.



Mike Metcalf – Director of Security

## **B. DISCLOSURE OF CRIME STATISTICS**

Edgewood College Clery compliance officer prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

- Publish an annual report containing three years of crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to campus and specific non-campus facilities. These statistics are gathered from campus security, local law enforcement and other college officials who have significant responsibility for student and campus activities.
- Provide Campus Safety alerts pertaining to crimes that have been committed and pose ongoing threats to students and employees.
- Disclose in a public campus crime log any reported crime occurring on campus or within the patrol boundaries on the campus security department. Campus Safety maintains responsibility for preparing and distributing this report by October 1 of each year. The report is prepared in cooperation with other college departments and local law enforcement agencies. The Edgewood annual crime statistics can be viewed or copies of the report can be requested via e-mail at: [securityandtransportation@edgewood.edu](mailto:securityandtransportation@edgewood.edu) or by calling the campus security office at 608-663-3285.

The Edgewood College CLERY Committee compiles the Annual Security Report. Those members include Michael Metcalf (Director of Security), Heather Harbach (Vice President of Student Development and Dean of Students), Matthew Sullivan (Assistant Vice President for Student Development), and Pam LaValliere (Director of Human Resources/Title IX Coordinator). This report was completed on December 10, 2020

## **C. LAW ENFORCEMENT RESPONSE**

Edgewood College is located within the Midtown Precinct District of the Madison Police Department. The Mid-Town District Precinct located at 4020 Mineral Point Road.

The non-emergency telephone number for the Midtown District is 608-229-8200. Dialing 911 can activate emergency service response. The 911 Center will usually dispatch the Madison Police Department in an emergency, but other agencies may respond depending on availability. The nearest law enforcement agency to the campus is the University of Wisconsin Police Department located at 1429 Monroe Street.

Edgewood College has a Memorandum of Understanding (MOU) between the Madison Police Department and the College. The MOU delineates the working relationship between the College and the police department detailing cooperation and response to requests for service between the two entities.

All responding police agencies can and do enforce state and local laws. The local responding law enforcement agency will contact the appropriate Federal Law Enforcement agency should they be required to do so.

## **D. HOW TO REPORT A CRIME**

To report an incident, call the Security Department at 608-663-3285 (office) or 608-663-4321 (cell). The Security Department is located in Weber Hall. You may also call the Campus Assistance Center at 608-663-4444 or contact the Dean of Students Office at 608-663-2212, located in Predolin 215. For emergencies, you may also dial 911 for local law enforcement, the fire department or fire rescue. After you call 911, please call the Security Department to notify them so the college can provide the responding units with assistance.

When the Security Department are notified, they will respond to your location, assess the situation, assist you with any needs you may have, and file an incident report (if applicable). All reports are forwarded to the appropriate campus authorities for follow up when applicable. Additional investigation or actions may occur after the initial response. All reports that meet the requirements of the CLERY Act are reported on the campus crime log. All victims involved in criminal incidents will be encouraged to contact local law enforcement. In addition, you may report the crime to the following areas.

## **E. CAMPUS RESOURCES**

### **Campus Security**

Mike Metcalf, Director of Transportation and Security  
Weber Hall  
Office Phone – 608-663-3285  
Security Cell – 608-663-4321

### **City of Madison Police**

4020 Mineral Point Road Madison, WI 53703  
Emergency – 911  
Non-Emergency – 608-229-8200

### **Dean of Students Office**

Dr. Heather Harbach, Vice President and Dean of Students  
215 Predolin  
608-663-2212

Matthew Sullivan, Assistant Vice President of Student Development  
215 Predolin  
608-663-2212

### **Financial Aid**

Kari Gribble, Assistant Vice President for Enrollment Management & Administrative Services  
210 DeRicci  
608-663-2305

### **Study Abroad & International Student Services**

Sara Liang, Director, Study Aboard and International Student Services  
340 Predolin  
608-663-2277

**Safety/Risk Management**

Scott Lanphear, Environmental Health, Safety and Risk Manager  
108A Sonderegger  
608-663-6709

**Housing/Residence Life**

Claire Mand, Director of Residence Life  
215 Predolin  
608-663-3228

**Health Services**

Suzanne Wallace, Director of Health Services  
123 Dominican  
608-663-8334

**Personal Counseling Services**

Megan Cobb-Sheehan, Director of Personal Counseling Services  
122 Dominican  
608-663-4148

**Office for Student Involvement and Inclusion**

Director of Student Involvement and Inclusion  
242 Predolin  
608-663-6800

**Academic Dean's Office**

Dr. Angela Salas, Vice President for Academic Affairs  
220 DeRicci  
608-663-2200

**Title IX Coordinator/Human Resources**

Arhelia Dalla Costa Behm, Director of Human Resources  
214 DeRicci  
608-663-4304

**Title IX Deputy Coordinator**

Matthew Sullivan, Assistant Vice President for Student Development  
215 Predolin  
608-663-2212

**Title IX Deputy Coordinator**

Suann Saltzberry, Assistant Athletic Director  
D23 Edgedome  
608-663-3249

**Title IX Deputy Coordinator**

Matt Jurvelin, Assistant Dean of the Henry Predolin School of Nursing  
302C DeRicci  
608-663-6794



## **F. CONFIDENTIAL REPORTING PROCESS**

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Security or their designee of Edgewood College can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime in regards to a particular location, method, or assailant, and alert the campus community to potential danger. Reports disclosed in this manner are counted and disclosed in the annual crimes statistics for the institution.

If an individual does not wish to file a security or police report, victims or others can report crimes informally and confidentially and receive support and resources. This data is shared in aggregate form (with no identifying information) and is included in the college's annual crime statistics report.

Edgewood College expects licensed counselors, including Sexual Assault Victim Advocates and pastoral counselors, to inform those they counsel of these procedures for reporting crimes on a voluntary, confidential basis for inclusion in crime statistics report when appropriate.

Counselors are defined as:

### **Pastoral Counselor**

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

### **Professional Counselor**

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

## **G. CAMPUS CRIME LOG**

The Edgewood College Security Office maintains a daily log listing all crimes reported to the department. This log includes the nature, date, time and general location of each crime and disposition of the complaint, if known. The information is available for public inspection within two (2) business days of the initial report, except where law prohibits disclosure of such information, such disclosure would jeopardize the confidentiality of the victim, and/or there is an ongoing investigation.

## **H. EDGEWOOD COLLEGE EAGLE ALERTS (EMERGENCY NOTIFICATIONS)**

The following procedures are used for emergency notifications to the campus community:

### **Defining an Immediate Threat/Emergency**

Incidents and/or events may necessitate the notification of faculty, staff and students collectively or within groups.

Edgewood typically defines significant emergencies or dangerous situations that involve an immediate threat to the health or safety of students, employees or visitors on campus. An immediate threat may include any imminent or impending threat and some examples include serious health concerns (norovirus outbreak), extreme weather concerns (blizzards/tornado), armed intruder or bomb threat, nearby chemical or hazardous waste spill, or additional safety concerns.

### **Confirming an Emergency**

Emergencies are typically triaged in conjunction with key administrative units, such as College Administration, Environmental Health and Safety, Security Officers, and/or local first responder agencies. Upon confirmation of an emergency or dangerous situation, Edgewood College Security Office or the Campus Assistance Center will immediately notify the campus community of the emergency or dangerous situation. Confirmation means that an institution official (or officials) have verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all of the pertinent details are known or even available.

The Director of Transportation & Security, or a designated Security Officer, has the responsibility to confirm an emergency, determine the appropriate content included in the Eagle Alert, and decide which segment of the campus community may be at risk. In other words, we have the flexibility to alert only a segmented population (or the entire campus community) that may be impacted by the emergency.

When there is potential that a large portion of the campus community may be affected by a situation, the entire campus community will be notified. The Security Office will continue to assess the situation and issue additional notifications, if warranted.

### **Initiating the Eagle Alert System**

Upon confirmation of an emergency, the Security Office or Campus Assistance Center will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Director of Transportation & Security, or a designated Security Officer, are the Edgewood College “responsible authorities” and may consult internal stakeholders or external agencies to exercise professional judgement. When Eagle Alerts are issued, support from the Marketing & Strategic Communications Office will usually be ongoing and staff in this department will play an important role in keeping our campus community informed of the situation.

Eagle Alerts are typically issued through text messaging, campus email, social media, Edgewood.edu, and through the public address system. Oftentimes, many of the communications are overlapping to ensure information is disseminated quickly and reaches the largest mass possible. Some circumstances may require the use of fire alarms, phone trees, or other emergency procedures to ensure the safety of our campus. We have requested that members of the neighborhood association(s), high school officials & campus school sign-up for Eagle Alerts, so when incidents on campus affect the surrounding neighboring community, they will be notified. Parents and neighbors may receive additional information pertaining to the College on the Edgewood College homepage, [www.edgewood.edu](http://www.edgewood.edu).

### **Testing the Emergency Response & Evacuation Procedures**

Annually, Edgewood College will schedule a test of the College's Emergency Response & Evacuation Procedures, on a campus-wide scale, that contains tangible exercises and tests procedural operations. Security & Safety Committee (Security Office, Marketing & Strategic Communications, Environmental Safety, etc.) is responsible for the scheduling, coordination, and assessment of the test. The test will be used as an opportunity to engage all stakeholders involved in the procedures following an Eagle Alert and will be designed for the ongoing evaluation and assessment of the emergency plans and capabilities.

The Director of Transportation & Security will document every test that happens on-campus with a description of the exercise, the date, time, and whether it was an announced or unannounced test.

### **Disseminating Emergency Response & Evacuation Procedures**

Annually, the Director of Transportation & Security will send a campus-wide email with a link to the College's Emergency Response & Evacuation Procedures. The link will also be included on EC Today/Wingra Weekly at the beginning of the fall and spring semester.

## **I. TIMELY WARNINGS**

### **Defining a Timely Warning**

All of us want to be alerted promptly to potentially dangerous criminal situations near our homes or workplaces so that we have both the time and the information necessary to take necessary precautions. The Security Department Issues Timely Warnings to alert the campus community to certain crimes that present a continuing threat to the campus community and to aid in the preventions of similar crimes.

Known in the Clery Act as a "Timely Warning," the intent of this is to warn of serious and on-going criminal incidents that represent a threat to the safety of students and employees, so that people can better protect themselves. Typically, Timely Warnings are directly associated with Clery Act based criminal incidents, although other crime categories may be issued on a case-by-case basis.

### **Issuing a Timely Warning**

The Security Officer, in consultation with the Dean of Students Office, the Office of Human Resources, and the Marketing & Strategic Communications Office, issue Timely Warnings, as deemed appropriate. In incidents that do not rise to the threshold of issuing an Eagle Alert, but cannot wait for a meeting of all the aforementioned offices, the Security Department has full authority to develop the content of a timely warning and authorize dissemination. Timely Warnings will contain pertinent information about the criminal incident that has occurred and will include information that will promote safety and aid in the prevention of similar crimes. Timely Warnings are typically issued through email or posted throughout campus at the emergency notification boards and are issued on a case-by-case basis.

When issuing Timely Warnings, we will always consider the following factors:

- the nature of the crime
- the continuing danger to the campus community
- relevant geography to the campus (including places where students frequent)
- possible risk of compromising law enforcement efforts in investigating and/or solving a crime.

In cases where the victim of a crime is a person, or a student, we may not always include personal identifiable information in a Timely Warning due to information being protected under the Family Educational Rights and Privacy Act (FERPA).

A Timely Warning notice typically includes the following details:

- The date and time of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips)
- Suspect description when deemed appropriate and if there is sufficient detail
- Police and Security contact information
- Other information as deemed appropriate

Lastly, it is important to note that not all Eagle Alerts will result in a Timely Warning and not all Timely Warnings will result in an Eagle Alert. These two communication channels are significantly different and serve different purposes.

## **J. INCIDENT COMMAND SYSTEM**

Edgewood College utilizes the Incident Command System (ICS) for emergencies on the campus. The Incident Commander is the senior Security Officer on duty.

### **College Emergency Website**

Go to [www.edgewood.edu](http://www.edgewood.edu). There will be information provided on this website as soon as it is feasible.

## **K. SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

### **Access to the Residence Halls**

All doors leading to the living area of the residence halls are locked 24 hours a day. Residents are given access to their residence hall on their student ID card. Residents are responsible for their room key/student ID card and for keeping their room door locked. Residents must escort their guests at all times. Maintaining residence hall security is a shared responsibility of all residents. It is a violation of policy if residents are found to be loaning their student ID card or room key to anyone or propping open a security door. Residents are encouraged to contact Campus Security immediately at x4321 if they observe anyone in their living area who is unescorted or appears suspicious.

### **Access to Non-Residential Campus Facilities**

Non-residential campus facilities remain unlocked during business hours. Predolin Hall is accessible until 2am every day. However, hours do vary depending on the use of the building. For questions regarding building accessibility, contact the Campus Security Department or the Campus Assistance Center.

### **Safety Notice**

Doors on campus are not to be propped open. Anyone propping any exterior door or computer room door open without the permission of the Campus Security Department and will be subjected to campus discipline.

## **L. CAMPUS SECURITY AND SAFETY PROGRAMS**

### **Student Safe Ride/Safe Walk Escorts**

Should a student become concerned about their safety on campus, they may call Security for an escort between facilities.

### **Safe Ride Shuttle**

The campus has a shuttle that operates on Thursday, Friday and Saturday evenings between 7pm and 3am. The shuttle has prescribed stops between the College and lower State Street. The shuttle runs continuously every thirty minutes. Information on the shuttle can be obtained at the Security and Transportation Office in Weber Hall.

### **Campus Video System**

Edgewood College has over 250 video cameras located in strategic points around campus to help provide a safer campus. The cameras have continuous recording capabilities and can store several weeks' worth of activity.

### **Card Access System**

The campus has a card access system that controls entry into our facilities. The residential halls are locked 24/7 and can only be entered by the use of an access card (swipe card). All other facilities are controlled for access during the periods that classes are scheduled. Access cards will only work on those areas that the user is authorized.

### **Public Address System (PA)**

The campus utilizes a public address system that allows the Campus Assistance Center or Security Department the ability to make audible messages during an emergency. The messages will be broadcast within all campus facilities as well as within the vicinity of the exterior of facilities. Use of the PA system is for emergencies only.

### **Siren System**

The siren system will be activated primarily for severe weather-related events. Upon hearing the siren, go to the evacuation area located in the facility that you are in. Each building has at least one location to gather. Those locations are posted in each facility.

### **Eagle Alert System**

The Eagle Alert system is our emergency notification system – it is designed to provide vital information to the campus community in case of an emergency in the area. Edgewood College has the ability to message you (email and text) very quickly in an emergency, and can provide instructions on how to keep safe.

The system consists of text messages and e-mail. You must register to receive Eagle Alerts. To load this onto your phone, go to your phone's app store, download Campus Shield, and select Edgewood College.

### **Nightlock**

This very simple device enhances your ability to secure a room regardless of existing locks. In the event that its use is necessary, simply remove the red Nightlock device from the wall box (Photo 1), (insert it into the door slot, and slide it down into the floor plate (Photo 2). Nightlocks are currently available in classrooms and meeting rooms on the main campus.



Photo 1



Photo 2

### **Security Notification Boards**

These are located in each building primarily on the first-floor level. The boards are outlined in orange. When Campus Security is alerted to potential threats on and off campus (within several miles of campus, including the University of Madison Campus and the State Street/downtown Madison area), the Security Notices will be posted.

All Campus Security Systems are tested as part of a regular program. All testing is documented in a logbook located in the Security Office located in Weber Hall.

## **M. SAFETY TIPS**

### **Pedestrian Safety**

The Edgewood educational community also consists of a high school and a campus school located on the grounds. During certain times of the day there are many vehicles bringing students to and from school, in addition to our college students coming and going. Please be careful as you navigate around the campus. Students are asked to follow the safety tips listed below.

### **Anti-theft tips:**

- Keep your residence hall door locked at all times
- Lock your office when it is not occupied
- Do not prop doors open
- Anchor valuable equipment
- Maintain a list of serial numbers of equipment
- Keep copies of any important papers or cards that are in your purse or wallet
- Do not give out any personal or financial information over the internet, e-mail account or by telephone without first verifying that the request is legitimate
- If your ID card is stolen, notify security immediately

### **Personal Safety in Your Car:**

- Always keep your car doors locked
- Check the back seat before entering
- Keep your vehicle properly maintained and at least a quarter tank of gas
- Put valuables in the trunk
- Always have a spare tire and jack
- If you feel that you are being followed, drive toward a well-lit public area, preferably a police station

### **Personal Safety:**

- Walk, exercise and park in well-lit areas
- Carry your keys in hand as you approach your car – swipe in hand as you approach home or residence hall
- Be aware of your surroundings and the people around you
- Don't wear excessive amounts of jewelry (it will draw attention to yourself)
- Avoid ATM's in dark locations

## N. IDENTITY THEFT

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal data in some way that involves fraud or deception, typically for economic gain. This personal data could be a social security number, bank account and credit card numbers, or other valuable identifying data.

With identity theft and fraud, which are often computer-aided, there are measures that can be taken to reduce or minimize the risk of becoming a victim. These measures can be taken by remembering the word "SCAM".

### **SCAM**

**S** - Be **STINGY** about giving out your personal information to others unless you have a reason to trust them. Limit the information on personal checks; don't have your Social Security, Driver's License or telephone numbers printed on them. If someone calls or sends an email with an "unbelievable" credit card offer or notification of an alleged "prize" being won, do not offer any personal data, but ask that they mail an application or written notification of some type. If one is received from a company, the Better Business Bureau can be contacted to determine whether the company is legitimate.

### **sCAM**

**C** - **CHECK** financial information regularly and examine records for any unrecognized/unauthorized transactions. If such transactions are noted, the banking institutions and credit card companies should be contacted immediately.

### **scAM**

**A** - **ASK** periodically for a copy of your credit report. The three principal credit-reporting companies are Equifax, Experian, and TransUnion. These three companies, as well as the United Federal Trade Commission, are accessible online.

### **scAM**

**M** - **MAINTAIN** careful banking and financial records, as well as personal computer security. Computer security can be fortified by installing any number of spyware programs and firewalls. Changing passwords frequently and reducing file sharing also can aid in the security of private computers. Report any suspected identity theft or identity fraud to the police.



## **O. HOW TO RESPOND TO A SHOOTER ON CAMPUS – LOCKDOWN POLICY**

### **LOCKDOWN POLICY**

A crisis on campus may require Edgewood College to implement an emergency lockdown of specific areas of the entire campus. Edgewood College follows the Run, Hide, Fight active shooter protocol. A lockdown may be implemented in the face of a hazardous of life threatening situation on campus or near campus. It is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization. The safety of the students, faculty and staff of Edgewood College is of utmost importance. When an incident occurs that may jeopardize the safety of the college community, consideration will be made as to the best reaction to the emergency. When evacuation is impractical, a lockdown of buildings may be considered. If a lockdown is put in place and you are outside, it is recommended that you evacuate to an off campus area, away from the threat. Exterior and interior doors that are controlled by electronic means will be locked so as to restrict the movement of the intruder or shooter.

### **PROCEDURE**

#### **Run – (Evacuate if possible)**

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

#### **Hide Out**

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors

#### **Fight – (Take action)**

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

### **CALL 911 WHEN IT IS SAFE TO DO SO.**

#### **How you should react when law enforcement arrives**

- Remain calm and follow officers' instructions
- Avoid pointing, screaming and/or yelling
- Immediately raise hands and spread fingers
- Keep hands visible at all times when officers are entering the premises

- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

**Information you should provide to law enforcement or 911 operators**

- Location of the active shooter
- Number and type of weapons held
- Number of shooters, if more than one by the shooter/s
- Physical description of shooter/s
- Number of potential victims at the location

## 2. POLICIES AND PROCEDURES

### A. MISSING RESIDENT POLICY

In compliance with the “Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)” Missing Student Notification Policy and Procedures, it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures via the Residence Life Handbook.

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Each resident, upon checking into their assigned room, is required via the Personal Data Card to identify the name and contact number of the individual(s), a primary contact and secondary contact, to be notified in case of an emergency or in the event that the resident is reported missing. In the event the resident is under the age of 18 or is not emancipated, the College is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the College community has reason to believe that a student is missing, Security should be notified. Upon receiving notification, Security, Residence Life and other applicable College personnel will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts may include, but are not limited to, checking the resident’s room, class schedule, friends, ID card access, locating the resident’s vehicle, and calling their reported cell phone number. As part of the investigation, the College reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident.

If upon investigation by Security and Residence Life Staff, the resident has been determined by Security to be missing for at least 24 hours, the following will occur: Security will contact the

resident’s designated emergency contact and will inform the appropriate law enforcement agency within the next 24 hours. Investigation will continue in collaboration with law enforcement officers as appropriate.

## **B. EDGEWOOD COLLEGE FIREARMS POLICY**

Possession of weapons, whether concealed or unconcealed per Wisconsin law, on campus and/or at College-sponsored events is prohibited. This includes illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others, including, but not limited to guns, paint ball guns, pellet guns, BB guns, Airsoft guns, arrows, nun chucks, knives with blades longer than three inches, swords, shells, shell casings, and plastic or metal pellets, metallic knives, explosives, or any other device which, in the manner it is used or intended to be used is calculated or likely to produce bodily harm.

### 3. SEXUAL HARASSMENT AND RELATIONSHIP VIOLENCE POLICY

#### **Policy Statement**

Members of the Edgewood College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Edgewood College policy specifically prohibits all forms of sexual misconduct and relationship violence including but not limited to:

1. Sexual harassment
2. Non-consensual sexual contact (or attempts to commit same)
3. Non-consensual sexual intercourse (or attempts to commit same)
4. Sexual exploitation
5. Dating, Domestic, or Relationship violence
6. Stalking

Often sexual assault and related acts of violence are committed by persons the victim knows from a current or former relationship. Title IX and the Campus Sexual Violence Elimination Act of 2013 ensure that colleges implement policies and programs to prevent sexual harassment, sexual assault, stalking, gender-identity-based violence/harassment, and relationship based violence and to prevent retaliation for reporting such offenses. Harassment of individuals based on their gender, gender identity or gender expression is also prohibited under Title IX.

This policy applies regardless of whether a) a criminal proceeding has been initiated; b) the conduct occurred on campus; or c) involved a College sponsored activity. Retaliation for filing a report or complaint, participating in a related investigation, or disciplinary proceeding is also a violation of this policy. The College will take remedial measures to address violations of this policy in a manner that is reasonably calculated to prevent such conduct from recurring and to eliminate the effects on victims and the Edgewood College community.

Reports of sexual misconduct will be taken seriously and incidents will be responded to in a prompt, fair, and equitable manner. Upon receiving a report, the College will take appropriate steps to prevent the recurrence of the discrimination or harassment and address its effects. There is a fundamental difference between criminal law and the College's disciplinary actions. A person who commits a sexual assault, as defined by criminal law, may be subject to prosecution by the State of Wisconsin. If that person is a student, faculty or staff member, and the College concludes that the conduct adversely impacts the Edgewood College Community, that person may also be subject to disciplinary procedures by the College, regardless of whether or not the incident occurred on the College's premises or the accused has been convicted of any crime.

The Sexual Harassment and Relationship Violence Policy applies to all relationships within the College community between and among students, faculty and staff, regardless of their gender identity. For the legal definitions of sexual assault, dating violence, stalking and consent in Edgewood College's jurisdiction, the state of Wisconsin, please see the chapter in this document entitled, "State of Wisconsin Crime Statutes and Definitions".

## **A. EDUCATIONAL AND PREVENTION SERVICES**

### **Sexual Assault, Domestic Violence, Dating Violence, and Stalking Prevention and Awareness Programs Provided During 2019.**

Edgewood College is dedicated to the education and prevention of gender-based violence. Primary prevention includes programming, initiatives, and strategies informed by research that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur. This can be through the promotion of behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms.

Ongoing educational and awareness efforts at Edgewood College also contain information about support services available to victims, reporting options and procedures for institutional disciplinary action, and risk reduction.

Training and prevention services offered in 2019 include; Informational Table for Sexual Assault Awareness Month, Understanding Sexual Violence Event, Pledge Poster Unveiling for Sexual Assault Awareness Month, Supporting Survivors of Sexual Assault, Think About It: Campus SaVE (The Campus Sexual Violence Elimination Act) and Adult Learners, Bridges: Building a Supportive Community, Orientation Programming, Bystander intervention program, Step UP! Bystander Intervention Program, bystander intervention liaison (advanced bystander training), Promoting Awareness, Victim Empowerment (PAVE training program), Bystander Intervention Program for Faculty and Staff, Domestic Abuse Awareness Month event - awareness and prevention of dating violence and stalking, Me Too programming, Judicial Board Member Training.

## B. PROCEDURES FOR REPORTING

All employees who are aware of sex-based harassment, including sexual assault and relationship violence, are required to report the information to the Title IX Coordinator. A report may be made to a designated support/reporting contact, unless otherwise designated as a confidential resource, who in turn is required to report to the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Upon receipt of a report of sexual misconduct or relationship violence, the support contact will assist the individual (Complainant) in getting to a safe place and may seek the assistance of the Director of Security. Additionally, the support contact will encourage the individual to seek prompt medical attention for treatment of injuries and preservation of evidence, discuss the reasons why prompt medical treatment is important, and arrange for transportation to the hospital if the individual agrees to such medical treatment. The support contact will notify the Title IX Coordinator.

The Complainant's options regarding notification to law enforcement are: (a) the option to notify either Campus Security or local police (City of Madison Police Department); (b) the option to be assisted by Campus Security in notifying law enforcement if the Complainant so chooses; and (c) the option to decline to notify such authorities. Declining to speak with the Director of Security or the police at the time of the initial report does not preclude the Complainant from filing a criminal report at a later date.

In instances where a complainant insists on confidentiality, it may limit the College's ability to respond.

Depending upon the circumstances, the College may not be able to ensure confidentiality because of its obligation to provide a safe and non-discriminatory environment for all employees. Factors that may impact the request include the seriousness of the alleged conduct and whether there have been other complaints about the same individual.

With the exception of those individuals designated as Confidential Resources, all other College personnel have an obligation to report information regarding sexual harassment and relationship violence incidents that come to their attention where they know or a reasonable person should have known that such conduct might have occurred. Even if a student refuses to file a complaint with the College or the police or participate in a disciplinary proceeding, the College may still proceed if it has enough information.

**1. Report to Law Enforcement and Security**

**Madison Police Department - Central Headquarters**

211 South Carroll Street, Madison, WI

608-261-9694 (non-emergency) or 911 - Emergency

**Madison Police Department**

Mid- Town District Precinct

4020 Mineral Point Road

608-229-8200 (non- emergency or 911 - Emergency)

Filing a Police report with the Madison Police Department or other jurisdictional law enforcement agency will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgment from the officer.

**2. Report to Edgewood College**

Edgewood College Security - Weber Hall

608-663-4321 (cell) or 608-663-3285 (office)

For Students – Dean of Students Office, 215 Predolin

608-663-2212

For Employees – Employee Relations Manager/Human Resources, 214 DeRicci

608-663-2387; 608-663-3317

For Title IX Violations – Arhelie Dalla Costa Behm, Title IX Coordinator, 214 DeRicci

608-663-2387

**3. Confidential Support Contacts.**

Confidential Support Contacts are not obligated to investigate or report information, even though these individuals may otherwise be considered “responsible employees.”

Complainants can call or approach any of the following confidentially and inform them about what happened. They will listen and explain options. Talking to any of the following does not constitute reporting the incident to the College:

**On-Campus Confidential Resources**

- Personal Counseling Services: Dominican 122, 608-663-4148
- Health Services: Dominican 122, 608-663-8334
- Associate Vice President for Dominican Life and Mission: Predolin 222, 608-663-3451
- Rape Crisis Center Advocate: Dominican 122, 608-251-7273
- EthicsPoint hosts the College’s anonymous reporting system. This service allows the College to communicate with the person making the report while maintaining confidentiality and if desired, anonymity. Reports can be made by victims/survivors and/or third parties using the online reporting form posted at:

[https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=16096](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=16096).



### **Off-Campus Confidential Resources**

- Sexual Assault Nurse Examiner (SANE)  
202 S. Park Street  
Madison, WI 5375  
608-417-5916  
[www.Meriter.com/Services/Sexual-Assault-Nurse-Examiner-Program](http://www.Meriter.com/Services/Sexual-Assault-Nurse-Examiner-Program)
- Domestic Abuse Intervention Services (DAIS)  
24-hour line: 608-261-4445 or toll-free 1-800-747-4045  
[www.abuseintervention.org](http://www.abuseintervention.org)
- Rape Crisis Center (RCC)  
2801 Coho Street #301  
Madison, WI 53703  
24-hour line: 608-251-RAPE (7273)  
[www.danecountyrc.org](http://www.danecountyrc.org)
- UNIDOS against Domestic Violence  
1-800-510-9195  
<http://www.unidosagainstdv.org39>
- RAINN (Rape, Abuse & Incest National Network)  
Online Hotline: 800-656-HOPE (4673)  
<https://hotline.rainn.org/online/terms-of-service.jsp>

## **C. PROCEDURES TO FOLLOW FOR VICTIMS**

### **Procedures to Follow for Victims of Dating Violence, Domestic Violence, Sexual Assault and Stalking**

When a student or employee reports to Edgewood College that they have been a victim of sexual assault, domestic violence, dating violence or stalking, whether the offense occurred on or off campus, Victims will be notified in writing of the procedure to follow, including:

- To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
- The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order. Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair and fluid evidence. Further, victims should not bathe, wash or otherwise clean the environment in which the assault occurred. Completing a forensic examination does not require the victim to file a police report, but having a forensic examination will help preserve evidence in case a police report is filed at a later date.

- The importance of preserving evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.
- The victim's options regarding notification to law enforcement, which are (a) the option to notify either on-campus security or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses; and (c) the option to decline to notify such authorities.
- Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders or similar lawful orders issued by a criminal civil, or tribal court.
- Staff can serve in an advocacy role for victim interests and needs, and will discuss options and procedures regarding academic assistance, housing, and safety. Referrals are provided as needed for medical assistance, psychological counseling, legal advocacy, and other resources.

#### **D. ACCOMMODATIONS AND SUPPORTIVE MEASURES**

Accommodations and supportive measures are defined as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. The College will provide written notification to complainants about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If the Complainant request these accommodations or supportive measures and they are reasonably available, the College is obligated to provide them, regardless of whether the Complainant chooses to report the crime to Campus Security or local law enforcement.

Requests for accommodations or supportive measures should be made to the Title IX Coordinator at 608-663-4304; and the Title IX Coordinator, in conjunction with the Assistant Vice President of Student Development, is responsible for deciding what, if any accommodations or supportive measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the Complainant
- The age of the students involved
- The severity or pervasiveness of the allegations
- Any continuing effects on the Complainant
- Whether the Complainant and Respondent share the same class or job location
- Whether other judicial measures have been taken to protect the Complainant (e.g. civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a Complainant to the extent that maintaining confidentiality would not impair the college's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. In the event it is necessary to disclose information about a Complainant in order to provide an accommodation or protective order, the College will inform the Complainant of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

## **E. PROTECTING VICTIM CONFIDENTIALITY**

When a student or employee victim reports to an office or official who is not explicitly designated as confidential, Edgewood College takes every precaution to protect victim privacy and confidentiality by sharing information only with college officials who have a legitimate educational interest and/or those who need to know for the purposes of institutional response.

To the extent permissible by law, Edgewood will endeavor to keep victim information private. However, once a report is made to the College, or the College has notice of an incident of sexual assault, domestic violence, dating violence, or stalking, confidentiality cannot be guaranteed unless that information is reported directly to one of the confidential resources listed. Edgewood will strive to maintain as confidential any accommodations or protective measures provided to the victim, but keeping victim information confidential may limit Edgewood's ability to provide accommodations or protective measures.

For victims who choose to not report to law enforcement and/or to a campus office, there are several options available. These options allow a victim who is 18 or older to get help without having their name or information shared with campus officials, third parties or law enforcement to the extent permissible by law. Please be aware that exceptions to confidentiality include reports of child abuse (victims 17 or younger), elder abuse, and threats of imminent harm to self or others.

For Clery Act reporting and disclosures, a victim's name or identifying information will never appear in a Crime Warning, on the Daily Crime Log or in the ASR. Edgewood will redact a victim's identifying information when responding to requests for information pursuant to the Wisconsin Public Records law, which governs the disclosure of student education records. The College also will not disclose identifiable information about research subjects if prohibited by an NIH-issued Certificate of Confidentiality, HIPAA regulations and state laws pertaining to the privacy of health information or promises of confidentiality made to research subjects pursuant to the federally required consent form and authorization form. Edgewood must respond to court ordered subpoenas that are not prohibited by other applicable law, and may not be able to redact information when responding to a subpoena.

Edgewood College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Edgewood College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## F. INSTITUTIONAL PROCEDURES IN RESPONSE TO A REPORT

### **Institutional Procedures in Response to a Report of Alleged Sexual Harassment, Dating Violence, Domestic Violence, or Stalking**

The Complainant resolution procedures commence when a written report is made to one of the following individuals:

- For **students** who are filing a complaint, the report should be to the Office of the Dean of Students or the Title IX Coordinator.
- For **faculty** who are filing a complaint, the report should be to the Office of Academic Affairs or the Title IX Coordinator.
- For **staff** who are filing a complaint, the report should be to the Human Resources Employee Relations Manager or the Title IX Coordinator.

The complaint may be initially communicated either verbally or in writing. However, to move forward as a formal complaint, the filing of the complaint must be documented in writing and signed by the Complainant. Once a complaint is made, the Title IX Coordinator will commence the investigatory process as soon as practicable.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Upon completion of the investigation, the investigator(s) will make a recommendation as to whether the charges are dismissed; the matter is addressed through informal resolution; or the matter is mandated to a formal hearing. The parties, and their advisors, must be sent the investigative report that fairly summarizes relevant evidence, with at least ten (10) days for the parties to respond.

Dismissal of a formal complaint may occur when:

- Behavior does not constitute sexual harassment
- Did not occur in educational program or activity, not in the United States
- Complainant withdraws formal complaint
- Respondent no longer enrolled/employed
- Insufficient evidence
- With a dismissal, the College retains the flexibility to employ supportive measures and may still address the allegations in any manner deemed appropriate under the college's code of conduct and policies.

**Informal Resolution** - At the college's discretion, the college may choose to offer, but may not require, and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties

give voluntary, informed, written consent to attempt informal resolution. At any time prior to agreeing to a resolution, any party has the right to withdraw from informal resolution and resume the grievance process with respect to the formal complaint. Informal resolution is not allowed in cases alleging sexual assault or to resolve allegations that an employee sexually harassed a student.

**Formal Hearing** – Upon completion of an investigation with a recommendation to move forward, a hearing will be scheduled within seven (7) days following the ten-day period from the receipt of the investigative report by the parties, as noted above. After the hearing, the parties will be notified of a determination in writing within three (3) days of it being made. Both parties have an equal opportunity to appeal the determination by filing a written appeal within three (3) business days of being notified of the outcome of the investigation. An appeal panel will resolve the appeal within ten (10) days of receiving it, and may take any and all actions that it determines to be in the interest of a fair and just decision.

## **G. RIGHTS OF THE PARTIES IN A COLLEGE PROCEEDING**

During the course of the process, both the complainant and the respondent of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result:
  - a. Completed within reasonably prompt timeframes including a process that allows for the extension of timeframes for good cause, with written notice to the Complainant and the respondent and the reason for the delay.
  - b. Conducted in a manner that provides timely access to the Complainant, the Respondent and appropriate officials to any information that will be used during the informal and formal meetings and hearings; and is by officials who do not have a conflict of interest or bias for or against the Complainant or the Respondent.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Such training further addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.
3. The same opportunity to have others present during proceedings, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The College may not limit the choice of advisor but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties. If requested by either or both parties, the College may appoint an advisor.
4. Have the outcome determined using the preponderance of evidence standard (more likely than not). With respect to all other violations of this policy that are not covered by Title IX involving sexual harassment, domestic violence, dating violence, stalking, and retaliation, the preponderance of evidence standard will apply.

5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, “result” means “any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters” and must include the rationale for reaching the result and any sanctions imposed.
6. An appeal of a disciplinary outcome must be made, in writing, to the President within three business days after the decision has been made. The decision of the Dean of Students, the Academic Dean or the Director of Human Resources may be appealed to the President, whose decision is final. If the complaint is against the President, the decision may be appealed to the Board of Trustees, whose decision is final. Complaints against the Dean of Students, the Director of Human Resources or the Academic Dean will be investigated and decided by a person appointed by the President.

The College recognizes the right of all parties involved in a complaint to a fair framework for encouraging resolution of complaints. Falsification, distortion or misrepresentation of information during the course of a complaint resolution process may be grounds for disciplinary action.

The College will take steps to maintain confidentiality of persons reporting incidents of sexual misconduct and relationship violence in records available for public inspection by using alternative means of identification and not including personally identifiable information in the annual campus security report, campus crime log, and emergency warning notices required under the Clery Act.

### **Possible Sanctions or Protective Measures that the College May Impose**

Following a final determination in the college’s disciplinary proceeding that dating violence, domestic violence, sexual assault or stalking has been committed, the College may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions for students include disciplinary probation, counseling, parental notification, loss of privileges, suspension or expulsion, and/or restriction on eligibility to represent the College at any official function or in any intercollegiate competition.

For employees, the possible sanctions include oral or written warning; transfer or reassignment; demotion; reduction or loss of wages; discharge; referral to Employee Assistance Program; additional training; restriction on eligibility to represent the College at any off-site activities; restriction from eligibility for merit increases, raises, awards, promotions or voluntary transfers; and/or requirement to submit a written apology.

In addition, the College can make available to the victim a range of protective measures. They include forbidding the accused from entering the victim’s residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, or changes in working situations.

## H. RETALIATION

Retaliating directly or indirectly against a person who has in good faith filed, supported, or participated in an investigation of a complaint of sexual misconduct as defined above is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint, or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Depending on the circumstances, retaliation may be unlawful and may constitute a violation of this policy, whether or not the complaint is ultimately found to have merit. Any attempt by a faculty member, employee or student to penalize, threaten, coerce, intimidate, discriminate, or retaliate in any way against a person who makes a report of or who is otherwise involved in a report of sexual misconduct is completely prohibited and will not be tolerated. Individuals who believe they have been a victim of retaliation during an investigation should contact the Title IX Coordinator.

## I. ADDITIONAL POLICY PROVISIONS

- a. **Attempted violations** - In most circumstances, the College will treat attempts to commit any of the violations listed in the Sexual Misconduct and Relationship Violence Policy as if those attempts had been completed.
- b. **False Reports** – The College will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.
- c. **Amnesty for Victims and Witnesses** - The College community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to college officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to college officials, and that witnesses come forward to share what they know. To encourage reporting, the College pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

## 4. WISCONSIN SEXUAL ASSAULT LAWS

Wis. Stat. 940.225: Sexual Assault

### A. CRIME STATUTES AND DEFINITIONS

The Clery Act and the Violence against Women Act mandate that Edgewood College provide domestic violence, dating violence, sexual assault and stalking definitions applicable in its jurisdiction. Wisconsin statutes recognize that sexual assault, domestic violence, dating violence, and stalking are serious criminal offenses. It is important for all members of the Edgewood community to understand how these offenses are defined in law and to be aware of the penalties. Excerpted below are the definitions and penalties of sexual assault, domestic/dating violence and stalking. Also included are the definitions of consent, sexual contact, and sexual intercourse.

Wisconsin statutes delineate guidelines for the use of evidence in court. Wisconsin Statutes section 972.11 prohibits the use in court of evidence of the victim's past sexual conduct. There are three exceptions to this prohibition. The judge may allow evidence of the victim's past conduct with the assailant; evidence that could show the source or origin of semen, pregnancy or disease; or evidence of prior untruthful allegations of sexual assault made by the victim. Recent revisions in the law have allowed further exceptions to be made at the judge's discretion. For more information on Wisconsin state law visit: <http://legis.wisconsin.gov/rsb/stats>.

### B. SEXUAL ASSAULT - WIS. STAT. S. 940.225:

#### First Degree Sexual Assault

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

- Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a dangerous weapon.
- 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

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

- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.



- Has sexual contact or sexual intercourse with a person who suffers from 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.
- 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.
- Has sexual contact or sexual intercourse with another person who the defendant knows is unconscious.
- 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.
- 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.
- 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.
- 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.
- 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 intercourse with a person without consent of that person is guilty of a Class G felony.

### **Fourth Degree Sexual Assault**

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

### **Notes on Sexual Assault**

Marriage is not a defense to sexual assault. A person may be prosecuted for assaulting his or her spouse.  
(Wis. Stat. 940.225 (6)) C. RESTRAINING ORDERS

## C. RESTRAINING ORDERS

Restraining orders are issued under Wisconsin domestic violence laws to protect victims of abuse. Obtaining a restraining order is a two-part process. First, a victim must submit a petition for a restraining order in their local county courthouse. The judge can issue a temporary restraining order until a formal hearing is heard on the matter. At the hearing, the abused requests a final restraining order while the abuser potentially argues why no order should be issued. A final restraining order, once issued, lasts up to four years and can be renewed. A domestic violence restraining order in Wisconsin can order the abuser to maintain a certain distance from the victim's residence, school or work, require the abuser only through an attorney or law enforcement officer contact the victim, and require the abuser to surrender any firearms in their possession.

## D. CONSENT

"Consent" means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence:

- A person suffering from a mental illness or defect, which impairs capacity to appraise personal conduct.
- A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

### Notes on Consent

A person under 16 years of age is incapable of consent as a matter of law. Teens 16 and 17 years old can legally consent to sexual contact; however, they are deemed incapable of consenting to sexual intercourse as a matter of law. People who have a mental illness or deficiency, and people who are unconscious or physically unable to communicate, are assumed incapable of consent, but that assumption can be challenged in court.

## E. SEXUAL CONTACT - WIS. STAT. S. 940.225(5)(B)

**"Sexual contact" means any of the following:**

Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery:

- Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the use of any body part or object, of the complainant's intimate parts.
- Intentional touching by the complainant, by the use of any body part or object, of the Defendant's intimate parts or, if done upon the defendant's instructions, the intimate parts of another person.

## F. SEXUAL MISCONDUCT DEFINITIONS

### Stalking

Stalking has been prohibited by Wisconsin law since 1993. Stalking is engaging in a course of conduct (at least two occurrences that show a continuity of purpose), against a specific person that would make a reasonable person in that position fear bodily injury or death to himself or herself, a family member, or a member of his or her household. The act greatly expands the definition of “course of conduct” which includes acts such as being near, approaching, or contacting the victim; appearing at places the victim is likely to be; sending material or an object to the victim either directly or indirectly through a friend or contact of the victim; contacting the victim by telephone or engaging in nuisance telephoning; or entering the victim’s property. This list is not exhaustive, and a court may consider other acts as evidence of stalking, so long as there are at least two occurrences and the other elements of the crime are met.

The act increases the penalty for stalking by changing its classification from a Class A misdemeanor to a Class E felony, with enhancements for special circumstances. For example, stalking a minor or stalking after conviction for harassment, prior stalking, a violent crime, or any crime against the current victim within the last seven years, is a Class D felony. Stalking that involves gaining access to an electronic record with identifying information regarding the victim or that involves unlawful wiretapping or tracing of a phone call is also a Class D felony. A stalking offense where the victim, a family member, or a member of his or her household suffers bodily harm that involves a dangerous weapon or that is committed within seven years of a conviction for a prior violent crime, stalking, or harassment against the same victim, is a Class C felony.

### 940.32 – State Statute - Stalking

- (a) “Course of conduct” means 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: Those acts include:
- Maintaining a visual or physical proximity to the victim.
  - Approaching or confronting the victim.
  - Appearing at the victim’s workplace or contacting the victim’s employer or co-workers.
  - Appearing at the victim’s home or contacting the victim’s neighbors.
  - Entering property owned, leased, or occupied by the victim.
  - Contacting the victim by telephone or causing the victim’s telephone or any other person’s telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
  - Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.

- Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.
- Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
- Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.

### **Sexual Intercourse - Wis. Stat. S. 940.225(5)(B)**

"Sexual intercourse" includes the meaning assigned under s. 939.22 (36) (requiring only vulvar penetration and not emission) as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal opening either by the defendant or upon the defendant's instruction. The emission of semen is not required.

### **Note on Domestic Abuse and Dating Abuse**

Under Wisconsin law, dating abuse is considered a form of domestic abuse.

### **Domestic Violence**

Wis. Stat. 813.12: Domestic Abuse Restraining Orders and Injunctions

Wis. Stat. 813.122: Child Abuse Restraining Orders and Injunctions

Wis. Stat. 968.075: Domestic Abuse Incidents

Wis. Stat. 995.67: Domestic Abuse Services; Prohibited Disclosures

Under Wisconsin law, domestic violence has two elements. The first, relating to its domestic nature, involves the relationship between the abuser and the victim. Relationships qualifying as domestic under the law are adult family and household members, adult caregivers, spouses, former spouses, any adult dating relationship and people with a child in common. The second element, violence, is any intentional infliction of physical pain, injury or illness, impairment of physical condition, sexual assault, damage to property or the threat of any of these acts.

### **Mandatory Arrest**

A police officer has the legal obligation to arrest and take into custody any person reasonably suspected to be committing or to have committed criminal domestic abuse if there is evidence of physical injury or if domestic abuse against the victim is likely to continue. If domestic abuse is reported more than 28 days after the incident of abuse, officers are not required to arrest the abuser unless additional evidence is present. If two persons in a domestic relationship are participating in mutual abuse, the police need only arrest the primary physical aggressor. After an arrest for domestic violence, the arrested person must avoid the residence of the victim for 72 hours.

## G. SEXUAL HARASSMENT

Edgewood policy as well as state and federal law prohibit sexual harassment. Some acts may constitute both sexual assault and sexual harassment. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is a condition of employment, academic progress, or participation in a college program.
- Submission to or rejection of such conduct influences employment, academic or college program decisions; or the conduct interferes with an employee's work or a student's academic career, or creates an intimidating, hostile, or offensive work, learning or program environment.
- When sexual harassment occurs, it degrades the quality of work and education at the college. It erodes the dignity and productivity of the individuals involved and diminishes the quality, effectiveness and stature of the institution. Any one of us may experience harassment, be accused of harassment, or engage in consultation with someone who believes they have been harassed.
- Sexual harassment can occur in any institutional setting: in the workplace, the learning environment or college programs. Each of us has a duty not to harass others and to act responsibly when confronted with the issue of sexual harassment. Principal investigators, supervisors, managers, department chairs, directors and deans have additional responsibilities: individuals in positions of authority must not engage in sexual harassment, must take reasonable measures to prevent sexual harassment and take immediate and appropriate action when they learn of allegations of sexual harassment.

### **Sexual Harassment Definition – Wis. Stats. s. 111.32(13)**

- "Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.
- "Sexual harassment" includes conduct directed by a person at another person of the same or opposite gender.
- "Unwelcome verbal or physical conduct of a sexual nature " includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment.

### **Tangible Action or Quid Pro Quo (This for That) Sexual Harassment**

Occurs when employment or academic decisions resulting in a significant change in status are based on an employee or student's submission to or rejection of unwelcome verbal or physical sexual conduct.

## **Hostile Environment Sexual Harassment**

Occurs when verbal, non-verbal and/or physical conduct is:

- Sexual and/or based on gender
- Unwelcome, and
- Sufficiently severe and pervasive to interfere with a person's work, learning, or program performance or to create a hostile, intimidating or offensive environment.

A determination of sexual harassment is made on a case-by-case basis looking at the whole record, including the circumstances (such as the nature of the sexual advances) and the context in which the alleged incidents occurred. Some behaviors, which may be acceptable in certain contexts, are inappropriate in the workplace or classroom, particularly if an objection is expressed.

### **Key Points about Sexual Harassment**

- Differences in power or status can be a significant component in sexual harassment. A person who seems to acquiesce to sexual conduct may still experience tangible action harassment or hostile environment harassment if the conduct is unwelcome.
- Sexual harassment can occur between people of any gender.
- Sexual harassment may or may not involve a tangible injury (e.g., economic loss, lowered grades). A sexually harassing environment, in and of itself, may constitute harm.
- Sexual harassment must be addressed and corrected regardless of the position or status of the perpetrator or the person being harassed.
- Conduct is not always offensive or unwelcome to the same degree when perceived by different people. Courts use a "reasonable person" standard to determine whether the contested behavior constitutes sexual harassment.
- Individuals in positions of authority are responsible for ensuring that employees, students, or others do not engage in harassment. In an academic or program setting, offenders can be faculty, instructors, lecturers, teaching assistants, coaches, tutors, fellow students or program participants. In the workplace, offenders can be supervisors, coworkers or non-employees such as vendors, customers or suppliers.
- The person filing a sexual harassment charge does not have to be the person harassed but could be anyone significantly harmed by the harassing conduct.
- Harassment does not have to be reported immediately, but a significant delay may be a factor in the evaluation of a complaint. A delayed report may result in the dismissal of a complaint, e.g., 300 days, Wisconsin Equal Rights Division.
- Allegations involving classroom and teaching expression will be assessed using the College's Prohibited Harassment Policy.
- Some behavior that is not in violation of the College's policy may, nonetheless, be unprofessional under the circumstances. Consequences of such unprofessional behavior may include poor performance evaluations or discipline.

## 5. POLICIES

### A. TYPES OF MISCONDUCT

***Abuse of Conduct Process:*** Abuse or interference with, or failure to comply in, College processes including student conduct and academic misconduct proceedings including, but not limited to:

- Falsification, distortion, or misrepresentation of information;
- Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- Attempting to discourage an individual's proper participation in, or use of, the College's student conduct process;
- Harassment (verbal or physical) and/or intimidation of a Student Conduct Officer or Appellate Officer prior to, during, and/or following a College proceeding;
- Influencing, or attempting to influence, another person to commit an abuse of the College's student conduct system.

***Bullying and Cyberbullying.*** Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.

***Disruption of College Activities:*** Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, or of other authorized non-College activities when the conduct occurs on College premises.

***Harmful Conduct:*** Behavior that threatens, harms, or endangers the health or safety of oneself or another person.

***Damage to Property:*** Damage or destruction of College property or property belonging to others.

***Failure to Comply:*** Refusing to comply with reasonable request of a College official acting within the performance of their duties.

***Fire Safety:*** Violation of local, state, federal, or campus fire policies, including, but not limited to:

- Intentionally or recklessly causing a fire which damages College property, or the property of others, or which causes personal injury;
- Use or possession of flammable materials or substances used to ignite, spread, or intensify flames for fire, except as expressly permitted by College officials, that results or could result in personal injury or property damage;
- Failure to evacuate a College-controlled building during a fire alarm;
- Tampering with or improperly engaging a fire alarm, fire detection/control equipment, or emergency equipment.

**Forgery or Falsification:** Unauthorized possession of, or fraudulent creation, alteration, or misuse of any College or government document, record, key, or identification; knowingly providing false information to a College or law enforcement official.

**Hazing:** Act(s) which endangers the health or safety of another person for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization, with or without the person's consent.

**Misuse of Computing Resources:** Conduct that violates any section of the College Information Resources Policy, including misuse, abuse, use for commercial or political gain, causing disruption or destruction of systems, or any other related behavior. *(See Information Resources Policy for more information)*

**Noncompliance with Disciplinary Action Plans:** Conduct that violates an action plan or fails to comply with the directives imposed by the student conduct process and/or Student Conduct Officer.

**Prohibited Possession of a Weapon:** Possession of weapons, whether concealed or unconcealed per Wisconsin law, on campus and/or at College-sponsored events. This includes illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others, including, but not limited to guns, paint ball guns, pellet guns, BB guns, Airsoft guns, arrows, nun chucks, knives with blades longer than three inches, swords, shells, shell casings, and plastic or metal pellets, metallic knives, explosives, or any other device which, in the manner it is used or intended to be used is calculated or likely to produce bodily harm. *(See Weapons Policy for more information)*

**Retaliation:** Conduct that harms or impacts another person in response to filing a report or participating in a conduct process or related activity.

**Unauthorized Entry:** Unauthorized entry into, use of, or misuse of any building, structure, equipment, keys, and/or facility.

**Unauthorized Taking of Property:** Intentional and unauthorized taking of College Property or the personal property of another, including goods, services, and other valuables. Attempting to take College property or the personal property of another. Knowingly taking or maintaining possession of stolen property or taking College property out of its designated area without proper authorization.

**Unauthorized Use, Possession, Distribution, or Misuse of Alcohol:** Use, possession, or distribution of alcohol, except that expressly permitted by College policy or local, state, or federal law. Misuse of alcohol by those legally able to consume, related to harm to self or others, or in violation of College policies. This includes being knowingly present in an area of a College building or other College Property where alcohol is being used or is present in a prohibited manner. *(See Alcohol and Drug Use Policy for more information)*



**Unauthorized Use, Possession, Distribution, or Sale of Illegal Substances and/or Paraphernalia:** Use, including appearing under the influence, possession, distribution (for sale or for share) of any illegal drug or controlled substance, except that expressly permitted by College policy or local, state, or federal law. This also includes the misuse or distribution of prescription medication. *(See Alcohol and Drug Use Policy for more information)*

**Violation of College Policies:** Conduct that violates any College policy, rule, or regulation, published in print or online.

**Violation of Law:** Evidence of violation of local, state or federal laws, when substantiated through the College's student conduct process.

**Violation of the Non-Discrimination and Harassment Policy:** Conduct that violates the College's Non-Discrimination and Harassment Policy *(See Non-Discrimination and Harassment Policy for more information)*.

**Violation of Residence Life Policies:** Conduct that violates any of the policies outlined in the Residence Life Handbook.

**Violation of the Sexual Misconduct and Relationship Violence Policy:** Conduct that violates the College's Sexual Misconduct and Relationship Violence Policy. *(See Sexual Misconduct and Relationship Violence Policy for more information)*.

## B. ALCOHOL AND DRUG USE POLICY

In compliance with federal law, the Edgewood College alcohol and drug use policy is included below for student and employee review. Please review the policy below.

### Preface

College culture nationwide exaggerates the connection between social fun and excess alcohol use. This misperception is especially strong in Madison even though well over 60%\* of Edgewood College, students either abstain or drink in a low risk manner. In other words, most students figure out how to enjoy their social time without drinking in a risky way or without drinking at all. Low risk drinking is roughly defined as infrequent (1 time per week or less) alcohol use in a safe environment where a person's Blood Alcohol Content is below .05 (about 1 drink per hour).

The Wisconsin drinking age is 21 years of age. Edgewood College, its students, faculty, and staff are subject to all laws of the State of Wisconsin regarding possession, consumption, sale, and distribution of alcoholic beverages or drugs. All students are required to show proof of age when purchasing, or accepting alcoholic beverages on campus. Students who fail to provide this information, use false information, violate the law and/or college policy are liable for disciplinary action.

Edgewood College expects students who choose to use alcohol, to drink in a safe manner. Excess drinking is strongly discouraged for its risk to the drinker and for its negative effects on the campus community. The College is committed to providing educational programs to promote low-risk use or abstinence, to educate students about the risks of excess drinking, and to promote alternatives to excess drinking.

*\*From Edgewood College National College Health Association (NHCA) Survey Fall 2016*

### **Seeking Assistance**

At the discretion of the appropriate College authorities, assistance for problems with drug or alcohol may be offered in lieu of, or concurrent with, disciplinary action. An assessment and/or evidence of satisfactory progress toward elimination of the problem may be required as part of any such agreement.

A conscientious effort to seek help will not, by itself, jeopardize an employee's job or a student's enrollment. Employees or students in need of help for an alcohol or drug problem are encouraged to utilize Personal Counseling Service (608-663-4148) or the Employee Assistance Program (Cigna at 1-800-538-3546 or [www.cignabehavioral.com/cgi](http://www.cignabehavioral.com/cgi)).

### **General Drug and Alcohol Policies**

1. Alcoholic beverages may only be possessed, purchased and/or consumed by persons of legal drinking age, and then only in areas designated by the College at College-sanctioned functions.
2. No person may procure, sell, dispense or give alcoholic beverages for or to an underage person.
3. Alcohol abuse and/or drug/alcohol intoxication will not be tolerated and will not be accepted as an excuse for unlawful behavior or misconduct.
4. Alcoholic beverages will be permitted at approved College events in accordance with the guidelines established by the College.
5. Alcoholic beverages are never to be used as a reward for achievement or given as a prize or award.
6. Sanctions will be administered for drug and alcohol violations.
7. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, and/or medicine prescribed to another person, chemical compound or other controlled substance, except in accordance with federal, state, local law, and/or Edgewood College policy is expressly forbidden.
8. Possession of drug-related paraphernalia, except in accordance with federal, state, local law, and/or Edgewood College policy is expressly forbidden.
9. Being under the influence of narcotics, drugs, medicine prescribed to another person, medicine in excess of an individual's prescribed limits, chemical compound or other controlled substance, except in accordance with federal, state, local law, and/or Edgewood College policy is expressly forbidden.

10. When the source of a noxious odor can be traced to a particular room, the occupants of that room may be subject to disciplinary action. A noxious odor is ANY aroma of such intensity that it becomes apparent to others. Any odor may become noxious or offensive when it is too strong. Some examples are cigarette, marijuana, cigar or pipe smoke.

### **Residence Hall Alcohol Restrictions**

No alcoholic beverages are allowed in Dominican spaces, which are not apartments or cooperative living spaces, Marshall, East Regina, West Regina or Stevie (Marie Stephen Reges) Halls.

### **Apartment Alcohol Policy**

Wisconsin State law concerning alcohol consumption is Edgewood College's apartment/cooperative living alcohol policy. If you are 21, you can possess and consume alcohol only in the apartments/cooperative living spaces.

If you are under the age of 21, you can be in the presence of alcohol but are prohibited from consuming or possessing alcohol. If alcohol is present in an apartment/cooperative living space, it must be possessed only by residents 21 years of age or older. Anyone found providing alcohol for underage students and/or guests will be subject to disciplinary action.

Alcohol in open containers is only permitted in apartment/cooperative living areas including rooms and lounge areas and is not permitted in the traditional residence halls including the larger Dominican Hall. Possession of alcohol in open containers outside of the apartment/cooperative living areas will be subject to disciplinary action.

Empty alcohol containers for decorative purposes and alcohol signage are permitted in the apartment/cooperative living areas. However, empty alcohol containers and alcohol signage are prohibited from windows and should not be seen from outside of the building.

Beer kegs are prohibited in all locations of the apartment/cooperative living areas unless approved for a college-sponsored event by the College. Possession of a beer keg will result in the keg/container and all its paraphernalia (ex. tapper) being confiscated and they will become the property of Edgewood College. Students found in possession of a beer keg will be subject to disciplinary action.

### **Consequences of Non-Compliance**

Employees or students who engage in any of the prohibited conduct in the Alcohol and/or Drug Use Policy are subject to disciplinary action which, depending on the type and seriousness of the violation, may include: verbal or written warnings, monetary fine, probation, revocation of privileges, behavioral and/or educational requirements, financial restitution, suspension, expulsion, termination, or referral to legal authorities for prosecution. Edgewood College reserves the right to contact parents or guardians of students who violate the Policy on Alcohol and Other Drug Use, in accordance with the Family Educational Rights and Privacy Act (FERPA).

Questions or comments can be directed to the Dean of Students Office at [StudentConduct@edgewood.edu](mailto:StudentConduct@edgewood.edu) or 608-663-2212.

## Health Risks of Alcohol and/or Drug Use

Individuals over 21 years of age have the right to choose to consume alcohol. Edgewood College urges those individuals to exercise sound judgment and responsibility in making that decision. Edgewood College does not condone underage consumption of alcohol.

**Alcohol** is a central nervous system depressant. Initially it may appear to stimulate a person and reduce inhibitions. Greater amounts of alcohol will depress deeper parts of the brain, leading to loss of judgment and impaired sensory perception and motor skills.

Risks from excessive drinking, even if only occasional, include physical and sexual assault, fights, injuries, and diminished academic performance. Brain damage from alcohol abuse is permanent and recent studies suggest that the brain development continues into a person's early 20's making the damage that occurs in those years more significant.

Abuse of alcohol can pose a number of other health risks, both physical and psychological, such as impaired ability to reason; damage to the heart and liver; irritation of the stomach lining, possibly leading to ulcers; and depression of brain centers, causing poor coordination, confusion, disorientation, stupor, anesthesia, coma, and death.

**Marijuana** produces an intoxicating effect that slows reasoning abilities. Concentration and problem-solving abilities are impaired. Slowed reflexes, reaction time, and poor peripheral vision may also result.

Marijuana has multiple adverse effects on the body including increased heart rate, lung damage, increased cancer risk, diminished immune systems and risk of memory impairment. Long-term use has also been linked to increases in anxiety, depression, and lower academic performance.

Important psychological and emotional developmental tasks (such as career establishment or developing emotional intimacy) can be delayed or stalled with heavy use of marijuana.

**Party/Club Drugs** refer to a large group of drugs often used at parties, raves or dance clubs and their settings that, as a group, have a wide variety of effects and risks. Some of the drugs in this informal grouping include ecstasy, GHB, Ketamine, LSD, and Rohypnol. Ecstasy is the most common of these

drugs and it's taken for the euphoric effects, heightened energy and emotional warmth it produces in some users. The risks of these drugs are serious for even occasional use. Risks include increased heart rate, nausea, dizziness, muscle tensions, teeth clenching, dangerously high body temperature, depression, and anxiety. Long-term use can lead to memory problems and depression. Pills sold as ecstasy often include other substances that create even more serious health risks.

**Stimulants (Amphetamines, Cocaine)** Drugs that stimulate the central nervous system have a high potential for abuse because continuous use can result in severe dependence. Low doses of stimulants cause increased heart rate, blood pressure, and breathing rate. Sleeplessness and anxiety may also result. Higher doses cause irritability and excitability. Users may also experience feelings of paranoia and illusions or hallucinations. Abuse of these substances causes increased risk of heart failure, malnutrition, and a weakening of the body's immune system.

Most prescription drugs used to treat Attention Deficit Disorder are amphetamines and produce the same risks from misuse as other forms of amphetamines noted above. Illegal use of ADD prescription drugs carries very serious criminal penalties.

**Depressants (Barbiturates, Narcotics, Hypnotics, and Tranquilizers)** Use of substances that depress the central nervous system can produce habituation and physical dependence.

Depressants slow the bodily functions, causing sleepiness or grogginess, impaired motor skills, poor memory, and faulty judgment. Larger doses may cause unconsciousness or death. Taken over a period, abusing these substances can result in a physical dependency. Withdrawal from physical dependency must be medically supervised. Abruptly stopping the drug can cause delirium and convulsions.

The use of central nervous system depressants in combination with alcohol significantly increases the risk of death. The most common form of unintentional overdose results from the combination of barbiturates and alcohol.

Misuse of prescription opiates such as OxyContin or Vicodin is very dangerous because of the risk of addictions and overdose. Overdose risk is especially high when combined with alcohol. Legal penalties for such misuse are also very serious.

**Hallucinogens (PCP, LSD, and Mescaline)** Hallucinogens can cause habituation or psychological dependence. There are minimal withdrawal symptoms when regular use of the drug is stopped. Unpleasant psychological reactions are common, however. Risks include breaks from reality, flashbacks, emotional breakdown, and memory lapse. More severe reactions can include convulsions, partial paralysis, delusion, hysteria, and outbreaks of violence.

**Madison Alcohol Ordinances** in addition to state laws, Madison enforces several local ordinances around alcohol. The legal drinking age is 21. More information about WI alcohol laws and penalties can be found at [www.cityofmadison.com](http://www.cityofmadison.com) and [www.revenue.wi.gov/faqs/ise/atundrg.html](http://www.revenue.wi.gov/faqs/ise/atundrg.html).

**Compliance with Applicable Federal, State and Local Laws** This policy is subject to amendment. Edgewood College reserves the right to amend, add, delete, or modify this policy, and any others, for any purpose including compliance with local, state, or federal law.

## C. NON-DISCRIMINATION AND HARASSMENT POLICY

### Overview

Edgewood College will not tolerate discriminatory or harassing behaviors. The College's Dominican Catholic heritage calls all members of the community to foster a learning environment that is free from any form of discrimination or harassment. Edgewood College is committed to maintaining a community free from discrimination and harassment, including discriminatory behavior. To fulfill this commitment, the College will work to prevent discrimination from occurring and will ensure that federal, state and local laws and campus policies prohibiting discrimination are fully enforced.

Persons who believe that they are being or have been subjected to discrimination or harassment are encouraged to seek resolution as soon as possible. Due to the private nature of educational and personnel records, the College may not be able to fully disclose the actions taken in response to a report of discrimination or harassment. The College recognizes the right of all individuals involved in claims of discrimination to a fair framework for encouraging resolution of complaints. Deliberate falsification, distortion or misrepresentation of information during the course of a complaint process may be grounds for disciplinary action and may violate other standards of conduct.

As a Dominican Catholic institution of higher education, Edgewood College is committed to the search for truth, the advancement of knowledge and the principles of academic freedom. This policy is not intended to limit or restrict employees or students in the legitimate exercise of their academic freedom of expression, as the conduct defined under this policy is not within the scope of protected academic freedom. The Non-Discrimination and Harassment Policy affects all relationships within the College community.

### Policy Statement

The College affirms and protects the rights and opportunities of all persons to a working and learning environment free from discrimination and harassment. No person shall, on the basis of gender, gender identity, gender expression, sex, sexual orientation, race, religion, color, creed, national origin or ancestry, age, ability, veteran status, or any other characteristic protected under applicable law, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, including harassment, under any program of the College. This policy also prohibits any form of retaliation.

Discrimination and Harassment takes many forms. While some actions are blatant, others are subtler and, although equally hurtful, the intent to do a discriminatory or harassing act is less clear. Edgewood College strives to provide learning opportunities that educate all members of the community on the impact that discrimination has on individuals and the community as a whole. Our mission and values call us to utilize a social justice framework to guide both preventative and reactive efforts. Students and employees who violate this policy may be subject to discipline up to and including dismissal/termination.

## Definitions specific to Non-Discrimination Policy

**Discrimination** occurs when a member of the College community is subjected to disparate treatment in employment or in the provision of educational benefits, services, or programs, based on gender, gender identity, gender expression, sex, sexual orientation, race, ethnicity, religion, color, creed, national origin or ancestry, citizenship status, age, ability, veteran status, or any other characteristic protected under applicable law.

Edgewood College uses the following categories to address incidents of discrimination:

- a. **Hate Crimes**— Hate crimes include any criminal offense that manifest evidence of prejudice or bias based on one's identity (such as, but not limited to, race, gender, gender identity/expression, sexual orientation, religion). Edgewood College will report hate crimes, as defined by the FBI Uniform Crime Reporting, to the police, and cooperate with them in investigating any act constituting a hate crime. Those who commit hate crimes may also be subject to discipline by the College. Hate Crimes must also be reported to meet Clery Act requirements.

Investigations of hate crimes require due process according to the college's policies, including adherence to AAUP guidelines related to academic freedom. Sanctions will depend on the severity of the action, the impact on the targeted individual/group, intentionality of the action, and on the overall context in which the action occurred. Sanctions for students will be determined using the procedures for allegations of student conduct policy violations, described in the Student Code of Conduct. Sanctions for employees may range from reprimands or training to immediate termination of employment, depending on the severity of the incident and taking into account any previous employment concerns.

- b. **Bias Incidents**— A bias incident is a verbal, written, or physical act of intolerance or prejudice that does not involve violence or other criminal conduct. Bias incidents may be expressed through acts of bigotry, harassment or intimidation. Examples of bias incidents include, but are not limited to, homophobic or sexist jokes, racial epithets, religious slurs, offensive graffiti, disparaging remarks on social media, or making a grading decision because the person has protected status. Bias incidents may or may not be intended to cause harm, but such incidents negatively affect the campus climate.

Responses to bias incidents may include educational opportunities for the individuals and groups involved, as well as for members of the campus community as a whole when reporting patterns suggest broader issues that move beyond the immediate incident. This policy therefore seeks to enhance understanding, provide a forum for expression of multiple viewpoints, mediate conflict, and pursue restoration. In some cases, reports of bias incidents will be referred to a disciplinary body if the behavior violates a college policy.

**Harassment** includes unwanted, unsolicited, and offensive conduct whether physical or verbal, that tends to injure, degrade, disgrace, or show hostility toward a person because of one's gender identity, sex, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law. The conduct does not have to be threatening and may include deliberate and persistent conduct that is severe or pervasive enough that a reasonable person would find intimidating, hostile or offensive.

Examples include, but are not limited to:

- Abusive, degrading, intimidating, or offensive remarks, jokes, or gestures
- Slurs, negative stereotyping, or threatening, intimidating, or hostile acts
- Posting of graphic material on walls, bulletin boards, in electronic communication or elsewhere on the College's premises that shows hostility, aversion, or is derogatory to an individual group
- Differential treatment of an individual with regard to terms and conditions of employment or educational benefits or services because of that individual's gender, sex, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law

Incidents of sexual harassment or sexual misconduct will be reported to the Title IX Coordinator.

### **Reporting Incidents of Discrimination or Harassment**

If you have experienced or observed an incident of discrimination or harassment, please report it through this online report form or one of the following offices:

**Online:** [https://cm.maxient.com/reportingform.php?EdgewoodCollege&layout\\_id=4](https://cm.maxient.com/reportingform.php?EdgewoodCollege&layout_id=4)

**By phone or in-person:**

**Dean of Students Office**

Predolin 215

608-663-2212

**Office of Diversity & Inclusion**

Predolin 239

608-663-3274

**Human Resources Director/Employee Relations Manager**

DeRicci 214

608-663-4304 and 608-663-2387

For additional information on how to file a formal or informal complaint, please see How to File a Complaint or Report a Student Code of Conduct Violation.



## D. HOW TO FILE A COMPLAINT OR REPORT A STUDENT CODE OF CONDUCT VIOLATION

The College offers a variety of avenues for formal complaint procedures, depending on the nature of your concern or complaint.

**If you have an immediate concern for safety**, contact Edgewood College Campus Security at 608-663-4321 or dial 911.

To file a complaint or report an incident involving **student** conduct that is not an immediate concern for safety:

- Online Form: [www.tinyurl.com/EdgewoodIR](http://www.tinyurl.com/EdgewoodIR)
- Email: [StudentConduct@edgewood.edu](mailto:StudentConduct@edgewood.edu)
- Call: 608-663-2212
- Visit: Predolin 215 and ask for the Assistant Vice President for Student Development

To file a Non-academic complaint or report an incident involving **faculty or staff member** conduct:

- Email: [deanofstudents@edgewood.edu](mailto:deanofstudents@edgewood.edu)
- Call: 608-663-2212
- Visit: Predolin 215 and ask for the Assistant Vice President for Student Development
- Email: [hr@edgewood.edu](mailto:hr@edgewood.edu)
- Call: 608-663-4303
- Visit: DeRicci 214

**If you are concerned that any person might engage in violence**, please contact campus security at 608-663-4321 as soon as possible.

Even if you are not sure whether or not you should report something, you are encouraged to err on the side of caution. The College has trained professional staff who can evaluate these reports and take appropriate action.

**If you have been a victim of discrimination, sexual or gender-based misconduct and/or relationship violence by any person**, please review the College's Non-Discrimination and Harassment Policy and/or the Sexual Misconduct and Relationship Violence Policy. Our first concern is for your safety and well-being, but we also encourage you to report to campus and/or law enforcement.

**If you have experienced discrimination, sexual misconduct and/or relationship violence, have exhausted the campus complaint options, and you still have a complaint**, you can file a complaint with the Office of Civil Rights at <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

## E. PROCEDURES - ALLEGATIONS OF STUDENT CONDUCT POLICY VIOLATIONS

The procedures described in this Handbook are not intended to mimic legal proceedings, but to advance the educational mission of the College. Formal rules of evidence and procedure used by the legal system do not apply to student conduct proceedings at Edgewood College.

Incident reports or other complaints alleging violations of College policies will be referred to the Assistant Vice President for Student Development, or designee, who will conduct a preliminary review of the facts of the case to determine whether sufficient evidence exists to warrant moving the case forward in the student conduct process. Upon determination that sufficient evidence does exist to move forward with a student conduct process, the Assistant Vice President for Student Development will refer the case to a Student Conduct Officer for a Student Conduct Conference. The respondent will be sent a letter to their College email notifying them of the date, time, and location of their Conference, along with information about the specific policy(ies) they allegedly violated.

Student Conduct Conferences may be conducted in the absence of a student who fails to appear after campus officials have made a reasonable effort to provide advance notice of the conference time, date, and location.

## **F. STANDARD OF EVIDENCE**

Edgewood College uses a preponderance of the evidence standard in the student conduct process. Preponderance of the evidence means that the statements and information presented in the case must indicate to a reasonable person that it is more likely than not that the respondent committed a violation. Both the complainant and the respondent will have an equal opportunity to present relevant witnesses and other evidence during the student conduct process. Both parties will be afforded similar and timely access to any information that will be used during the hearing proceedings.

## **G. STUDENT RIGHTS IN THE STUDENT CONDUCT PROCESS**

A student participating in the student conduct process is entitled to the following rights as a guarantee of fundamental fairness:

- Throughout the investigation, the parties have an equal opportunity to present relevant witnesses and other evidence.
- The College uses a preponderance of the evidence standard in all proceedings.
- The respondent is notified, in writing, of the outcome of both the case and any appeal.
- If applicable, third-party expert testimony will be considered from both parties.
- All parties in sexual misconduct and relationship violence cases are notified, in writing, of the outcome of both the case and any appeal. (Regardless of which party files for an appeal, both the complainant and the respondent will be informed of the status of the appeal request, processing and outcome.)
- All parties are entitled to appeal the outcome of the investigation and student conduct process in sexual misconduct and relationship violence cases.
- The respondent will be notified in writing of the guidelines and process for reinstatement to the institution, if applicable.

## H. RESOLUTION OF ALLEGATION(S) OF STUDENT CODE CONDUCT VIOLATIONS

Students alleged to have violated the Student Code of Conduct will be referred for a Student Conduct Conference. Student Conduct Conferences are held by trained Student Conduct Officers, as determined by the Assistant Vice President for Student Development. The Assistant Vice President for Student Development will assign each respondent a Student Conduct Officer for the Student Conduct Conference.

During the Student Conduct Conference, the respondent will be given the opportunity to review the information that resulted in the allegations and explain their version of events. Based on the available information and the information presented at the Conference, the Student Conduct Officer will determine whether the respondent has violated the Student Code of Conduct. If the student is found not responsible, the case will be closed. If the student is found responsible, an action plan will be determined by the Student Conduct Officer.

A Student Conduct Conference may be held in the absence of a student who fails to appear after campus officials have made a reasonable effort to provide advance notice of the conference time, date, and location. The Student Conduct Officer will communicate their decision and any action plans in writing to the respondent, subject to the requirements of the Family Educational Rights and Privacy Act or other applicable laws.

## I. STUDENT CONDUCT PROCESS ADVISOR

Students involved in the student conduct process may select an advisor to accompany them throughout the process. Advisors are not permitted to speak or to participate directly in the proceeding. The College will not reschedule a proceeding to accommodate an advisor's schedule. The role is limited to consultation with the student involved. Complainants and respondents are responsible for presenting their own information. Witnesses or other parties directly involved in a case may not serve as advisors.

## J. ACTION PLANS

When a student is found responsible for violating the Student Code of Conduct, the Student Conduct Officer will develop an action plan for the student to complete that is intended to promote personal reflection and growth, repair any harm caused, and help the Student realign with College policies and values. The following are possible, but not limited to, outcomes and actions which may be included as a part of an action plan for violations of the Student Code of Conduct:

- **Disciplinary Warning:** Notice to the student that future misconduct will result in more severe disciplinary action by the College.
- **Disciplinary Probation:** A specified period of time during which the student is removed from good disciplinary standing. The student may be restricted from representing the College in any extracurricular activity or running for or holding office in any student group or organization. Probationary status may permit the student to remain in the residence halls and at the College on the condition that they comply with the action plans determined by the Student Conduct Officer.

- **Residence Hall Probation:** A specified period of time in which a student is allowed to continue living in the residence halls, however, the student's resident status is in jeopardy. Should further disciplinary issues occur during the period of Residence Hall Probation, the period of Residence Hall Probation may be extended or suspension from the residence halls may be imposed. Residence Hall Probation may also include reassignment to a different residence hall room or building.
- **Residence Hall Suspension:** Student is removed from the residence halls, without refund of housing fees, and is not allowed to live in the residence halls or have residence hall visitation privileges for a designated period of time.
- **Suspension:** Temporary loss of student status for a specified time with resultant loss of all student rights and privileges. A suspended student will be required to leave campus and not be permitted to return until the time of the suspension has elapsed. A suspended student will lose credit for subjects carried that semester and fees and tuition will be forfeited. The disciplinary action will be recorded as a part of the student's record in the Dean of Students Office.
- **Expulsion:** Permanent termination of student status. An expelled student shall receive a grade of "F" in all courses carried during the term they are expelled and fees and tuition will be forfeited according to the normal withdrawal policy. The expelled student will not be permitted on campus without permission from the Vice President for Student Development. The action of expulsion will be noted in the student's record in the Dean of Students Office.
- **Behavioral Requirements:** A requirement to participate in certain activities, including, but not limited to, obtaining academic counseling, substance abuse assessment, behavioral assessment, etc.
- **Educational Requirements:** Requirement to attend, complete, present, and/or participate in a program or assignment that is educational and/or reflective in nature. 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.
- **Loss of Privileges:** The student will be denied specified privileges for a designated period of time, including, but not limited to restrictions on participation in campus activities, campus presence, residence hall visitation, parking privileges, or contact with individuals or groups on campus.
- **Restitution:** Student is held responsible for damages to personal or community property through financial compensation or appropriate work arrangements.
- **Fine:** Monetary requirement which must be paid within a designated time.

## **K. TEMPORARY OR PERMANENT DISMISSAL FROM THE COLLEGE**

### **Temporary or permanent dismissal from the college for administrative reasons.**

No student is permitted to engage in conduct which is an undue threat to self, or others, or that interferes with the effective enjoyment of college and academic life by others. In these circumstances, dismissal of a student and exclusion from College property may be imposed without the procedure outlined in the Student Code of Conduct. The Vice President for Student Development, or designee, may take this action if satisfied that serious misconduct has occurred and/or that the student's continued presence on the campus presents unreasonable risk of danger to self and/or to the College community. A student facing this action must leave the campus immediately. Following the imposition of any dismissal for administrative reasons, a dismissed student may request a hearing to determine whether the student should be reinstated, and the summary action plan(s) removed, using the general guidelines for student conduct conferences set forth in the Student Code of Conduct. This request for a hearing must be made within five days of receipt of the dismissal for administrative reasons.

Where conduct may have been caused by a mental or physical condition (including but not limited to eating disorders or substance abuse), the Vice President for Student Development may require a medical (including mental health) evaluation of the student at the student's expense. The evaluation will be reviewed by the Vice President for Student Development and a team of administrators reviewing the situation. The committee will be comprised of professional staff members as may be appropriate, such as from Student Conduct, Health Services and Personal Counseling Services. The decision of that administrative committee will be final.

Where reasonably possible in light of the conduct and circumstances, the College will seek mechanisms to enable the student to continue moving toward the achievement of academic goals either immediately or in the future. The College will act with respect for the laws regarding the educational opportunities of persons with disabilities, while recognizing that there may be situations where conduct or threatened conduct by any person, including persons with disabilities, requires their temporary or permanent dismissal from the College.

## **L. PARENTAL NOTIFICATION**

The College reserves the right to notify the parents/guardians of dependent students regarding any student conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of nondependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

## **M. APPEALS**

All parties are able to appeal the decisions and action plans. As part of the student conduct process the student is informed of the right to appeal and procedures to be followed. Disagreement with the finding or action plans is not, by itself, grounds for appeal. The following will be considered grounds for appeal:

- A procedural error or irregularity which substantively affected the outcome of the student conduct process (e.g. substantiated bias, material deviation from established procedures, etc.).
- New evidence that was not available at the time of the student conduct conference and which could have a substantial impact on the outcome of the student conduct process. A summary of this new evidence and its potential impact must be included with the appeal.
- The action plans imposed are substantially disproportionate to the severity of the violation.

## **N. HOW TO APPEAL**

Appeals must be submitted in writing within five business days of notice of the decision being sent to the parties. Appeals must be submitted in writing, using the appeal form found online at <https://tinyurl.com/EdgewoodAppealForm>. On the appeal form, the student must state the reason(s) for appeal, the supporting facts, and the recommended solution. An appeal is not a re-hearing of the student conduct outcome. An appeal cannot be filed simply because a student is dissatisfied with the decision. Failure to describe the nature of the appeal in full detail in the appeal letter will result in the denial of an appeal.

Appeals of decisions will be reviewed by the Vice President for Student Development, or designee. The Vice President for Student Development, or designee, shall first determine if sufficient grounds for appeal exist and if not, notify the student that the appeal was not accepted. If sufficient grounds do exist, the Vice President for Student Development, or designee, will review the case file and the documentation provided in the appeal to make their determination. The Vice President for Student Development, or designee, may elect to:

- Affirm the finding and the original action plan, if any;
- Affirm the finding and change the action plan, if any; or
- In cases where new evidence was presented that was not available at the time of the original student conduct conference, order a new Student Conduct Conference.

In cases where a new student conduct conference was ordered, the rights to appeal the decision of that outcome will be granted in accordance with the process described above.

The decision made by the Vice President for Student Development, or designee, is final.

## **O. STUDENT STATUS PENDING HEARING OR APPEAL**

Under normal circumstances, imposition of action plans will be deferred pending the review of the appeal. However, the Vice President for Student Development, or designee, may impose the action plans immediately while considering the appeal if there is a substantial safety risk to members of the College community.

## **Emergency Action**

In certain circumstances, the College may temporarily limit or suspend a student's rights and privileges. Examples of limitations could include such actions as temporary removal from the residence halls, removal from co-curricular activities, restriction to a specific area on campus between classes, restriction on contact with another community member, and interim suspension of student status.

The following Emergency Action process will be managed by the Assistant Vice President for Student Development:

### **1. Emergency Action Determination**

The need for Emergency Action will be determined by the Assistant Vice President for Student Development or a designee. The decision to limit or suspend student rights and privileges is based on the nature and severity of the alleged incident and the safety of or impact on the community. A student who presents a threat to their own well-being or to the rights, safety and/or property of others may be subject to immediate removal from the Edgewood College campus. The student may not re-enter any campus building, including the residence halls, or be present on campus without the written permission of the Assistant Vice President for Student Development or their designee.

### **2. Emergency Action Notification**

In the event that a student's rights and privileges are limited or suspended, the complainant and respondent will be notified by the Assistant Vice President for Student Development. The Campus Security Director will notify appropriate College officials and the parties to coordinate compliance.

### **3. Responding to Emergency Action Notification**

Students who wish to respond to or dispute Emergency Action should contact the Vice President for Student Development at [DeanofStudents@edgewood.edu](mailto:DeanofStudents@edgewood.edu) or 608-663-2212.

### **4. Termination of Emergency Action**

The termination of Emergency Action will result in either:

- a) The respondent being found not responsible and the complainant and respondent returning to normal rights and privileges; or
- b) The respondent being found responsible and formal action plans being imposed. Emergency action will terminate and formal action plan(s) will commence immediately upon the announcement of the result of the student conduct process.

**Filing a Complaint with the Office of Civil Rights**

Anyone who believes that Edgewood College has discriminated against them on the basis of race, color, national origin, sex, disability or age, may file a report with the Office of Civil Rights.

**Office for Civil Rights (OCR)**

233 N. Michigan Ave., Suite 240

Chicago, IL 60601

Customer Response Center: (800) 368-1019

Fax: (202) 619-3818, TDD: (800) 537-7697

Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)



## 6. RIGHTS AND RESOURCES FOR VICTIMS

### A. VICTIM RIGHTS

- Victims have the right to report to law enforcement and to be assisted by Edgewood College campus authorities in so doing. Victims also have the right to decline to report to law enforcement.
- Victims have the right to report the crime to Edgewood College and are encouraged to report to the offices designated to receive complaints: The Dean of Students Office. Victims also have the right to decline to report the crime to the college.
- Victims have the right to a victim advocate of their choosing. The Rape Crisis Center and Domestic Abuse Intervention Services both provide free and confidential victim advocacy services.
- Victims have the right to be notified, in writing, of existing resources for counseling, mental health, health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available both on campus and in the community.
- Victims shall be notified of options for assistance with changing their housing, transportation, and/or working situations. Protective measures can be provided if requested by the victim and such accommodations are reasonable and available. These services and accommodations can be provided regardless of whether the victim chooses to report the crime to campus security or local law enforcement.
- Victims have the right to request confidentiality from the accused.
- Victims have the right to be free from retaliation for filing an institutional complaint/report.
- Victims have the right to file a complaint with the U.S. Department of Justice and/or the U.S. Department of Education Office for Civil Rights.

### B. RIGHTS WHEN A VICTIM REPORTS TO A WI LAW ENFORCEMENT AGENCY

- All victims of crime in Wisconsin who report to law enforcement are entitled to crime victim rights outlined on Chapter 950 of the Wisconsin Statutes. These rights include: the right to be treated with fairness, dignity, and respect for his or her privacy by public officials, employees, or agencies; the right to have his or her interest considered when the court is deciding whether to grant a continuance in the case; the right to be provided with appropriate intercession services to ensure that employers of victims will cooperate with the criminal justice process in order to minimize an employee's loss of pay and other benefits resulting from court appearances; and the right to have the opportunity to consult with the prosecution in a case brought in a court of criminal jurisdiction.
- Crime victims in the state of Wisconsin have the right to apply for Crime Victim Compensation, which helps pay for unreimbursed expenses that are the result of causing personal injury or death, including lost wages, counseling, medical costs, and replacement of property held as evidence.

## **C. RIGHTS WHEN SEEKING SEXUAL ASSAULTS FORENSIC NURSE EXAMINER SERVICES**

- Victims may obtain a sexual assault medical forensic examination without incurring full out of pocket costs for that exam regardless of their decision to report to law enforcement. In Madison, this exam can be obtained from the Meriter Hospital Sexual Assault Nurse Examiner program. If you seek additional medical attention, other hospital charges may apply.
- Victims of sexual assault who seek emergency services at a hospital have the right to be provided with the option to receive emergency contraception at the hospital per Wisconsin Statute 50.375.

## **D. RIGHTS WHEN ALCOHOL IS INVOLVED**

- Students who report a safety concern or certain policy violations will not face documented sanctions from the student conduct process for violating College policy if the intent in reporting is in good faith and is to ensure the safety/well-being of self or others.

Good faith is shown when a student comes forward to seek assistance or to report an incident and not primarily to avoid consequences. For example, a student who has violated the alcohol/drug policy, but comes forward out of concern for the safety of a fellow student will not face student conduct sanctions.

In lieu of student conduct sanctions, the intoxicated student (and possibly the referring student) will be required to meet with the Assistant Vice President of Student Developments/Director of Student Conduct, or designee, and/or the alcohol and drug counselor, for an alcohol and drug clinical assessment. This is not a student conduct sanction. The purpose of the meeting and alcohol assessment is to minimize the chances of future safety risk or other serious alcohol/drug incidents through education. Failure to complete educational requirements or treatment recommendations issued under this protocol will result in the reinstatement of student conduct charges.

This Good Samaritan/Medical Amnesty Policy does not preclude disciplinary action regarding other violations of College policies, such as causing or threatening physical harm, sexual misconduct/relationship violence as a respondent, damage to property, harassment, hazing, etc.

Students should also be aware that this College policy does not prevent action by local and state authorities.

## **E. RIGHTS IN THE STUDENT CONDUCT PROCESS**

A student participating in the student conduct process is entitled to the following rights as a guarantee of fundamental fairness:

- Throughout the investigation, the parties have an equal opportunity to present relevant witnesses and other evidence.
- The College uses a preponderance of the evidence standard in all proceedings.
- The respondent is notified, in writing, of the outcome of both the case and any appeal.
- If applicable, third-party expert testimony will be considered from both parties.

- All parties in sexual misconduct and relationship violence cases are notified, in writing, of the outcome of both the case and any appeal. (Regardless of which party files for an appeal, both the complainant and the respondent will be informed of the status of the appeal request, processing and outcome.)
- All parties are entitled to appeal the outcome of the investigation and student conduct process in sexual misconduct and relationship violence cases.
- The respondent will be notified in writing of the guidelines and process for reinstatement to the institution, if applicable.

## **F. CONFIDENTIALITY**

To the extent permissible by law, Edgewood College will endeavor to keep victim information private. However, once a report is made to the College or the College has notice of an incident of sexual assault, domestic violence, dating violence, or stalking, confidentiality cannot be guaranteed unless that information is reported directly to one of the confidential resources listed below.

For victims who report to non-confidential sources, relevant information will be shared only with those who need to know, such as the Title IX Coordinator, deputy coordinators, complaint investigators, and other individuals who are responsible for handling the school's response to incidents of sexual violence. In the case of minors (under age 18), Edgewood College employees must report child abuse cases to Child Protective Services or local law enforcement.

In an effort to protect victim safety and privacy, Edgewood maintains information about sexual violence in a secure manner. If the College has notice of an incident, Edgewood will balance the victim's request to keep identifying information confidential with the Title IX mandate to investigate hostile environments. Edgewood will redact a victim's identifying information when responding to requests for information pursuant to the Wisconsin Public Records Law and federal Family Educational Rights and Privacy Act (FERPA), which governs the disclosure of student educational records. Edgewood must respond to court ordered subpoenas that are not prohibited by other applicable law and may not be able to redact information when responding to a subpoena. Victims have the option to access confidential on-campus resources such as Health Services, Personal Counseling Services, the Rape Crisis Center advocate/counselor, and/or the Employee Assistance Program. Additionally, Accessibility & Disability Services staff and interpreters do not disclose reports of prior victimization that they become aware of as part of the disability process or when providing translation services. Victims also have the option of accessing off-campus resources such as a Sexual Assault Nurse Examiner at Meriter or Domestic Abuse Intervention Services.

## **G. SEXUAL ASSAULT NURSE EXAMINER PROGRAM**

### **FORENSIC NURSE EXAMINER (FNE)/SANE Program at Meriter Hospital**

Meriter Hospital, within the Emergency Department at 202 S. Park Street, Madison, WI 53715  
608-417-5916

The Sexual Assault Forensic Nurse Examiner Program strives to help victims of sexual assault begin the healing process. Since 1988, the FNE Program has provided care to victims of all ages, races and populations. Located within Meriter's Emergency Department, FNE provides care 24 hours a day, 7 days a week. It is the only program of its kind in Dane County.

Registered nurses who have advanced education and instruction in medical-forensic examination and in psychological and emotional trauma staff the SANE Program. FNE nurses are also available to speak to groups and organizations and may provide expert testimony in a court of law.

Regardless of when the assault occurred, we encourage all victims to seek medical services to discuss both short-term and long-term health concerns.

### **Care Provided by the FNE Program**

Meriter recognizes that this is a frightening, traumatic time for victims. FNE nurses will provide a safe, compassionate exam and empower the patient to determine their plan of care, including:

- Emotional support
- Physical examination and wellness check
- Collection of medical-forensic evidence
- Assistance with reporting the crime to police, when requested (reporting is mandatory for children)
- Assistance with concerns about sexually transmitted infections and pregnancy
- Assistance with safety planning
- Development of a medical follow-up plan

### **Follow-Up Care**

After the exam, a FNE nurse will call the patient to discuss any lab test results and may refer the patient to professionals who can provide additional services including:

- The Dane County Rape Crisis Center for assistance with crisis intervention, advocacy, and counseling.
- The Crime Victim Compensation Fund, which provides reimbursement for medical care, clothing, lost wages, and other losses due to the assault.
- Health care providers for follow-up medical care. With the patient's consent, SANE will provide all lab and exam results to the primary care provider.

**Insurance/Patient Fees**

Meriter accepts all commercial insurance providers such as Physicians Plus Insurance Corporation, Dean Health Plan, Group Health Cooperative and Unity Health Plans, as well as Medicare and Medicaid. If the patient does not have medical coverage, they may be eligible for assistance from the Crime Victim Compensation Fund or the Uncompensated Care Program through Meriter. However, Meriter will help all patients regardless of ability to pay.

A referral is not needed to be seen by a FNE nurse.

**H. ADDITIONAL SEXUAL ASSAULT RESOURCES ON CAMPUS****Health Services**

Dominican 122, 608-663-8334

Suzanne Wallace, Director of Health Services

**Personal Counseling Services**

Dominican 122, 608-663-4148

Megan Cobb-Sheehan, Director of Personal Counseling Services

**Rape Crisis Center (on campus 15 hours/week)**

Dominican 122, 608-251-7273

Campus Counselor & Advocate

**Edgewood College Security Department**

Weber Hall, 608-663-3285

Mike Metcalf, Director of Security

**Dean of Students Office**

Predolin 215, 608-663-2212

Heather Harbach, Vice President for Student Development and Dean of Students

Matthew Sullivan, Assistant Vice President for Student Development

**Edgewood College Financial Aid**

DeRicci 210, 608-633-2305

Kari Gribble, Assistant Vice President of Enrollment Management & Administrative Services

**Study Abroad & International Student Services**

Predolin 340, 608-663-2277

Sara Liang, Director of Study Abroad & International Student Services

## **I. RESOURCES**

### **Agencies / Organizations / Services**

- National Domestic Violence Hotline: 1-800-799-7233
- U.S. Dept. of Justice Office on Violence Against Women
- WI Coalition Against Domestic Violence
- WI Dept. of Justice Office of Crime Victim Services
- WomensLaw.org – A “nationwide online resource for women and girls living with or escaping domestic violence,” which provides specific information to each state. Learn how to file for a restraining order, locate domestic violence resources, or find legal assistance programs.

### **Children**

- Child Abuse, Neglect & Abandonment (WI State Law Library) – Annotated list of links related to child abuse, etc.

### **Directories**

- Finding Help: Legal Resources in Dane County (Domestic Abuse Intervention Services)
- WI Victim Resource Directory (WI Dept. of Justice)

### **Reporting**

- Adult Abuse Reporting Requirements for All WI Professionals (WI Coalition Against Domestic Violence)
- Reporting of Domestic Violence by Health Care Providers (WI Coalition Against Domestic Violence)

### **Surrender of Firearms**

- Firearms Surrender Laws (WI Coalition Against Domestic Violence)
- WI Prosecutor’s Domestic Abuse Reference Book (WI Dept. of Justice)

### **Domestic Abuse**

- WI Prosecutor’s Domestic Abuse Reference Book (WI Dept. of Justice)
- Arrest and Prosecution in Domestic Abuse Incidents (WI Legislative Council)
- Consumer Rights Screening Tool for Domestic Violence Advocates and Lawyers (Nat’l Consumer Law Center) o Family Violence Publications (Nat’l Council of Juvenile & Family Court Judges)
- Managing your Divorce: A Guide for Battered Women (Nat’l Council of Juvenile & Family Court Judges)
- WI Prosecutor’s Domestic Abuse Reference Book (WI Dept. of Justice)

**The Law (Additional statutes, regulations & opinions may apply to your specific situation.)**

- WI Statutes: s. 813.12 “Domestic Abuse Restraining Orders and Injunctions”
- WI Statutes: s. 813.122 “Child Abuse Restraining Orders and Injunctions”
- WI Statutes: s. 968.075 “Domestic Abuse Incidents” \* WI Statutes: s. 995.67 “Domestic Abuse Services; Prohibited Disclosures”

**For More Information**

Relevant sections of the Wisconsin Statutes may be downloaded at [www.legis.state.wi.us/rsb/stats.html](http://www.legis.state.wi.us/rsb/stats.html). Key sections include 813.12, Domestic abuse restraining orders and injunctions, and 940.32, stalking.

For information regarding stalking, domestic abuse, or restraining orders and injunctions, contact the Wisconsin Department of Health and Family Services, Domestic Abuse Division at 608-266-9305 or the office of your County District Attorney.

## **J. REGISTERED SEX OFFENDERS**

In 1997, the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor and track people convicted of sex crimes and to provide access to this information to police, victims and the public. Information about registered sex offenders can be found at <http://offender.doc.state.wi.us/public>.

## **K. INFORMATION ABOUT SEXUAL PREDATORS – WI DEPARTMENT OF JUSTICE**

[www.vinelink.com](http://www.vinelink.com)

Information about offenders’ custody or release & receive notices

[www.WIVictimsVOICE.org](http://www.WIVictimsVOICE.org)

Crime victims can enroll to receive important information about offenders who committed a crime against them.

[www.widocoffenders.org](http://www.widocoffenders.org)

Provides public access to certain information about sex offenders. The public can search by offender name, an address or sex offenders within a zip code area. Only sex offenders convicted and registered with the Wisconsin Department of Corrections authority are listed here.

You can search for specific individuals using the Dru Sjodin National Sex Offender Public Website, which is located within United States Department of Justice Web-site. This website will allow for the searching all the sexual predators throughout the United States.

## L. AVAILABLE OPTIONS

### Step 1: Seek Support

There are people on campus who victims can talk to. Victims can call or visit any of the following professional staff confidentially and inform them of what happened. They will listen, provide support, and explain options.

Talking to these people does not constitute reporting the incident to the College:

#### Confidential Support Contacts

- Personal Counseling Services, 608-663-4148
- Health Services, 608-663-8334
- Dominican Life and Mission, 608-663-3451

#### Non-Confidential Support/Reporting Contacts

- Vice President for Student Development & Dean of Students: Heather Harbach, 608-663-2212
- Assistant Vice President for Student Development: Matthew Sullivan, 608-663-2212
- Director of Human Resources: Arhelia Dalla Costa Behm, 608-663-2387
- Title IX Coordinator: Arhelia Dalla Costa Behm, 608-663-2387
- Employee Relations Manager: Arhelia Dalla Costa Behm, 608-663-2387
- Academic Dean's Office: 608-663-2200,
- Director of Security: Michael Metcalf, 608-663-3285

All non-confidential employees who are aware of sex-based harassment, sexual assault, or relationship violence are required to report the information to a designated support/reporting contact. Upon receipt of a report of sexual misconduct or relationship violence, the support contact will assist the student in getting to a safe place and may seek the assistance of Campus Security. Additionally, the support contact will encourage the student to seek prompt medical attention for treatment of injuries and preservation of evidence, discuss the reasons why prompt medical treatment is important, and arrange for transportation to the hospital if the student agrees to such medical treatment. The support contact will notify the Title IX Coordinator and other responsible College officials of the report consistent with the student's desire for confidentiality. Unless the student requests confidentiality, the Title IX Coordinator will inform Campus Security and provide the name of the reporting party. Campus Security will contact the City of Madison Police Department. The student will have the option to file a criminal report. Campus Security will offer assistance if the student elects to contact the police. Declining to speak with Campus Security or the police at the time of the initial report does not preclude the student from filing a report later.

The support contact or Title IX Coordinator will provide referrals for counseling and other support services for the student. The student shall also receive information regarding the College student conduct process (see step 3).



Please visit the Edgewood College website for additional support, training information, College and local resources, and campus programming opportunities at [www.edgewood.edu](http://www.edgewood.edu)

**Step 2: Filing a complaint with the City of Madison Police Department or other law enforcement agency is highly encouraged, but not required.**

The person with the complaint may request that an Edgewood College representative assist them in reporting to the Police Department, and throughout the process. Law enforcement may also be contacted, regardless of any other actions the person chooses to take under this policy. It is important to preserve evidence as it may be necessary to prove criminal sexual assault.

**Step 3: Filing a Complaint/Grievance Procedure with the College.**

If the student desires to initiate a complaint, the support contact shall immediately notify the Dean of Students' Office. The Dean of Students' Office will schedule a meeting with the student to discuss the complaint process, internal and external support services, and other support such as options regarding academic or living arrangements or a no-contact order. These options will be made available to the student regardless of whether the student proceeds with a formal complaint/grievance under College policy or a criminal report or complaint with the police.

In cases of reported sexual violence, the College will continue its internal investigation regardless of whether or not the complainant files a criminal complaint and/or wants the school to take action. Moreover, if the college knows about a possible sexual harassment or sexual violence incident, it will promptly investigate the allegations to determine what occurred and to decide if further action is necessary.

In instances in which a student insists on confidentiality, it may limit the College's ability to respond. Depending upon the circumstances, the College may not be able to ensure confidentiality because of its obligation to provide a safe and non-discriminatory environment for all students. Factors that may impact the request include the seriousness of the alleged conduct, whether there have been other complaints about the same individual, and the alleged perpetrator's rights to receive information maintained in education records covered by the Family Educational Rights and Privacy Act. Confidential staff members available to consult with students are listed in this policy. However, all other College personnel have an obligation to report and investigate information regarding sexual misconduct incidents that come to their attention where they know (or a reasonable person should have known) that such conduct may have occurred. Even if a student refuses to file a complaint with the College or the police or participate in a disciplinary proceeding, the College may still proceed if it has enough information.

Persons who believe that they are being or have been subjected to discrimination and/or sexual misconduct are encouraged to seek support and resolution as soon as possible after an incident.

If one chooses to proceed with a complaint, the process begins with:

- For students who are filing a complaint, the report must be made to the office of the Dean of Students.
- For faculty who are filing a complaint, the report must be made to the office of the Academic Dean.
- For non-faculty staff members who are filing a complaint, the report must be made to the Director of Human Resources.

If the complaint involves a combination of faculty, staff and students, the complainant can report to any office that corresponds with their affiliation or the respondent's affiliation. For example, students who wish to file a complaint against a faculty member could go to either the Dean of Students' Office or the Academic Affairs Office. Deans of the different academic schools will become involved in pursuing complaints as appropriate. The complaint may initially be communicated either orally or in writing.

However, to move forward as a formal complaint, the filing of the complaint must be documented in writing.

As needed, the Dean of Students' Office, the Academic Deans Office, and Human Resources will work closely together and will consult with Edgewood College Cares (behavioral intervention team), when appropriate concerning alleged discrimination or sexual misconduct.

The College will work with both parties (the complainant and respondent) to assign a designated support person throughout the complaint process. Either party may refuse the assistance of a support person, but the offer must be made. Formal complaints will be thoroughly investigated with support from Campus Security as appropriate.

All respective offices will inform the Title IX Coordinator of any reported allegations. The Title IX Coordinator will remain a neutral administrator in the disciplinary process involving sexual misconduct allegations. The Title IX Coordinator will work with all involved parties and will be responsible for making certain that all reported grievances are managed in accordance with the Sexual Misconduct and Relationship Violence Policy. The Title IX Coordinator will not ultimately determine if a policy violation occurred. The Title IX Coordinator will:

- Maintain confidential records.
- Make certain that information is only shared as necessary with investigators, witnesses, and the accused individual.
- Issue timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the College community. In these instances, every effort will be made to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safe decisions in light of the danger.

If one of these College officers is alleged to be the person who engaged in sexual misconduct, the written report may be filed with the office of the President. If there is a complaint against the College President, the complaint will be investigated by the Board of Trustees, whose decision is final. Once a report is made, the College will conduct an investigation and issue sanctions, if appropriate.

#### **Step 4: College Response Options**

The College's primary concern is safety for members of our community. Students are encouraged to report suspected violations of this policy to promote the health and welfare of our community. In general, a student reporting an incident or complaint under this policy will be given amnesty for potential related code violations (e.g. alcohol or drug use) because such conduct never makes the victim at fault for sexual violence.

The College's response will depend on the nature and severity of the incident and whether or not it can be determined that a policy violation has occurred. If it appears that a policy violation has occurred, the regular student conduct process should be followed. The range of responses includes, but is not limited to:

- Intervention by supervisor or appropriate authority.
- Individual meeting with option of support person in attendance
- Facilitated conversation or mediation (not available for sexual assault cases)
- Educational activity
- No Contact Order between complainant and respondent. Edgewood College students or employees who are issued a No-Contact Order, restraining order, or similar relief from a court should contact the Campus Security Director. The Campus Security Director will notify appropriate College officials and the parties to coordinate compliance. Examples of steps that may be taken to comply with such orders include changing class schedules and living arrangements.
- The college must assist with modifying academic and living arrangements, transportation, or working conditions if requested by the victim and are reasonable and available. These accommodations are available regardless if the victim reports the incident to the police department.
- Disciplinary action, if appropriate. Public Service for a person found to have violated these policies.
- Referral to law enforcement when there is danger or threat to community and/or when requested by victim.
- Obtaining a Restraining Order for the victim. The Security Department will inform the victim how they may obtain a Restraining Order and if they wish, assist them with obtaining the order. The Dane County Court System located in the Dane County Public Safety Building issues restraining Orders.
- Increased Security Department protection when requested by the victim, such as Safe Walks, Safe Rides, increased security patrols, and security escorts.
- No action at that time.

### **Step 5: Student and Employee Notice of Rights.**

When a student or employee notifies the college that they were a victim of Dating Violence, Domestic Violence, Sexual Assault or Stalking the college will provide a written explanation of the student's or employee's rights and options.

#### **What if I want legal help?**

Edgewood College does not provide attorneys or legal assistance. There are legal resources available in the Madison community:

#### **Domestic Abuse Intervention Services (DAIS)**

DAIS has a legal advocacy program for victims of sexual assault, domestic violence, dating violence and/or stalking.

Office: 608-251-1237

608-251-4445 or toll-free at 1-800-747-4045 (24 hours)

[info@abuseintervention.org](mailto:info@abuseintervention.org)

#### **The Dane County District Attorney's Office Victim Witness Unit**

This unit is designed to assist victims and witnesses throughout the criminal court process by answering questions, keeping victims and their families informed of case development, providing information and referrals to community service providers, assisting with restitution, and offering personal assistance when possible.

215 S. Hamilton St. #3000, Madison, WI 53703-3297

Phone: 608-266-9003

Fax: 608-261-9766

[www.countyofdane.com/da/victim\\_witness.aspx](http://www.countyofdane.com/da/victim_witness.aspx)

#### **State Bar of Wisconsin Lawyer Referral and Information Service**

Is offered by the State Bar of Wisconsin and is a public service that helps identify the most appropriate resources for people with a legal problem. A legal assistant will provide referrals to area attorneys who have an interest in the relevant legal situation.

State Bar of Wisconsin Lawyer Referral and Information Service

1-800-362-9082

<http://www.wisbar.org/forpublic/ineedalawyer/pages/lris.aspx>

#### **Information about Sex Offenders**

The federal Campus Crimes Prevention Act requires institutes of higher education to issue a statement to the campus community about where to find information about registered sex offenders in the state. In Wisconsin, convicted sex offenders must register with the Department of Corrections. The registry can be found at <https://appsdoc.wi.gov/public>.

## 7. THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY & CAMPUS CRIME STATISTICS ACT

### A. THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act (The Clery Act) requires Edgewood to provide students and employees with information on its security policies and procedures and specific statistics criminal incidents, arrests and disciplinary referrals and to make the information available to perspective students and employees upon request. The information is available by calling the Edgewood Security Department or online at the Edgewood College Security website.

### B. CRIME STATISTICS

The crime statistics reported under the Jeanne Clery Act include the following:

- Criminal homicide (murder, non-negligent homicide)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Hate Crime's reported

- Larceny - Theft
- Intimidation
- Destruction/damage/Vandalism to property
- Simple Assault

Sex Offences - Dating Violence - reported

- Rape – Sexual Assault
- Stalking
- Domestic Violence

Crime statistics are published annually and cover the three previous calendar years. Additional information regarding these statistics is available from the Campus Security Department, Weber Hall, and 1000 Edgewood College Drive, Madison, WI 53711.

These statistics follow the uniform crime reporting procedures of the Federal Bureau of Investigation.

They should be considered in relation to the occurrences of crime in society generally, college demographics and statistics from other institutions of similar description.

Crime statistics for the most recent three-year period are compiled from information obtained from the Campus Security Department, Madison Police Department, Dean of Students Office, Residence Life, Personal Counseling Services (without identifying information), and Campus Reporting Authorities as designated each year.

The Edgewood College Security Department (Director of Security or their designee) is responsible for the sorting, tabulation and dissemination of information for the Campus Security Act Incidents.

The statistics do not reflect any reports that might have been made to other departments or individuals at Edgewood College unless those individuals or departments informed campus security of the incident. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Pastoral or professional counselors when acting as a counselor are not required to report any crimes or incidents; however, Edgewood encourages its counselors to provide “statistical information” of the number of sexual assault incidents at the end of each semester.

Edgewood College consists of two locations, the main campus on Monroe Street and the Family Center located on Excelsior Drive. The main campus is bordered by City of Madison Streets, Woodrow Avenue to the west, and Monroe Street to the north, Edgewood Avenue to the East and Park and Pleasure Drive to the south. The main campus has on average 550 resident students during the academic year. The other satellite location has no resident students.

## **C. DEFINITIONS OF REPORTABLE CRIMES**

### **Arson**

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

### **Burglary**

The unlawful entry into a structure to commit a felony or theft.

### **Larceny**

The unlawful taking, carrying, leading, or riding away of property from the possession of another.

### **Aggravated Assault**

An unlawful attack by one person upon another for inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious injury if the crime were successfully completed).

### **Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle (classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joy riding).

**Intimidation**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

**Vandalism**

To unlawfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any such means as may be specified by law.

**Criminal Homicide: Murder by Non-Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

**Criminal Homicide: Negligent Manslaughter**

The killing of another through gross negligence.

**Theft**

The unlawful taking, carrying, leading, or riding away property from the possession or constructive possession of another.

**Robbery**

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

**Threats: Intimidation (includes stalking)**

To unlawfully place another person in reasonable fear of bodily harm using threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Sex Offenses: Forcible**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Rape**

The penetration, no matter how slight, of the vagina, or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.

**Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of temporary or permanent mental incapacity.

**Incest**

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Sodomy**

Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object**

To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of his/her temporary or permanent mental or physical incapacity.

**Weapon Law Violations**

The violations of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession, carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned weapons include: firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons

**Liquor Law Violations**

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing or use of alcoholic beverages.

**Drug Abuse Violations**

Violations of State and local laws prohibiting the production and/or use of certain controlled substances and the devices utilized in their preparation and/or use. This includes; unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. Drugs include, but are not limited to: The relevant substances include opium or cocaine and their derivatives (morphine, heroin, and codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).



**Hate Crime**

A criminal offense reported to the police department or college security department that manifests evidence that the victim was intentionally selected because the perpetrator's bias against the victim. For the purposes of the Clery Act, the categories of bias that may serve as the basis for determination that a crime is a hate crime would include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

**Stalking**

Stalking involves harassment, intimidation, surveillance or a similar course of repeated conduct that is intended to cause a reasonable person to fear for his or her safety or suffer substantial emotional distress, serious physical injury, or death. Stalking includes conduct directed at the victim's immediate family, a spouse, or intimate partner. Here are some examples: unwelcome communication, (such as face-to-face communication, social media/ electronic communication, written letters, or gifts), threatening or obscene gestures.

**D. CLERY UPDATE**

On March 7, 2013, President Obama signed the Violence against Women Reauthorization Act of 2013 (VAWA) otherwise known as the Clery Act. These statutory changes require institutions to compile statistics crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking.

**Clery locations that are reported:**

Crimes that are reported to have occurred outside of the following locations are not included in this report. The four federally defined locations are:

**On Campus Property**

Is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to above that is owned by the institution, but controlled by another person, frequently used by students, and supports institutional purposes (such as a food or retail vendor.)

**On-campus student housing**

Is defined as any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up campus.

### Non-campus property

Is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property that is owned or controlled by an institution that is used in direct support of, or in relations to, the institution's educational purposes, is frequently used by the students and is not within the same reasonably contiguous geographic area of the institution. This category includes property that is outside of Madison, outside of Wisconsin and outside of the United States.

### Public Property

is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.

## E. CAMPUS CRIMINAL OFFENSES

### Monroe Street Campus - Criminal Offense 2017 (calendar year)

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Criminal Homicide	Murder & non-negligent manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
Sex Offenses	Rape	1	1	0	0	1
	Fondling	0	0	0	0	0
	Incest	0	0	0	0	0
	Statutory Rape	0	0	0	0	0
Robbery		0	0	0	0	0
Aggravated Assault		0	0	0	0	0
Burglary		1	1	0	0	1
Motor Vehicle Theft		0	0	0	0	0
Arson		0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	93	93	0	0	93
	Drugs	22	22	0	0	22
	Weapon	1	1	0	0	1
Dating Violent		0	0	0	0	0
Stalking		1	1	0	0	1
Domestic Violence		0	0	0	0	0

# Deming Way Campus - Criminal Offense 2017

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Aggravated Assault		0	0	0	0	0
Arson		0	0	0	0	0
Burglary		0	0	0	0	0
Manslaughter		0	0	0	0	0
Murder		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assault	Force	0	0	0	0	0
	Non-Force	0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Vandalism		0	0	0	0	0

**Monroe Street Campus - Criminal Offense 2018 (calendar year)**

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Criminal Homicide	Murder & non-negligent manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
Sex Offenses	Rape	2	2	0	0	2
	Fondling	0	0	0	0	0
	Incest	0	0	0	0	0
	Statutory Rape	0	0	0	0	0
Robbery		0	0	0	0	0
Aggravated Assault		0	0	0	0	0
Burglary		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Arson		0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	82	82	0	0	82
	Drugs	14	14	0	0	14
	Weapon	0	0	0	0	0
Dating Violent		0	0	0	0	0
Stalking		1	1	0	0	1
Domestic Violence		0	0	0	0	0

# Deming Way Campus – Criminal Offense 2018

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Criminal Homicide	Murder & non-negligent manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
Sex Offenses	Rape	0	0	0	0	0
	Fondling	0	0	0	0	0
	Incest	0	0	0	0	0
	Statutory Rape	0	0	0	0	0
Robbery		0	0	0	0	0
Aggravated Assault		0	0	0	0	0
Burglary		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Arson		0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0

**Monroe Street Campus - Criminal Offense 2019 (calendar year)**

Criminal Offense		On Campus	Residential Facilities	Non-Campus	Public Property	Total
Criminal Homicide	Murder & non-negligent manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
Sex Offenses	Rape	0	0	0	0	0
	Fondling	0	0	0	0	0
	Incest	0	0	0	0	0
	Statutory Rape	0	0	0	0	0
Robbery		0	0	0	0	0
Aggravated Assault		0	0	0	0	0
Burglary		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Arson		0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	30	30	0	0	30
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Dating Violence		0	0	0	0	0
Stalking		0	0	0	0	0
Domestic Violence		0	0	0	0	0

Also note: Crimes can only be listed if they occurred on campus according to the US Department of Education. Crimes that occur off campus and are reported to Madison Police or other law enforcement agencies. Those crimes are reported in their annual FBI crime report.

## Marriage and Family Therapy Center - 2019

Criminal Offense		On Campus	Residential Facilities	Non- Campus	Public Property	Total
Aggravated Assault		0	0	0	0	0
Arson		0	0	0	0	0
Burglary		0	0	0	0	0
Manslaughter		0	0	0	0	0
Murder		0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assault	Force	0	0	0	0	0
	Non-Force	0	0	0	0	0
Arrest	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Discipline	Liquor	0	0	0	0	0
	Drugs	0	0	0	0	0
	Weapon	0	0	0	0	0
Vandalism		0	0	0	0	0

## Hate Crimes Main Campus

Criminal Offense	2017	2018	2019
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	1	0	0

## Deming Way (2017 -2018) - Family Center (2019) - Hate Crimes

Criminal Offense	2017	2018	2019
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Family Center located at 8025 Excelsior Drive, Madison, WI 53717

For each hate crime recorded on the previous page, we must identify the category of bias that motivated the crime.

The Categories are:

- Race
- Gender
- Gender Identity
- Religion
- Sexual Orientation
- Ethnicity
- National Origin
- Disability

Crimes must be recorded; (a) on campus, (b) in or on a non-campus building, (c) on public property, (d) residential facilities.

## **F. HATE CRIME REPORTING – THERE WAS ONE HATE CRIME REPORTED IN 2017**

**Subject: RE: Clery/non Clery Reported Incidents from Madison Police Department**

Note the City of Madison Police Department Data reflect the Edgewood College Campus, High School, City of Madison Streets adjacent and contiguous to the campus. The City of Madison does not break down statistics specifically occurring directly on the college campus.

### **Hierarchy Rule**

For the purposes of reporting crimes, when more than one criminal offense is committed during a single incident, only the most serious offense is to be included in the institution's Clery Act statistics.

### **Note**

Clery rules prohibit an educational institution to remove or subsequently remove a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.

### **Crimes Reported**

All crimes (categories listed above) that are reported to a campus security authority are included in the annual report.



## G. MADISON POLICE DEPARTMENT

City of Madison Police Department Data for the Edgewood Main Campus and Deming Way Campus. There were no incidents reported during 2017 at the Deming Way Campus. The incidents below are for the main campus.

2017 Madison Police Criminal Offense	Edgewood
Murder	0
Negligent Manslaughter	0
Forcible Sex Offenses	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Larceny/Theft	2
Simple Assault	1
Intimidation	0
Damage/Vandalism	3
<b>Total</b>	<b>6</b>

2018 Madison Police Criminal Offense	Edgewood
Murder	0
Negligent Manslaughter	0
Forcible Sex Offenses	2
Robbery	0
Aggravated Assault	1
Burglary	0
Motor Vehicle Theft	0
Arson	0
Larceny - Theft	2
Simple Assault	1
Intimidation	0
Damage/Vandalism of Property	2
<b>Total</b>	<b>8</b>

<b>Tickets - 2018</b>	<b>Edgewood</b>
Liquor Law Violations	1
Drug Law Violations	0
Illegal Weapons Possessions	0
<b>Total</b>	<b>1</b>

<b>Arrests - 2018</b>	<b>Edgewood</b>
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possessions	0
<b>Total</b>	<b>0</b>

**2019 Note** – We requested Ticket and Arrest information from the Madison Police Department for the year 2019. This request was made on three separate occasions and each time they indicated they were very busy and were unable to provide the information for this report.

## 8. TORNADO AND SEVERE WEATHER PROCEDURES

### A. DEFINITIONS

#### **Tornado Watch**

The weather conditions are right for a tornado to form, although funnel clouds have not yet been spotted.

#### **Tornado Warning**

A Tornado has been sighted, and/or the Dane County Weather Siren and the Campus Siren System are activated and/or the National Weather Service has issued a tornado warning, or campus personnel inform you.

#### **All Clear**

Weather conditions are such that the threat of a tornado is no longer in existence.

### B. WEATHER WATCHES AND WARNINGS

#### **When a Tornado Watch is in Effect:**

1. Monitor weather and radio/local television stations.

#### **When a Tornado Warning is in Effect:**

1. If it appears that a tornado may affect the campus, the Campus Eagle Alert system will be activated, and the campus public address system will be activated under most circumstances.
2. Help direct people into the appropriate stairwells and shelter areas.
3. Once the emergency is officially finished, the public address system will be activated to inform the campus that business may resume.

#### **Weather Warnings**

We encourage you to purchase a NOAA weather radio and/or download an app for your mobile device, to allow you to weather aware.

### C. TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Edgewood College, evacuation drills are used to educate and train occupants on issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the locations of exits and sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of the fire alarm components.

The Edgewood College Security Department, Residence Life Staff and the Campus Safety Office monitor evacuation drills. Reports are prepared by participating departments, which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments or officers for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that take place throughout the year. Residence Life staff members are trained in these procedures and act as a resource for resident students.

Edgewood College conducts announced and unannounced drills and exercises each year and conducts follow-up activities designed for assessment and evaluation of emergency plans and capabilities.

Edgewood College coordinates announced and unannounced evacuation drills each semester, as described above, to test the emergency evacuation response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. Edgewood will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill each calendar year.

The following evacuation procedures should be followed during bomb threats, chemical spills and natural gas leak occurrences.

#### **Bomb Threat / Chemical Spill**

- Call 911.
- Evacuate the building or area.
- Do not re-enter the building until an “all clear” is given.

#### **Natural Gas Leak**

- Evacuate the building or area. Do not use any electrical device, including lights, telephone or the fire alarm.
- Call 911 from a safe area.
- Do not re-enter the building or area until an “all clear” is given.

## **D. 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 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 and seek an interior room until you are told that it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Edgewood ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to

the nearest exit, and use stairs instead of elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If security, 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, including the Edgewood Security Department, Residence Life, or the Campus Assistance Center using the College's emergency notification tools.

### **How to Shelter-in-Place**

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

If you are inside, stay inside 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.

Locate a room to take shelter in. 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 may be necessary.
- Shut and lock all windows (for a tighter seal) and close exterior doors.
- Turn off air conditioners, heaters and fans.
- Close vents to ventilation systems as you are able. College staff will turn off ventilation as quickly as possible.
- Make a list of people with you and ask a staff or faculty member to call the list into the Edgewood Security Department so they know you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions, particularly if the event is weather related.
- Make yourself comfortable

## 9. ANNUAL FIRE SAFETY REPORT

### A. EXPLANATION OF REPORT

The Higher Education Opportunity Act (HEOA) requires two new safety-related requirements on institutions that participate in federal student financial aid programs which follow:

#### **Fire Log**

Edgewood College Security Department is required to keep a fire log that states the nature of the fire, as well as the date, time, and general location of each fire in on-campus student housing facilities. Edgewood College complies with the rule by including all fire-related incidents in the Daily Crime and Fire Log.

#### **Annual Fire Safety Report**

Any college or university with on-campus student housing facilities must publish annually a fire safety report that provides information pertaining to on-campus fire safety practices and standards. Edgewood College complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security and Fire Safety Report. Information contained in this annual fire safety report include: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire related property damage; evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of mandatory supervised fire drills and policies on portable electrical appliances, smoking and open flames. The Annual Security and Fire Safety Report must include three years of data.

#### **Fire Reporting**

If the fire occurs in any building, community members should immediately notify the Dane County 911 Center by dialing 9-1-1. Once that call has been made, the caller should contact Edgewood Security at 608-663-4321.

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Gather outside at the designated area notated in the emergency posting for all facilities. Community members should familiarize themselves with the exits in each building.

At Edgewood College, six residential halls (Siena, Regina, Stevie, Marshall, Dominican, and Weber) are equipped with automatic sprinkler systems and fire alarm systems that are monitored 24 hours a day, seven days a week.

When a fire alarm is activated, the elevators will be recalled to a “safe floor” and will not activate after the alarm is sounded. Occupants should use the stairs to evacuate the building.

## **B. FIRE PROTECTION EQUIPMENT/SYSTEMS**

All residential buildings are equipped with automatic fire detection, alarm and suppression systems. A contracted vendor who will immediately contact the fire department to respond to the incident monitors all facilities.

## **C. EVACUATION PROCEDURES**

If a fire is detected or the fire alarm sounds, evacuate the area. Isolate the fire by closing doors as you leave.

## **D. HEALTH AND SAFETY INSPECTIONS**

Residence Life and the Security Department conducts safety inspections of residence hall rooms each fall and spring. In addition, the College Safety Department conducts safety inspections of all facilities several times a year along with a member of the Madison Fire Department. The inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors. In addition, each room is inspected for the presence of candles, halogen lamps, open coiled appliances, pets, and other prohibited items. Rooms are also inspected for prohibited activities such as smoking in the rooms, removal of door closers, unauthorized door locks, removal of exterior window screens, or tampering with emergency equipment. The inspections also include a general assessment of cleanliness of the room, including food and waste storage. Residents are notified of an upcoming inspection before it occurs.

Conditions warranting follow up are turned over to the Campus Safety Department and Residence Life.

## **E. EMERGENCY EVACUATION DRILLS**

The supervised scheduled drills in the residence halls are facilitated by the College Safety Department in cooperation with assigned college personnel. Various drills are conducted throughout the year to familiarize students, faculty and staff with the Emergency Procedures and individual roles.

A multi-departmental practice fire drill was held on Friday, October 18, 2019. All facilities on campus were evacuated as part of the drill. The drill included the Campus Emergency Response team and the Madison Fire Department.

Weber Hall was chosen as the facility for a simulated fire response drill. The building fire alarm system was activated at 10:35 am. The building was checked and completely evacuated within 3 minutes. The Campus Assistance Center was radioed by security to contact 911. A call was made to the 911 center under practice conditions. An all clear notice was given by the Campus Assistance Center using the Campus Public Address system.

Additional drills and testing of the campus notifications system was conducted in January (2019), March (2019) and August (2019). All emergency notification equipment was reported as in working order.

## F. FIRE AND SAFETY EDUCATION

All first year students receive fire safety training when they arrive at Edgewood College during their orientation period at the beginning of the academic school year. In addition, training is provided to all Residence Life staff at the beginning of the academic school year. The Campus Safety website and this publication serve as an additional resource for educating the campus community.

## G. RESIDENCE HALLS ON CAMPUS

Stevie Hall, Weber Hall, Regina Hall, Dominican Hall, Marshall Hall and Siena Hall

### Fire Systems in Residence Halls

	Siena	Dominican	Weber	Regina	Stevie	Marshall
Fire Alarms Monitored by College	X	X	X	X	X	X
Full Sprinkler System	X	X	X	X	X	X
Smoke Detection System	X	X	X	X	X	X
Fire Extinguisher Devices	X	X	X	X	X	X
Evacuation Plans Placards	X	X	X	X	X	X
Num. of Evacuation Drills Each Year	X	X	X	X	X	X

## H. FIRE DEFINITIONS

### Fire

Rapid oxidation of combustible material accompanied by heat, light and smoke which is found outside its normal appliance whether or not it is extinguished prior to the arrival of emergency personnel.

### Fire-Related Deaths

Numbers of persons who were fatalities of a fire incident, including death resulting from natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (statistics include anyone who dies within one year of injuries sustained because of a fire).

### Fire-Related Injuries

Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders, attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

### Estimated U.S. Dollar Loss Related to Fire Incidents

Estimated total U.S. loss of both contents and structure of property destroyed because of a fire incident. This does not include loss of business.



### **Evacuation Procedures Posted**

When a fire alarm is activated, evacuation is mandatory. Do NOT use elevators, evacuate the building using the nearest available exit and proceed to the building of refuge to begin an accountability and assessment process.

### **Buildings Equipped with Fire Alarm Systems and Smoke Detectors**

Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all residence halls are equipped with these safety features.

### **Buildings Protected with Automatic Sprinkler System Throughout**

Indicates an automatic sprinkler system protects all areas of a building. Please note all residence halls are equipped with sprinkler systems throughout.

## **I. EDGEWOOD POLICIES RELATED TO FIRE SAFETY**

### **Candles/Flammable Materials/Incense**

Candles incense, oil lamps, etc., (anything using a wick or flame or consuming flammable material, including decorative candles, potpourri, simmer pots and Sterno cans), are not allowed in residence hall rooms or apartments. Violators are subject to disciplinary action and confiscation of the material. Storage of volatile materials or other flammables (e.g., gasoline) is not permitted. Objects should not be hung from sprinkler systems or pipes.

### **Electrical Appliances**

#### **Permitted**

Students may utilize electrical appliances in residence halls such as radio, television, personal computer, record player/CD player, coffee pot with automatic shutoff, personal lamp, fan, shaver, portable hair dryer, other personal care appliances, clocks, microwave ovens (not over 1000 watts) and compact refrigerators (not over 4.5 cubic feet).

#### **Not Permitted**

Students may not use heating or cooking appliances with open coils, halogen lights, air conditioners, space heaters, sun lamps, or electric blankets. Toasters, electric frying pans, hot plates, popcorn poppers, pizza ovens, Octopus lights and lamps without a metal shield are also prohibited. Check the student handbook for definitions of approved and prohibited items.

Due to potential fire hazards and power failure caused by overloaded circuits, electrical appliance usage must be limited. When three or more appliances are plugged into one outlet, it is required that students purchase and use UL approved power strips with surge protectors, which have multiple sockets. This helps prevent circuit overload and avoid personal injury and/or destruction of property. When electrical appliances and cords are used, they should be checked to ensure that they are UL approved. Electric extension cords are not to be used in a manner that may create a fire hazard (such as running a cord under a rug or in a place where the insulation may be worn out). Tampering with electrical systems (e.g., installing dimmer switches, ceiling fans, or altering wiring) is prohibited for the safety of residents and for the general upkeep of the building.

### **Fire safety – Evacuation instructions**

All students and guests are expected to respond appropriately whenever a fire alarm is sounded and observe the fire safety guidelines. Violators are subject to a student conduct process. Whenever an alarm is activated/ sounded:

- Leave lights on in the room
- Close and lock the door
- Leave the building using the nearest exit
- Remain outside until staff gives the all-clear sign

### **Smoking Policy**

Smoking, including the use of electronic delivery devices, is prohibited in all campus facilities and buildings, which includes residence halls and resident rooms.

“Electronic delivery device” means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

- Smoking is prohibited within 25 feet of all buildings.
- All building entrances are to be smoke-free.
- It is unlawful to remove or destroy any “No Smoking” sign or to smoke in any “No Smoking” area.

### **Fire Safety Equipment**

Fire extinguishers, fire alarms, smoke detectors, sprinklers, and other fire and safety equipment are placed in the halls for the safety of residents in the building. Misuse of fire and safety equipment is a serious violation of both state and college codes.

### **Fire/Life Safety Inspections**

Throughout the academic school year, a residence life staff member will do a fire/life inspection of your room. Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected to immediately comply. If the violations have not been corrected after the unannounced re-inspections, you will be subject to disciplinary action. Some common violations are as follows:

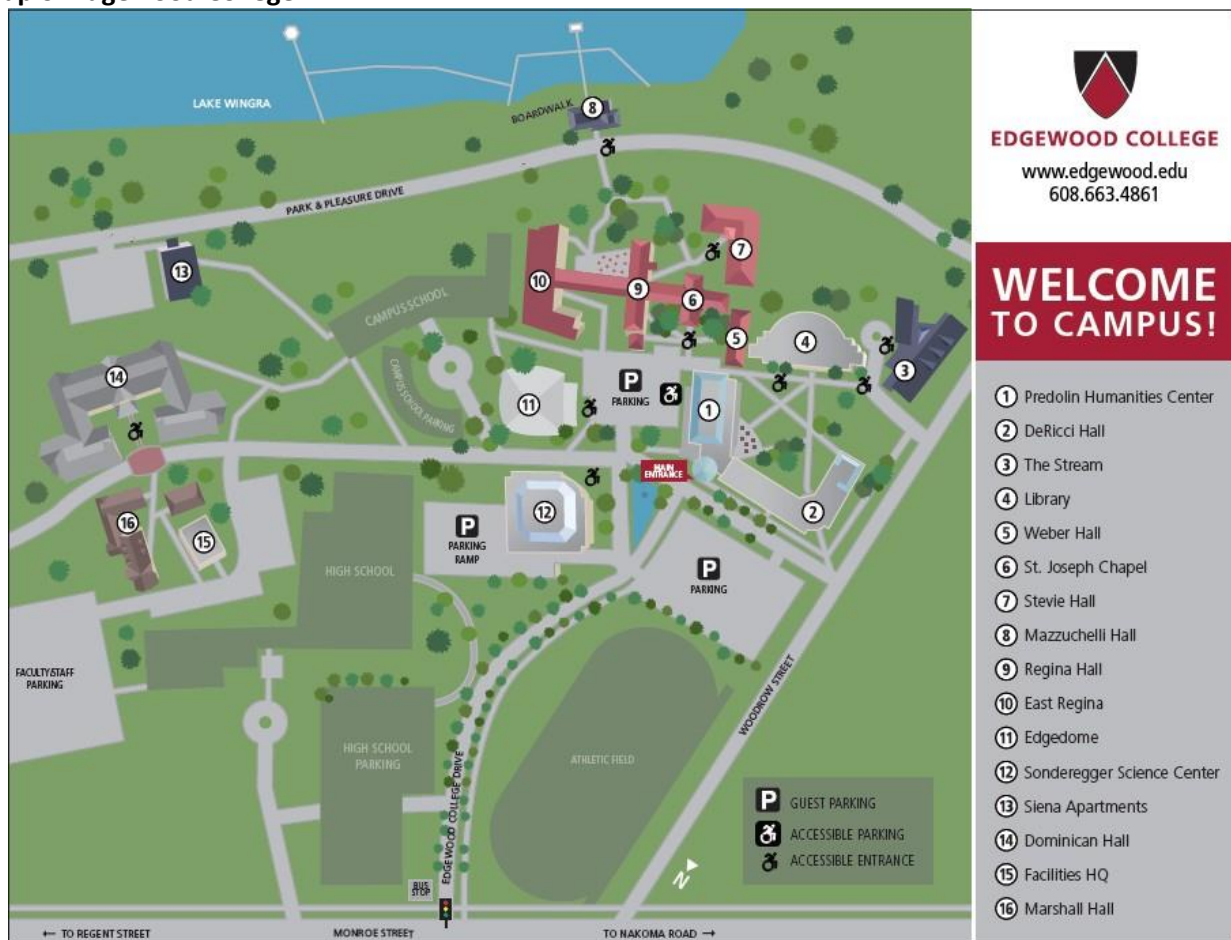
- Extension cords and multi-tap units without a breaker
- Items stored closer than 18 inches from a sprinkler head
- Blocking of electrical panels
- Blocking of egress (exit) pathways

- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with combustible material
- Use of electrical wiring, devises, appliances that are modified or damaged
- Use of portable heater
- Tampering with smoke detector
- Use of halogen lamp/lighting

### Fire Drill Participation

Fire drills are held once a semester for each residential facility. Fire drills are mandatory, supervised evacuations of a building. The Edgewood Safety Director schedules the fire drill. Students who fail to leave the building are turned over to the campus judicial system.

### Map of Edgewood College



## J. TOTAL NUMBER OF FIRES REPORTED IN RESIDENTIAL FACILITIES

	2017	2018	2019
Total Number of Fires	0	0	0
Cause/Type	0	0	0
Number of Injuries	0	0	0
Property Damage \$	0	0	0

List of fires, date, time, cause, injuries (number) deaths (number) value of property damaged, and case numbers.

2017 – No fires 2018 – No fires 2019 – No fires

## K. SOURCES

The statistics for this annual Security and Fire Safety Report were prepared by the Edgewood College Security Department based on information gathered from individuals in the following College offices and local law enforcement authorities: Dean of Students Office, Athletic Department, Student Organizational Directors, Academic Departments, Personal Counseling Services, Health Services, Residence Life, and Human Resources. Information is also gathered from the Madison Police Department, which provides law enforcement services to the College main campus and one satellite campus. We request and receive Clery-related statistics annually from the police department that are included in our Annual Security and Fire Report.



**EDGEWOOD COLLEGE**

1000 Edgewood College Drive

Madison, WI 53711

800.444.4861 | [www.edgewood.edu](http://www.edgewood.edu)