

# **St. Norbert College**

## **2024 COMBINED ANNUAL SECURITY REPORT & FIRE SAFETY REPORT**

### **Introduction**

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of St. Norbert College with information on: the College's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

### **Policy for Preparing the Annual Report**

This report is prepared by the Clery Compliance Officer in cooperation with local law enforcement authorities and includes information provided by them as well as by the College's campus security authorities and various other elements of the College. Each year an email notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting Campus Safety, 306 Third St. De Pere, WI 54115. The College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness.

### **General Safety and Security Policies**

#### **Campus Security Personnel & Relationship with Local Law Enforcement**

The College has a Department of Campus Safety ("Department") whose goal is to provide students, faculty, staff and visitors a safe environment to live, study and work.

St. Norbert College's Campus Safety staff consists of a core of full- and part-time professionals assisted by students. Campus Safety reports to the Vice President for Enrollment Management and Student Success. When a report is filed with Campus Safety, the matter may be referred to one of several offices for appropriate follow-up, especially when special circumstances are present. These offices include, but are not limited to, Health & Wellness Center, Residential Education & Housing, Judicial Affairs, Student Affairs and the De Pere Police Department. In all cases, these matters are handled by professional staff in a way that is sensitive to those involved.

The College does not have any written agreements with local law enforcement agencies, although it works in partnership with the De Pere Police Department and the De Pere Fire Department.

### **Authority of Campus Safety Staff**

Officers of Campus Safety are not sworn law enforcement. St. Norbert College Campus Safety staff have the authority to ask persons for identification and to determine whether individuals have lawful business at St. Norbert College. St. Norbert College Campus Safety staff also have the authority to enforce campus rules and regulations, as well as issue parking tickets, which are billed to financial accounts of students, faculty and staff. Campus Safety officers patrol all campus property as well as the neighborhood immediately adjacent to SNC property. Campus Safety officers do not have powers of arrest. Criminal incidents are referred to the De Pere Police Department or other law enforcement agencies that have jurisdiction on the campus. Campus Safety provides on-campus workspace for De Pere police and holds frequent meetings with law enforcement agencies to exchange crime-related information, reports and statistics. All crime victims and witnesses are encouraged to immediately report any crime to Campus Safety and the De Pere Police Department. Prompt reporting will ensure timely posting of warning notices on campus and timely disclosures of crime statistics.

### **Campus Security Authorities**

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the College's annual report of crime statistics. The campus security authorities to whom the College would prefer that crimes be reported are listed below.

- Campus Safety Office at 920-403-3260
- Residential Education and Housing at 920-403-3360
- St. Norbert College Athletics at 920-337-3181

### **Reporting a Crime or Emergency**

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged when the victim of a crime elects to, or is unable to, make such a report.

### **Report Criminal Incidents**

Members of the college community are encouraged to promptly report emergencies and criminal or suspicious activities to the Campus Safety office, located at 306 Third St., or by calling 920-403-3260. Members of the college community are encouraged to also report emergencies and criminal or suspicious activities to De Pere Police. The non-emergency number is 920-339-4078. For emergencies dial 911. Campus Safety officers are happy to assist in reporting to police when a victim elects to, or is unable to, make such a report.

If a crime is in progress or there is some other situation posing imminent danger, local law enforcement can be reached by dialing 911.

Students, staff, and visitors should also report situations to one of the campus security authorities identified above. Once reported, the individual may also be encouraged to report the situation to the appropriate police agency. If requested, a Campus Safety staff member will assist in making the report to police.

Members of the college community are also encouraged to download the Alertus app on their phones. Alertus is a mobile app that enables community members to use their phones to report non-emergency tips and incidents directly to Campus Safety. Campus Safety encourages students and employees to file reports with the De Pere Police Department, particularly in the aftermath of a serious or sensitive incident.

### **Confidential Reporting**

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

If you are the victim of a crime or breach of college policy, and you do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Safety or designee can file a report on the details of the incident without revealing your identity. De Pere Police are informed of any crime that is reported to Campus Safety. However, this information is in the form of statistical data when the reporting party refuses assistance from the police.

All employees (see exception for confidential resources) of the college have a duty to report Sexual Misconduct to the Title IX Coordinator when they receive a report of or witness such conduct. The report must include all known relevant details of the alleged Sexual Misconduct. If an employee receives a report from an individual who asks to maintain confidentiality, the employee should tell the person that the college will consider the request, but cannot guarantee that the college will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the coordinator of the individual's request for confidentiality.

Anonymous incident reports can also be made by using the "Share a Concern" link on Campus Safety's website.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of you and others. With such information, the college can keep an accurate record of the number of reported incidents involving students, determine whether there is a pattern of crime with regard to the particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. For the purposes of the Clery Act, we will report and disclose without the inclusion of identifying information.

The College encourages its pastoral and professional counselors, if and when they deem it appropriate, to inform the person they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics.

### **Security of and Access to Campus Facilities**

During business hours, St. Norbert College administrative and academic buildings are open to students, parents, employees, contractors, guests and invitees. Exterior doors of residence halls are locked at all times and all are controlled electronically by card-access readers. Students are able to access academic buildings after hours using their card access. These buildings are patrolled by Campus Safety and monitored by video. Resident Hall staff provide residents with information on safety issues through programs, educational bulletin boards, floor meetings and posters. For after hours access contact Campus Safety or REH staff.

The Facilities Department employs a locksmith and great care is taken to ensure keys are issued only to appropriate faculty, staff and students. Campus Safety staff are responsible for the daily locking and unlocking of most of the campus academic and administrative buildings.

### **Security Considerations in the Maintenance of Facilities**

Safety also ranks as a high priority for the college's Facilities Department. St. Norbert College employs its own staff for regular building maintenance and repair of doors, windows, lighting and related safety items. Campus Safety maintains a contact listing for on-call facilities staff and outside contractors for after-hours response to and maintenance of security and/or building systems for all campus facilities.

Safety checks are completed by the Director of Campus Safety, Facilities and REH to identify street or safety lights that are not functioning properly, or to determine if shrubs or other landscaping might need trimming. Maintenance personnel regularly check to ensure there is adequate lighting on pathways and that egress lighting is working in hallways and stairwells.

### **Educational Programs Related to Security Awareness and Prevention of Criminal Activity**

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below. Programs offered include personal safety and self-defense, fire safety, office and vehicular safety, and basic travel safety. While the majority of these offerings target the student population, they are open to members of St. Norbert College as well. Programs that discuss sexual violence are offered to both students and staff at least twice a year to inform the attendees of the process to report incidents of sexual violence and the investigative/adjudicative process.

Students and staff are required to complete an online Title IX training within their first year at SNC. Bystander intervention training is provided for students at the start of the fall semester each year. This training, known as “SNC in 3D,” teaches students how to be active bystanders within their own comfort zones by employing several response options. While this training can be used for a number of issues in which an intervention may be needed, the focus is on the prevention of sexual violence.

Responsible alcohol use and alcohol-alternative programs are designed for students and intended to teach students how to use alcohol responsibly as well as to give students an option for alcohol-free entertainment. Special attention is often given in these programs to the roles that alcohol and drug use can play in safety-related situations. These programs are offered at least once a month during the academic year.

Campus Safety collaborates with other groups such as Residential Education and Housing, the Cassandra Voss Center, and Health and Wellness center in coordinating these programs. Collaborative programming efforts are also made with a variety of student groups, including the Student Government Association and Prevention & Wellness Education (PWE), which is a group of professionals who collaborate to offer preventative programming for the students of SNC. Campus Safety also works closely with the De Pere police and fire departments as well as other law enforcement agencies to provide crime-prevention programs outside the scope of the department.

The Department seeks to provide for the safety and security of all members of the college community through its safety and crime-prevention programs. Programs designed to inform students about campus safety procedures and practices are presented at the start of each academic year for incoming freshmen and transfer students. Staff members are informed of campus safety procedures and practices during their own orientations, which take place several times each year. These programs also encourage students and employees to be responsible for their own security and the security of others. In addition to these programs, the Department of Campus Safety offers information to the college community via email, brochures and educational offerings throughout the year.

### **Off-Campus Efforts**

Although not directly responsible for off-campus security, St. Norbert College Campus Safety works closely with the De Pere Police Department in monitoring and patrolling the neighborhood surrounding the St. Norbert College campus, where many students reside. A listing of St. Norbert College-owned houses where students reside is kept, and patrols of these areas are made on a regular basis. When responding to criminal incidents (both on campus and off) that involve or affect the College, the De Pere Police Department routinely advises Campus Safety for informational and/or follow-up purposes. The College incorporates a concurrent jurisdiction concept whereby off-campus student behavior can be adjudicated through the college’s judicial process. The governing faculty or staff monitors campus events that take place at off-campus locations. These faculty and staff members are asked to report any criminal activity that occurs off campus to Campus Safety for appropriate follow up.

## **Monitoring Off Campus Locations of Recognized Student Organizations**

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

## **Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense**

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

## **Drug and Alcohol Policy**

St. Norbert College is committed to maintaining a work and campus environment free of drug and alcohol abuse in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and unauthorized possession, use, and sale of alcohol by college employees and students on college property or as part of college activities is prohibited. This policy is communicated to students via the student handbook, *The Citizen*.

With very few exceptions, alcohol is not sold at college functions. Exceptions are licensed special events that have the prior approval of the administration.

Applicable laws are strictly enforced, with assistance from the De Pere Police Department when necessary. The College enforces state underage drinking laws as well as federal and state drug laws.

### ***St. Norbert College Alcohol Sanctions***

Violations of the St. Norbert College alcohol policy are of two types: status offenses and non status offenses. Status offenses apply to students under the age of 21 who have consumed or are in possession of alcohol, but are not otherwise causing a disturbance and do not appear to be intoxicated. Nonstatus offenses refer to the acts of individuals of any age who consume alcohol and behave in ways that are harmful to self or disruptive to their community.

Such behaviors can include, but are not limited to: vomiting, slurred speech, difficulty balancing, unconsciousness, aggressive behavior and damage to property. Differentiation between status and nonstatus offenses is based upon the behavior of the individual and the judgment of the college administrator who hears the conduct case.

Reports of alleged policy violation are documented by Campus Safety and/or Residential Education and Housing. The college receives notification of students cited off campus for violations of Wisconsin state law via written reports from the De Pere Police Department. Officials in the greater Brown County community occasionally notify the college regarding violations of Wisconsin alcohol statutes, at their discretion. Students found responsible for violating the college's alcohol policy will be sanctioned according to the guidelines for status and nonstatus offenses, as published in The Citizen.

When determining whether the student or students will be sanctioned as status or nonstatus offenders, administrators who hear a conduct case will consider written reports, a statement provided by the accused student, statements provided by witnesses, and information provided by staff members from Residential Education and Housing and/or Campus Safety who responded to the incident.

### **Expectations of Students Who Can Legally Use Alcohol**

Students of legal age who decide to consume alcoholic beverages must:

- Do so in a responsible, mature fashion.
- Respect and abide by the State of Wisconsin alcohol law as it relates to minors drinking.
- Respect those who decide not to use alcoholic beverages.
- Be proactive role models regarding the proper use of alcoholic beverages

Should an individual or student organization be found responsible for violating the alcohol policy by providing alcohol to or sharing it with underage students, the individual student and/or the student organization will automatically be placed on disciplinary probation. This will occur whether the incident occurs on campus or off campus. Other sanctions to complement the behavioral sanction will be reviewed, to include dismissal of the student or dissolution of the student organization

### **Federal Drug Laws** (updated 08.05.2024)

**Denial of Federal Benefits (21 U.S.C. § 862)** A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

**Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853)** Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

**Federal Drug Trafficking Penalties (21 U.S.C. § 841)** Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, "liquid ecstasy"), or flunitrazepam (or, "rohypnol"), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled

substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university (**21 U.S.C. § 860**) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

**Federal Drug Possession Penalties (21 U.S.C. § 844)** Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at

[www.campusdrugprevention.gov/sites/default/files/2022-07/Federal\\_Trafficking\\_Penalties\\_Chart\\_6-23-22.pdf](http://www.campusdrugprevention.gov/sites/default/files/2022-07/Federal_Trafficking_Penalties_Chart_6-23-22.pdf).

### Drug and Alcohol State Laws

Category	Summary (Wisconsin Statutes)
Possession of Marijuana	Possession of marijuana is prohibited in Wisconsin. Wis. Stat. § 961.41. A first offense is a misdemeanor, resulting in a fine of up to \$1,000 and/or imprisonment up to six months. <i>Id.</i> For a first offense of possession or attempted possession, the court may defer further proceedings and place the person on probation upon terms and conditions. Wis. Stat. § 961.47. Medical marijuana is also illegal. However, an individual may possess a low THC-cannabidiol product (containing less than 0.3% THC) if the individual has certification stating that a licensed physician has prescribed a cannabidiol product to treat a medical condition. Wis. Stat. §§ 961.32; 961.38.
Controlled Substances	Wisconsin has a range of statutes governing controlled substances and their possession and distribution. Wis. Stat. §§ 961.11 – 961.69. No person may possess or attempt to possess a controlled substance or a controlled substance analog unless otherwise authorized. Wis. Stat. § 961.41(3g). The penalty for possession of a controlled substance depends upon factors such as the classification of the controlled substance, any prior offenses, and whether the possession was in or near a public housing project, a jail, a public park, pool, or youth center, or a public, private, or tribal school. <i>Id.</i> ; Wis. Stat. § 961.495. The penalty for possessing or attempting to



Category	Summary (Wisconsin Statutes)
	<p>possess a controlled substance included in schedule I or II, which is a Class I felony, is a fine of up to \$10,000, imprisonment of up to 3.5 years, or both. Wis. Stat. § 939.50. For certain possession offenses, the court will require an assessment of the person’s use of controlled substances and, if appropriate, develop a proposed treatment plan. Wis. Stat. §§ 961.472, 961.475. It is also illegal to acquire or obtain possession of a controlled substance by misrepresentation, fraud, forgery, deception, or subterfuge, which is a Class H felony punishable by a fine of up to \$10,000, imprisonment of up to six years, or both. Wis. Stat. §§ 961.43, 939.50. Manufacture, distribution, or delivery is also prohibited. Wis. Stat. § 961.41.</p> <p>As an example, possession of more than 50 grams of heroin is punishable by a fine not to exceed \$100,000, imprisonment not to exceed 40 years, or both. Wis. Stat. §§ 961.41, 939.50.</p>
Alcohol and Minors	<p>It is a violation for an underage person to procure or attempt to procure alcoholic beverages, to possess or to consume alcoholic beverages on a licensed premise, or to falsely represent their age for the purpose of receiving an alcoholic beverage. Wis. Stat. § 125.07. In addition, no underage person may knowingly possess, transport, or have under their control any alcoholic beverage in any motor vehicle. Wis. Stat. § 346.93.</p>
Driving Under the Influence (DUI)	<p>It is illegal for a person to drive or operate a motor vehicle with a blood alcohol concentration of 0.08% or more per 100 milliliters of blood or 0.08 grams or more of alcohol in 210 liters of breath. Wis. Stat. §§ 340.01, 346.63. A first offense results in a fine of \$150–\$300 and suspension of driver’s license from 6–9 months. The penalties increase for additional offenses. Wis. Stat. §§ 346.65, 343.30.</p>

### **Drug and Alcohol Abuse Prevention Program**

St. Norbert College offers alcohol and other drug programming, counseling, assessments, referrals, an employee assistance program, the dissemination of informational materials, support groups and mandatory programming attendance for violators of alcohol and other drug violations.

In accordance with the Drug-Free Schools and Communities Act of 1989, the Drug and Alcohol Abuse Prevention Program (DAAPP) is distributed to all campus faculty, staff and students annually, and is found on the Consumer Information Disclosures page of the St. Norbert College website. A copy of the DAAPP can be found at: [DAAPP program overview](#). A biennial review was completed in 2024; a review is conducted every even-numbered year. Contact James Sundstrom at 920-403-3952 for more information.

St. Norbert College is proud to offer Safe Colleges as part of our orientation program. Safe Colleges, a comprehensive online college health suite, is a research-based initiative that is supported by the National Institutes of Health (NIH). Safe Colleges features online courses about alcohol and drugs that are used in schools nationwide as a requirement for first year students. Providing online education through a flexible interactive design, the Safe Colleges courses teach students about alcohol, drugs and other addictive substances. The goal of the course is to increase students’ knowledge, decrease harmful behaviors, and provide information to help students make good decisions.

St. Norbert College requires first year students to complete the Safe Colleges online alcohol/prescription drug/ sexual misconduct courses.

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

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Policy Against Harassment/Discrimination and Complaint Resolution Overview:  
<https://www.snc.edu/titleix/docs/sexual-misconduct-policy.pdf>
- Complaint Resolution Procedures for Students:  
<https://www.snc.edu/titleix/docs/student-sexual-misconduct-procedure.pdf>
- Complaint Resolution Procedures for Employees:  
<https://www.snc.edu/titleix/docs/employee-sexual-misconduct-procedure.pdf>

The following sections of this report discuss the College's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

### **Primary Prevention and Awareness Program:**

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

### **Crime Definitions**

<b>Crime Type (Wisconsin Statutes)</b>	<b>Definitions</b>
Dating Violence	The institution has determined, based on good-faith research, that Wisconsin law does not define the term dating violence.
Domestic Violence	The institution has determined, based on good-faith research, that Wisconsin law does not define the term domestic violence. However, Wisconsin law defines the following in its criminal statutes: <ul style="list-style-type: none"> <li>• Domestic Abuse (Wis. Stat. § 968.075): “Domestic abuse” means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common: (1) Intentional infliction of physical pain, physical injury or illness; (2) Intentional impairment</li> </ul>

Crime Type (Wisconsin Statutes)	Definitions
	<p>of physical condition; (3) [Violation of Wisconsin's sexual assault statutes]; (4) A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subd. 1, 2, or 3.</p>
Stalking (Wis. Stat. § 940.32)	<ul style="list-style-type: none"> <li>• Whoever meets all of the following criteria is guilty of a Class I felony: (a) The actor intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household; (b) The actor knows or should know that at least one of the acts that constitute the course of conduct will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household; (c) The actor's acts cause the specific person to suffer serious emotional distress or induce fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.</li> <li>• Whoever meets all of the following criteria is guilty of a Class I felony: (a) After having been convicted of sexual assault under s. 940.225, 948.225, 948.02, 948.025, or 948.085, or a domestic abuse offense, the actor engages in any of the acts listed [below under the definition of “course of conduct”], if the act is directed at the victim of the sexual assault or the domestic abuse offense; (b) The actor knows or should know that the act will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household; (c) The actor's act causes the specific person to suffer serious emotional distress or induces fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.</li> <li>• As used above, “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: (1) Maintaining a visual or physical proximity to the victim; (2) Approaching or confronting the victim; (3) Appearing at the victim's workplace or contacting the victim's employer or coworkers; (4) Appearing at the victim's home or contacting the victim's neighbors; (5) Entering property owned, leased, or occupied by the victim; (6) Contacting the victim by telephone, text message, electronic message, electronic mail, or other means of electronic communication causing the victim's telephone or electronic device or any other person's telephone or electronic device to ring or generate notifications repeatedly or continuously, regardless of whether a conversation ensues; (6m) Photographing, videotaping, audiotaping, or, through any other electronic means,</li> </ul>

Crime Type (Wisconsin Statutes)	Definitions
	<p>monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs; (7) Sending to the victim any physical or electronic material or contacting the victim by any means, including any message, comment, or other comment posted on any Internet site or web application; (7m) Sending to a member of the victim's family or household, or any current or former employer of the victim, or any current or former coworker of the victim, or any friend of the victim any physical or electronic material or contacting such person by any means including any message, comment, or other content posted on any Internet site or web application for the purpose of obtaining information about, disseminating information about, or communicating with the victim; (9) 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; (10) Causing a person to engage in any of the acts described in subs. 1 to 9.</p>
Sexual Assault	<ul style="list-style-type: none"> <li>• First Degree Sexual Assault (Wis. Stat. § 940.225(1)): Whoever does any of the following is guilty of a Class B felony: (a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person; (b) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon; (c) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence; (d) Commits a violation under sub. (2) against an individual who is 60 years of age or older. This paragraph applies irrespective of whether the defendant had actual knowledge of the victim's age. A mistake regarding the victim's age is not a defense to a prosecution under this paragraph.</li> <li>• Second Degree Sexual Assault (Wis. Stat. § 940.225(2)): Whoever does any of the following is guilty of a Class C felony: (a) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence; (b) Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim; (c) Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition; (cm) Has sexual contact or</li> </ul>

Crime Type (Wisconsin Statutes)	Definitions
	<p>sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent; (d) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious; (f) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.</p> <ul style="list-style-type: none"> <li>• Third Degree Sexual Assault (Wis. Stat. § 940.225(3)): <ul style="list-style-type: none"> <li>(a)Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. (b)Whoever has sexual contact in the manner described in [the second and third bullet points under the definition of “sexual contact” below] with a person without the consent of that person is guilty of a Class G felony. <ul style="list-style-type: none"> <li>○ “Sexual contact” means any of the following (Wis. Stat. § 940.225(5)(b): <ul style="list-style-type: none"> <li>▪ 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 under s.940.19(1): (a) 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; (b) 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. (c) Touching by the complainant of the ejaculate, urine, or feces of any person upon the intentional instructions of the defendant, upon the use or threat of force or violence by the defendant, or upon an intentional act of the defendant.</li> <li>▪ Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant's instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant</li> </ul> </li> </ul> </li> </ul> </li> </ul>

Crime Type (Wisconsin Statutes)	Definitions
	<p>or for the purpose of sexually arousing or gratifying the defendant.</p> <ul style="list-style-type: none"> <li>▪ For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant's body, whether clothed or unclothed.</li> </ul> <ul style="list-style-type: none"> <li>• Fourth Degree Sexual Assault (Wis. Stat. § 940.225(3m)): Except as provided in [the third degree sexual assault statute], whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.</li> <li>• First Degree Sexual Assault of a Child (Wis. Stat. § 948.02(1)): <ul style="list-style-type: none"> <li>a. Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years and causes great bodily harm to the person is guilty of a Class A felony.</li> <li>a. Whoever has sexual intercourse with a person who has not attained the age of 12 years is guilty of a Class B felony.</li> <li>b. Whoever has sexual intercourse with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony.</li> <li>c. Whoever has sexual contact with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony if the actor is at least 18 years of age when the sexual contact occurs.</li> <li>d. Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years is guilty of a Class B felony.</li> </ul> </li> <li>• Second Degree Sexual Assault of a Child (Wis. Stat. § 948.02(2)): Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 16 years is guilty of a Class C felony.</li> </ul>
Rape, Fondling, Incest, Statutory Rape	<p>For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Wisconsin law are as follows:</p> <ul style="list-style-type: none"> <li>• Rape: The institution has determined, based on good-faith research, that Wisconsin law does not define the term rape. Such offenses are generally prosecuted under the state’s Sexual Assault statute (Wis. Stat. § 940.225).</li> <li>• Fondling: The institution has determined, based on good-faith research, that Wisconsin law does not define the term fondling.</li> <li>• Incest (Wis. Stat. § 944.06): Whoever marries or has nonmarital sexual intercourse, as defined in Section 948.01(6) with a person he or she knows is a blood relative and such relative is in fact</li> </ul>

<b>Crime Type (Wisconsin Statutes)</b>	<b>Definitions</b>
	<p>related in a degree within which the marriage of the parties is prohibited by the law of this state is guilty of a Class F felony.</p> <ul style="list-style-type: none"> <li>• Statutory Rape: The institution has determined, based on good-faith research, that Wisconsin law does not define the term statutory rape. Such offenses are generally prosecuted under the state’s “sexual intercourse with a child age 16 or older” (Wis. Stat. § 948.09) or “sexual assault of a child” (Wis. Stat. § 948.02) statutes.</li> </ul>
Consent (as it relates to sexual activity)	<p>Under Wis. Stat. § 940.225(4), “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. Consent is not an issue in alleged violations of sub. (2) (c), (cm), (d), (g), (h), and (i) [of the sexual assault laws set forth at Wis. Stat. § 940.225]. The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11(2): (b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct; (c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.</p> <p>Also, under Wis. Stat. § 939.22(48), “without consent” means no consent in fact or that consent is given for one of the following reasons: (a) Because the actor put the victim in fear by the use or threat of imminent use of physical violence on the victim, or on a person in the victim's presence, or on a member of the victim's immediate family; or (b) Because the actor purports to be acting under legal authority; or (c) Because the victim does not understand the nature of the thing to which the victim consents, either by reason of ignorance or mistake of fact or of law other than criminal law or by reason of youth or defective mental condition, whether permanent or temporary.</p>

**College Definition of Consent**

The College uses the following definition of consent in its Policy Against Harassment/Discrimination and Complaint Resolution Overview when determining whether acts of sexual violence, including sexual assault, has occurred:

Consent is a key element in determining whether or not sexual contact or intercourse is a violation of this policy. In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Consent is sexual permission.

The following are important aspects of the definition of “consent” for the purposes of this policy:

1. Consent is active, not passive.
2. Silence, in and of itself, cannot be interpreted as consent.
3. Consent means mutually understood words or actions indicating a freely given, informed agreement to engage in a particular sexual activity with a specific person or persons. Consent must be voluntarily given and cannot be the result of coercion.

A person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent. A person's manner of dress does not constitute consent. A person's consent to past sexual activity does not constitute consent to future sexual activity. A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. A person can withdraw consent at any time.

4. A person cannot consent to sexual activity if that person is unable to understand the nature, fact, or extent of the activity or give knowing consent due to circumstances, including without limitation the following:
  - The person is incapacitated due to the use or influence of alcohol or drugs;
  - The person is asleep or unconscious;
  - The person is under the age of consent;
  - The person is incapacitated due to mental or physical disability.
  - To be found responsible in a case involving a Complainant who could not consent to sexual activity, the Respondent must have known, or should have known, the Complainant was unable to understand the nature of the sexual activity or give knowing consent due to the circumstances. "Should have known" is determined using an objective, reasonable person standard. That is, would a reasonable person have recognized that the Complainant could not consent to the sexual activity.

Additionally, the following definitions must be considered when evaluating consent:

1. Coercion - Coercion is direct or implied threat of force, violence, danger, hardship, or retribution sufficient to persuade a reasonable person of ordinary susceptibility to perform an act which otherwise would not have been performed or acquiesce in an act to which one would otherwise not have submitted. Coercion can include unreasonable and sustained pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. When a person makes it clear that the person does not want to engage in sexual activity, that the person wants to stop, or that the person does not want to go past a certain point of sexual interaction, continued pressure beyond that point may be coercive.
2. Force - The use of physical violence and/or physical intimidation to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce acquiescence. For example, the following statements represent the use of force: "Have sex with me or I'll hit you." "Okay, don't hit me; I'll do what you want." There is no requirement that a person resists a sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
3. Incapacitation - Incapacitation is a state where an individual cannot make an informed and rational decision to consent to engage in sexual activity because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why or how" of the sexual interaction) and/or is physically or mentally helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual activity is occurring. Incapacitation can only be found when the respondent knew or should have known that the complainant was incapacitated when viewed from the position of



a sober, reasonable person. One's own intoxication is not an excuse for failure to recognize another person's incapacitation.

### **Risk Reduction**

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor "NO" clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be cognizant of alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make people vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating "rape drug" like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.
- Don't make assumptions about the other person's consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don't take advantage of someone who is drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of someone that is abusive. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; "playful" use of force during sex.

### **Bystander Intervention**

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don't hesitate to contact the police or Campus Safety.

### **Other Information Covered by the PPAP**

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

### **Ongoing Prevention and Awareness Campaign:**

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

### **PPAP and OPAC Programming Methods**

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to: presentations, online training modules, distribution of written materials, periodic email blasts, and guest speakers. A summary of this programming is provided below.

- New students receive education on the prevention of dating violence, domestic violence, sexual assault, and stalking through a presentation by the Title IX, Student Judicial Affairs, and Campus Safety during orientation.
- New students receive bystander intervention training through a presentation by Health & Wellness Services during orientation.
- All students are required to complete an annual online training module regarding prevention and attention to topics of sexual assault, dating violence, domestic violence, and stalking.

- All employees are required to complete an annual online training module; new employees complete this module upon hire, and temporary employees are provided a brief in-person training on the topic as well.
- As part of its ongoing campaign, the College uses a variety of strategies, such as in-person presentations by the Title IX and Compliance office, sexual assault prevention/support organizations, emails blasts with pertinent information, Vector Solutions online training content, and more. While programming occurs throughout the year, the College also offers educational sessions and literature in coordination with nationally recognized observances such as Sexual Assault Awareness Month, Dating Violence Awareness Month and Domestic Violence Awareness Month.

### **Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:**

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Campus Safety Department at 920-403-3260. You may also contact the College's Title IX Coordinator at 920-403-3210 during business hours if you would like to seek resources and/or make a report.

Victims will be notified in writing of the procedures to follow, including:

1. 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).
2. 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.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. 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.

### **Preservation of Evidence and Forensic Evaluation**

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. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at St. Vincent Hospital, 835 S. Van Buren St., Green Bay, WI 54301.

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

### **Security/Law Enforcement & How to Make a Police Report**

- Campus Safety 920-403-3260
- De Pere Police Department, 920-339-8070, 335 S. Broadway St. De Pere, WI, 54115.

- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

### **Information about Legal Protection Orders**

In Wisconsin, victims may obtain a Restraining Order, which provides protective relief for victims of domestic violence, stalking, or sexual assault. You start the process by requesting papers for a temporary restraining order (TRO). These papers are called the petition. The person completing the petition is called the petitioner. The person you file against is called the respondent. Once you file a TRO petition, the court decides whether or not to issue a TRO based on the information you write in the petition. If the court grants the TRO, the court will schedule a hearing for you to come back to court within 14 days. This hearing is called an injunction hearing. At that hearing you will ask the court to order a final order of protection, which is called an injunction. An injunction can be granted for up to 2 years for child abuse, and up to 4 years for domestic abuse, harassment, and individuals at risk.

Additional information about the orders may be found at:

<https://www.doj.state.wi.us/ocvs/victim-rights/restraining-orders>.

- A petition for a Temporary Restraining Order can be filed with the Brown County Clerk of the Circuit Court, 100 S. Jefferson St., Green Bay, WI 54205; 920-448-4155. More information is available here: <https://www.co.brown.wi.us/departments/?department=6b052f1617e8>.
- Information about obtaining a Restraining Order in Wisconsin can be found at <https://s3-us-east-2.amazonaws.com/wcasa/old-website-resources/Restraining%2BOrders%2Bfor%2BSexual%2BAssault%2BVictims2014.pdf> and [http://s3-us-east-2.amazonaws.com/edaw-webinars/wp-content/uploads/2018/11/14175257/II-C\\_1Restraining\\_Order\\_Grid-June2016aynXEV.pdf](http://s3-us-east-2.amazonaws.com/edaw-webinars/wp-content/uploads/2018/11/14175257/II-C_1Restraining_Order_Grid-June2016aynXEV.pdf).
- The circuit court clerk's office can provide the necessary forms and may assist in completing the forms. Forms may also be found online at: <https://www.wicourts.gov/forms1/circuit/index.htm>. A victim should be prepared to present documentation and/or other forms of evidence when filing for a restraining order.

Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order. When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

The College will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and Campus Safety and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the College will take all reasonable and legal action to implement the order.

The College does not issue legal orders of protection or restraining orders. However, as a matter of institutional policy, the College may impose a no-contact order between individuals in appropriate circumstances. If information available leads to a reasonable conclusion that an

individual is likely to cause substantial harm to any member of the campus community the College may also remove that individual from campus, whether or not that individual is a part of the campus community or not. A person found to be in violation of a no-contact order may be referred to the local law enforcement agency and recommended for arrest or criminal charges.

### **Available Victim Services:**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

### **College Resources**

- Health & Wellness Center, 920-403-3266
- Ordained Clergy, 920-403-3011
- Center for Global Engagement, 920-403-3494
- Student Financial Aid – Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The College's financial aid website can be found at:  
<https://www.snc.edu/financialaid/>

### **State/Local Resources**

- St. Vincent Hospital, 835 S. Van Buren St., Green Bay, WI 54301
- Brown County Crisis Center, 920-436-8888, 300 Crooks St., Green Bay, WI, 54301
- Brown County Sexual Assault Center, 920-436-8899, 300 Crooks St., Green Bay, WI 54301
- Wisconsin State Law Library: <http://wilawlibrary.gov/topics/assist.php>
- The Golden House. 920- 435-0100, 1120 University Ave. Green Bay WI 54302
- <https://legalaction.org/>

### **National Resources**

- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673
- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org/>
- US Dept. of Justice Office on Violence Against Women: <https://www.justice.gov/ovw>
- National Coalition Against Domestic Violence: <http://www.ncadv.org/>
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>
- U.S. Citizenship and Immigration Services: <https://www.uscis.gov/>
- Immigration Advocates Network: <https://www.immigrationadvocates.org/>

## **Accommodations and Protective Measures:**

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim 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 920-403-3210, and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective 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 alleged perpetrator 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 victim 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. Such decisions will be made by the College in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

## **Procedures for Disciplinary Action:**

Allegations of domestic violence, dating violence, sexual assault, or stalking will be processed through the Complaint Resolution Procedures for the appropriate party, under the College's Policy Against Harassment/Discrimination and Complaint Resolution Overview.

The complainant resolution procedures are invoked once a formal, written, and signed report is made to one of the following individuals:

### **Title IX Coordinator**

Heather Butterfield

Assistant Vice President of Human Resources

920-403-3210

Main Hall Suite 11

[heather.butterfield@snc.edu](mailto:heather.butterfield@snc.edu)

### **Deputy Title IX Coordinator**

Joe Totman Ed.D.

Assistant Vice President for Student Affairs & Residential Education and Housing

920-403-1322

Todd Wehr Hall room 315

[Joe.totman@snc.edu](mailto:Joe.totman@snc.edu)

An electronic form available at [http://cm.maxient.com/reportingform.php?StNorbertCollege&layout\\_id=21](http://cm.maxient.com/reportingform.php?StNorbertCollege&layout_id=21) can also be used to file an initial intake. This initial intake may be filed with any of the Coordinator/Deputy Coordinator listed above, or to:

### **Campus Safety**

920-403-3260

306 Third St.

De Pere WI 54115

Once a formal complaint has been filed, the Title IX Coordinator will commence the investigatory process as soon as practicable. The Title IX Coordinator and/or designee will analyze the complaint and notify the respondent that a complaint has been filed using the Notice of Complaint, Allegations and Investigations (NOIA) form.

For student respondents, the following procedure will be followed in instances of *Title IX Sexual Harassment* and *Other Prohibited Conduct* violation allegations where an investigation/hearing is selected. For employee respondents, the following procedure will be followed in instances of *Title IX Sexual Harassment*. A separate but related procedure will take place for employee-related instances of *Other Prohibited Conduct*.

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. The investigator(s) will then prepare an investigation report outlining the details of the case. Both parties will have ten (10) days to review the investigation report before it is finalized, with an ability to provide feedback to the investigator(s).

A prehearing conference will take place at least ten (10) days prior to the live hearing, with the appropriate College administrator, meeting separately with the parties to discuss their rights at the hearing, share what will take place, and answer questions. A live hearing will take place to determine, by a preponderance of evidence, whether or not the alleged violations occurred. The complainant and respondent will each have an opportunity to share their statements about the incident being investigated and will be cross examined by the advisor of the opposite party.

After reviewing all evidence, including statements from the hearing, the hearing officer will make a determination about the allegations. Both parties will receive notification of the

outcome within five (5) business days. Both parties have an equal opportunity to appeal the determination by filing a written appeal within five (5) business days of being notified of the outcome of the investigation. An appeals officer will make a determination within 5 (five) business days or sooner.

For employee related instances of *Other Prohibited Conduct*, a separate but similar process exists for investigating and adjudicating all other sex and gender discrimination/harassment allegations, although there is not a requirement for a live hearing (including cross examination) as part of the grievance process. Respondents may request a live hearing even if one is not required. The only difference in procedure for allegations of employee-related *Other Prohibited Conduct* is that a determination of responsibility will be made based on the investigation report, and not through a live hearing (unless one is requested by the respondent). The relevant anticipated timelines are the same.

The College strives to complete the full grievance process in a timely, thorough manner. For full procedural breakdown for students, visit <https://www.snc.edu/titleix/docs/student-sexual-misconduct-procedure.pdf>. For full procedural breakdown for employees, visit <https://www.snc.edu/titleix/docs/employee-sexual-misconduct-procedure.pdf>.

For students and employees who select informal resolution, through the College's *Alternative Resolution* procedures, the outlined policy and procedures for alternative resolution will commence. Alternative resolution may be used in lieu of formal investigation and hearing procedures.

Alternative resolution is a voluntary, remedies-based, structured process under the college's *Policy Against Harassment/Discrimination and Complaint Resolution Overview* and related *Complaint Resolution Procedures*. Alternative resolution is generally designed to allow a respondent to acknowledge harm and take responsibility for repairing harm (to the extent possible) experienced by the complainant and/or the college community. Informal resolution is also designed to eliminate the prohibited conduct, prevent its recurrence, and remedy its effects in a manner that meets the needs of the complainant while maintaining the safety of the campus community.

When appropriate and agreed upon by each party, the college's Informal Resolution process utilizes the following opportunities for resolving formal complaints of the *Policy Against Harassment/Discrimination and Complaint Resolution Overview*:

- Shuttle negotiation, where parties meet with a facilitator individually and engage in brainstorming solution-oriented outcomes in response to the formal complaint through the facilitator.
- Facilitated dialogue, where parties participate together in a facilitated, constructive conversation, focused on the impact of one's actions on the other party.
- Restorative justice circle, which provides an opportunity for community members to come together to address harmful behavior in a process that explores harms and needs, obligations, and necessary engagement.



- Ongoing supportive measures assignment, where the Title IX Coordinator resolves the matter informally by providing long-term supportive measures for both Parties to remedy the situation.
- An acceptance of responsibility, where the respondent takes responsibility for the alleged policy violations and accepts relevant disciplinary sanction(s).

Alternative resolution is not an option when the Title IX Coordinator and/or Title IX Deputy Coordinator determines a situation is not eligible for alternative resolution. Alternative resolution may be offered at different points in resolving a formal complaint, at the discretion of the Coordinator/Deputy Coordinator, such as with the issuance of an NOIA (Notice of Complaint, Investigation and Allegations) or after an investigation has been completed.

The following standards apply to any alternative resolution method that is utilized:

1. The alternative process can only be used with both parties' voluntary cooperation after receiving a full disclosure of the allegations and their options for formal resolution, and with appropriate involvement by the institution (e.g., the Title IX Coordinator);
2. The complainant will not be required to "work out" the problem directly with the respondent.
3. Either party may terminate the alternative process at any time and elevate the complaint to the formal investigation/hearing procedures; and
4. With the agreement of the parties involved and the college, a complaint may be alternatively resolved at any stage of these procedures.

Prior to commencing the alternative resolution process, the Title IX Coordinator will transmit a written notice to the parties that:

- Describes the parameters and requirements of the alternative resolution process to be utilized.
- Identifies the individual responsible for facilitating the alternative resolution (who may be the Title IX Coordinator, another college official, or a suitable third-party);
- Explains the effect of participating in alternative resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the formal complaint; and
- Explains any other consequence resulting from participation in the alternative resolution process, including a description of records that will be generated, maintained, and/or shared.

If an alternative resolution is reached, it will be documented in writing and signed by both parties. Because alternative resolution is a voluntary and mutually agreeable process, a resolution reached via these alternative means cannot be appealed. Alternative resolution is not allowed in cases of employee Sexual Harassment of a student or in the absence of a formal complaint. The college cannot require people to consent to alternative resolution as a condition of their employment or enrollment with the college.

## **Rights of the Parties in an Institutional Proceeding:**

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
  - A prompt, fair and impartial process is one that is:
    - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
    - Conducted in a manner that:
      - Is consistent with the institution's policies and transparent to the accuser and the accused.
      - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
      - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
    - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
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 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. Some of the training attended included (but is not limited to):
    - ATIXA Title IX Coordinator / Investigator Certificate Training
3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution 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.
4. Have the outcome determined using the preponderance of the evidence standard.
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.

## **Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses:**

Following a final determination in the institution's disciplinary proceeding that dating violence, domestic violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include:

- Formal Warning
- Residential probation
- Disciplinary probation
- Suspension
- Expulsion
- Administrative hold for unresolved sanctions
- Alcohol/Drug assessment
- Behavioral contract
- Community service
- Counseling/psychological services
- Educational conversation
- Educational sanctions
- Fines
- Removal from a living unit
- Restitution
- Revocation of admission and/or degree
- Withholding degree
- (for employees) Administrative leave without pay
- (for employees) Termination.

An employee may be suspended for any length of time determined appropriate by the Director of Human Resources. Following a suspension, the individual will be required to meet with the Vice President for Enrollment Management and Student Success (student) or Assistant Vice President of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the College can make available to the complainant and respondent a range of accommodations and protective measures at any point in the process. They include: ongoing institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, and more.

### **Publicly Available Recordkeeping:**

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

## **Victims to Receive Written Notification of Rights:**

When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

## **Sex Offender Registration Program:**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Heather Butterfield Title IX Coordinator at 920-403-3210. State registry of sex offender information may be accessed at the following link :<https://appsdoc.wi.gov/public>

## **Timely Warnings and Emergency Response**

### **Timely Warnings**

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Vice President for Enrollment Management and Student Success and the Director of Campus Safety constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Campus Safety, 920-403-3260

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

### **Emergency Response**

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response.

Students, staff and visitors are encouraged to notify the Campus Safety at 920-403-3260 of any emergency or potentially dangerous situation.

It is the responsibility of the Vice President for Enrollment Management and Student Success or a designee to determine when a situation should be deemed a significant emergency. In those cases, the Vice President for Enrollment Management and Student Success or a designee will determine the appropriate segments of the campus community to receive a notification. The Vice President for Enrollment Management and Student Success or a designee will consult with other relevant campus leaders (may include: President, Director of Communications, Director of Campus Safety, Asst. VP for Student Affairs and Residential Education and Housing), make a final determination about the content to be conveyed, and initiate the notification system. As the event unfolds, or when the threat is mitigated, the Vice President for Enrollment Management and Student Success or a designee will work with Campus Safety to send further instruction messages or an “all clear” message.

St. Norbert College has a multi-tiered emergency notification system that allows St. Norbert College administrators to contact the college community within minutes via voice, email, text messaging, loudspeakers, emergency beacons, a computer-interrupt system and television monitors. It is our belief that thorough and rapid notification is one of the best protections available for members of our campus community.

In addition to telephone communication, the campus is equipped with several loudspeakers that will emit an audible message notifying the community of an emergency. Emergency beacons and digital monitors are placed in various areas of campus that will display the emergency alert, and a computer-interrupt system will send the message to every computer screen (registered laptops included) that is logged into the college network. This multi-tiered system is designed with the intention of reaching every person on campus in the event of an emergency.

The success of the system depends on the community receiving timely information. With this system, members of the St. Norbert College community will receive an emergency telephone message on their cell phone. The technology used allows for cell phones to be notified first in the event of an emergency. Students’ cell phone numbers are automatically added to the system when they are registered as students. Campus Safety recommends that faculty and staff log in to their Workday account and under Personal Information add cell phone numbers to their contact information.

When an emergency becomes known, a warning will be sent to the entire St. Norbert College community. Campus Safety makes every effort to confirm the threat before sending out an alert; however, if the threat is severe, a warning will be sent out as a precautionary measure while the investigation continues. All emergency notification warnings will identify that the message is from St. Norbert College, list the date, include a description of the threat and give recommendations for safety measures. Once the threat is confirmed, a second message may be sent to update the community on safety measures that should be taken. When the threat is mitigated, an “all clear” message will be sent.

Response to emergencies can generally be grouped into two categories. The first is “evacuation,” and the second is “shelter in place.” In the event of an emergency, the institution will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the emergency notification system: the

exception being, if issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate an emergency. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or visitors to campus, the SNC community will be given instructions on the safest response to the emergency.

The Director of Campus Safety will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened. If deemed necessary, the college's Director for Campus Safety will notify local law enforcement of the emergency, if they are not already aware of it, and local media outlets so the larger community outside the campus will be aware of the emergency.

Every potential emergency requires a unique response. St. Norbert College Campus Safety is available 24 hours a day, seven days a week. In addition to Campus Safety, St. Norbert College works closely with the De Pere Police Department and the De Pere Fire Department for their assistance in the event of an emergency. St. Norbert College also has partnerships with the City of De Pere Health Department, the Brown County Health Department and other organizations whose assistance will help mitigate an emergency.

**Methods for Issuing Timely Warnings and Emergency Notifications**

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

Method	Sign Up Instructions
Verbal in person	n/a
Building speakers, where applicable	n/a
Fire alarms	n/a
CENS message - (Campus Emergency Notification System) – Telephone – Email – Cell phone – Text via cell phone	<p>Students: To review your campus emergency phone numbers, visit Knightline.</p> <ol style="list-style-type: none"> <li>1. Access your <a href="#">Personal Information</a> by clicking on My Profile in the Personal Information menu</li> <li>2. Scroll down to the Phone Number section.</li> <li>3. Review the Campus Emergency CellPhone 1 &amp; Campus Emergency TextLine 1 phone number(s) listed. Note: The "Campus Emergency TextLine 1" number is the fastest way for our emergency notification system to send you the emergency message. If you don't see a "Campus Emergency TextLine 1" listed, follow step 4.</li> <li>4. To add or edit a phone number, please submit a written request to the registrar's office.</li> </ol> <p>Employees: To review and/or change your campus emergency phone numbers, see the <a href="#">Update CENS Phone #</a> job aid.</p>
CENS message (Campus Emergency Notification)	n/a

<b>Method</b>	<b>Sign Up Instructions</b>
System) – Computer interrupt system – Television monitors	
Verbal using loud speakers	n/a

### **Testing & Documentation**

Fire drills are conducted in every residence halls twice a year. These drills require a complete evacuation of the building and will test and evaluate the response to a fire alarm. Tests of the Campus Emergency Notification System are conducted twice a year, once each semester. Tabletop exercises and emergency response drills are performed annually with targeted groups in order to assess emergency plans and capabilities. Before each test of the emergency notification system or an emergency drill, an email announcement is sent to inform the SNC community. These include emergency response information as well as evacuation procedures. The Director of Campus Safety maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employees information to remind them of the College’s emergency response and evacuation procedures.

### **Missing Student Policy**

To report a missing student, Campus Safety can be reached 24 hours a day, seven days a week, at 920-403-3260. Any College employee receiving a missing student report should immediately notify Campus Safety so that an investigation can be initiated.

Students have the option to identify a confidential contact person to be reached by St. Norbert College no later than 24 hours after the time that the student is determined missing. Each student living in an on-campus student-housing facility may identify a contact person or persons whom the institution shall notify if the student is reported missing to Campus Safety or De Pere police. This is in addition to an emergency contact person, but the emergency contact person may be the same individual. Contact information will be accessible only to authorized campus officials and law enforcement and may not be disclosed outside of a missing-person investigation. If, on investigation of the official report, SNC Campus Safety determines that the missing student has not returned to campus, St. Norbert College will initiate the emergency contact procedures, in accordance with the student’s designation, within 24 hours. Students may designate a confidential contact person by using the link on the Campus Safety website or by signing into their KnightLine account.

St. Norbert College recognizes that there may be times when students are at risk or are missing, and these incidents are reported to the college by roommates, family members or other concerned persons. It is the policy of Campus Safety to accept every missing-student report and to actively investigate any report of a missing student. If a member of the St. Norbert College campus community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being. Any person receiving a complaint of a missing student should immediately notify

Campus Safety of the circumstances. If, upon investigation, it is determined that the student is missing, St. Norbert College Campus Safety will do the following:

- Contact the confidential contact identified by such student in accordance with the college policy (see below) within 24 hours.
- If the student is under 18 years of age, and not an emancipated individual, St. Norbert College will immediately contact the custodial parent or legal guardian of such student. This is in addition to any confidential contact designated by the student.
- If either does not apply to a student determined to be a missing person, SNC Campus Safety will inform the De Pere Police Department.

Additionally, if Campus Safety is unable to determine the location and well-being of the missing student, Campus Safety will notify the De Pere Police Department no later than 24 hours after the time the student is determined missing (unless it was the De Pere Police Department that made the determination that the student was missing). To report a missing student, Campus Safety can be reached 24 hours a day, seven days a week, at 920-403-3260.

## **Crime Statistics**

The statistical summary of crimes for this College over the past three calendar years follows:

Crime	On Campus			On Campus Housing			Non Campus			Public Property		
	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	7	5	8	7	5	7	0	0	0	0	0	0
Fondling	2	1	8	1	1	8	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	3	3	0	3	2	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	1
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	1	5	0	1	5	0	0	0	0	1	0
Arrest - Drug Abuse Violation	0	0	8	0	0	8	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	92	73	84	92	73	83	0	0	0	0	0	0



Crime	On Campus			On Campus Housing			Non Campus			Public Property		
	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021
Disciplinary Referral - Drug Abuse Violation	6	8	13	6	8	13	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	2	1	1	1	1	1	0	0	0	0	0	0
Stalking	1	0	4	1	0	4	0	0	0	0	0	0

**Hate crimes:**

2023: No hate crimes reported.

2022: No hate crimes reported.

2021: No hate crimes reported.

**Crimes unfounded by the College:**

2023: 0 unfounded crimes.

2022: 0 unfounded crimes.

2021: 0 unfounded crimes.

**Statistics for unfounded crimes provided by law enforcement agencies:**

2023: 0 unfounded crimes.

2022: 0 unfounded crimes.

2021: 0 unfounded crimes.

These statistics were compiled using data provided by the De Pere Police Department.

**Annual Fire Safety Report**

**Housing Facilities and Fire Safety Systems**

The College maintains on-campus housing for its students. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.

Campus: Saint Norbert College (Main), 100 Grant St., De Pere, WI 54115

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
College Leased Home - 810 Third St.				X	X	X	0
Bergstrom Hall, 150 Reid St.	X		X	X	X	X	2

<b>Facility</b>	<b>Fire Alarm Monitoring Done on Site</b>	<b>Partial Sprinkler System</b>	<b>Full Sprinkler System</b>	<b>Smoke Detection</b>	<b>Fire Extinguisher Devices</b>	<b>Evacuation Plans &amp; Placards</b>	<b>Number of evacuation (fire) drills in previous calendar year</b>
Burke Hall, 100 Marsh St.	X		X	X	X	X	2
Carriage House, 151 Marsh St.	X		X	X	X	X	2
College leased home - 220 Riverview				X	X	X	0
College leased home - 914 Third St.				X	X	X	0
College owned home - 141 Stewart St.				X	X	X	0
College owned home - 201 Stewart St.				X	X	X	0
College owned home - 208 Pleasant PL.				X	X	X	0
College owned home - 320 Marsh St.				X	X	X	0
College owned home - 324 Marsh St.				X	X	X	0
College owned home - 325 Marsh St.				X	X	X	0
College owned home - 326 Marsh St.				X	X	X	0
College owned home - 329 Marsh St.				X	X	X	0
College owned home - 330 College Ave				X	X	X	0
College owned home - 333 Jacobs Ct.				X	X	X	0

<b>Facility</b>	<b>Fire Alarm Monitoring Done on Site</b>	<b>Partial Sprinkler System</b>	<b>Full Sprinkler System</b>	<b>Smoke Detection</b>	<b>Fire Extinguisher Devices</b>	<b>Evacuation Plans &amp; Placards</b>	<b>Number of evacuation (fire) drills in previous calendar year</b>
College owned home - 339 Marsh St.				X	X	X	0
College owned home - 410 Fourth St. (Upper)				X	X	X	0
College owned home - 410 Fourth St. (Lower)				X	X	X	0
College owned home - 413 College Ave.				X	X	X	0
College owned home - 417 College Ave.				X	X	X	0
College owned home - 420 Fourth St.				X	X	X	0
College owned home - 421 Fourth St.				X	X	X	0
College owned home - 505 Fourth St.				X	X	X	0
College owned home - 507 Fourth St.				X	X	X	0
College owned home - 515 Fourth St.				X	X	X	0
College owned home - 602 Fourth St.				X	X	X	0
College owned home - 607 Fourth St.				X	X	X	0
College owned home - 611 Fourth St.				X	X	X	0

<b>Facility</b>	<b>Fire Alarm Monitoring Done on Site</b>	<b>Partial Sprinkler System</b>	<b>Full Sprinkler System</b>	<b>Smoke Detection</b>	<b>Fire Extinguisher Devices</b>	<b>Evacuation Plans &amp; Placards</b>	<b>Number of evacuation (fire) drills in previous calendar year</b>
College owned home - 613 Fourth St.				X	X	X	0
College owned home - 615 Fourth St.				X	X	X	0
College owned home - 616 Fourth St.				X	X	X	0
College owned home - 617 Fourth St.				X	X	X	0
College owned home - 620 Fourth St.				X	X	X	0
College owned home - 623 Fourth St.				X	X	X	0
College owned home - 704 Fourth St.				X	X	X	0
College owned home - 705 Fourth St.				X	X	X	0
College owned home - 713 Fourth St.				X	X	X	0
College owned home - 717 Fourth St. (lower)				X	X	X	0
College owned home - 717 Fourth St. (Upper)				X	X	X	0
College owned home - 806 Third St.				X	X	X	0
College owned home - 327 Jacobs Court				X	X	X	0

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Doksany Hall, 419 Grant St.	X		X	X	X	X	2
Gries Hall, 620 Third St.	X		X	X	X	X	2
Hugh Hall, 410 College Ave.	X		X	X	X	X	2
Madelaine/Lorraine, 190 Reid St.	X		X	X	X	X	2
Michels Hall, 708 Third St.	X		X	X	X	X	2
MMM Hall, 110 Reid St.	X		X	X	X	X	2
Premontre, 420 College Ave.	X		X	X	X	X	2
Roggenburg Hall, 406 Grant St.	X		X	X	X	X	2
Sensenbrenner Hall, 120 Marsh St.	X		X	X	X	X	2
St. Joseph Hall, 103 Grant St.	X		X	X	X	X	2
St. Joseph Priory, 103 Grant St.	X		X	X	X	X	2
Townhouse 1-8, 101 Marsh St.	X		X	X	X	X	2
Townhouse 9-14, 100 Stewart St.	X		X	X	X	X	2
VMC Hall, 505 Third St.	X		X	X	X	X	2
Xanten, 436 College Ave.	X		X	X	X	X	2

**Policies on Portable Appliances, Smoking and Open Flames**

Television sets and radios with self-contained antennas, microwaves, refrigerators, computers, CD players, electric razors, clocks, hair dryers, curling irons, lamps, popcorn poppers, hot pots, heating pads, electric blankets and fans are permitted in rooms providing their use does not disturb other occupants of the hall and their state of repair is not a fire hazard. Refrigerators are permitted if the following criteria are met: the refrigerator does not exceed 3.5 cubic feet in size, 3 amps in energy rate, or 300 watts in power and is Underwriters Laboratory (UL)-approved and in good physical condition. Hot plates, grills

(including George Foreman type), skillets, toasters or any other cooking devices are not permitted in residence halls. In addition, sun lamps, halogen lamps, air conditioners (unless approved) and gas appliances are not allowed. It is impossible to list all electrical appliances which are hazardous for use in the residence halls, although a general guideline is that any appliance is prohibited if it is rated over 6 amps (700 watts), if it has an exposed heating element or if it is not UL-listed. Halogen lights are not permitted because they present a fire hazard.

Smoking, use of e-cigarettes, personal vaporizers or electronic nicotine delivery systems, smokeless tobacco or use of any other tobacco product is prohibited in all campus buildings and on all campus grounds. Tobacco products are not to be sold on campus. Open-flame devices are not permitted in residence hall rooms. Candles, oil lamps, incense or similar open-flame devices left unattended could start a fire. Improper use of extension cords is another major source of residence fires. Using “octopuses” could result in overloading of circuits or a fire.

Also, tampering with fire safety systems is prohibited and any such tampering may lead to appropriate disciplinary action.

The College reserves the right to make periodic inspections of campus housing to ensure fire safety systems are operational and that the policy on prohibited items is being complied with. Prohibited items, if found, will be confiscated and donated or discarded without reimbursement.

### **Fire Evacuation Procedures**

In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is nearby) as they leave. If circumstances permit at the time of the alarm, additional instructions will be given regarding where students and/or staff are to relocate.

#### **Evacuate a building immediately when:**

- A fire alarm sounds.
- A Campus Emergency Notification System (CENS) announcement is made with instructions to evacuate.
- Notified by emergency personnel, or by other means.

#### **While evacuating the building:**

- Stay calm and take steps to protect yourself.
- Evacuate using the nearest unobstructed exit.
- DO NOT USE ELEVATORS during an evacuation. Emergency personnel may use an elevator for evacuation after it is deemed safe to do so.
- Walk quickly to the nearest marked exit and ask others to do the same.
- Once outside, move to an area away from the building, allowing others to exit. Keep streets and walkways clear for emergency vehicles.
- DO NOT RETURN TO AN EVACUATED BUILDING until advised by emergency personnel.
- Be aware of people with disabilities who may require assistance in an emergency evacuation.
- Text the word “safe” to the campus Alertus app to let the campus know that you are safe and accounted for.

#### **If you have a disability and are unable to evacuate:**

- Stay calm and take steps to protect yourself.

- If there is a working telephone, call 9-911, 911 or or 920-403-3260 and tell the dispatcher where you are.
- Ask others to assist you.
- Request persons exiting by stairwell to notify Campus Safety or emergency personnel of your location.
- In a fire, as long as it is safe to do so, remain where you are and await fire personnel to assist you.
- In all other cases, if no one can assist you, evacuate by any means possible.

It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells, and by informing co-workers, professors and/or classmates of the best way to assist during an emergency. For further information, refer to the “Students with Disabilities, Emergency Response” policy offered by the office of residential education and housing.

### **Fire Education and Training Programs**

Firefighting equipment, fire alarm systems, smoke detectors and fire evacuation procedures are provided for the protection of life and property of residents. Students should familiarize themselves with the type and location of equipment, exits, windows and the proper evacuation procedure from their floor/wing and residence hall. To provide for the safety of residents in case of a fire, periodic fire drills are scheduled early in each semester. These fire drills are designed to be learning experiences for the residents and the hall staff in properly evacuating the building. Students are required to vacate the building during fire alarms and drills. False alarms are a serious disruption to community living as well as a threat to the safety of all residents. Students who tamper with or misuse fire safety equipment will subject themselves to the full extent of the campus conduct system.

St. Norbert College provides smoke alarms for residents’ safety and because they are required by law. Residents should test smoke detectors regularly. If a smoke detector needs new batteries, students should contact the RA. Personal belongings or any other items must be kept clear from hallways, stairways, exits and all common areas. All stairwells and fire doors need to remain closed.

To assist students, faculty and staff with fire safety education, St. Norbert College Campus Safety maintains fire safety information on the Campus Safety website. Resident assistants and community assistants receive annual training on fire safety, procedures and policy. Training focuses on evacuation plans, reunification points and resident accountability.

### **Reporting Fires**

The College is required to disclose each year statistical data on all fires that occurred in on-campus student housing. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency situation, ensure your own safety and then please call 911.

There may also be instances when a fire is extinguished quickly and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Director of Campus Safety at 920-403-3260.

When providing notification of a fire, give as much information as possible about the location, date, time and cause of the fire.

## **Plans for Future Improvements**

Fire safety is an important subject at St. Norbert College. The College has shown its commitment to safety by installing new fire-alarm panels and installing sprinkler systems in a number of academic buildings. The College periodically reviews its fire safety protections and procedures. At this time, it has no plans for future improvements.

## **Fire Log**

St. Norbert College Campus Safety maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The fire log entry, or an addition to an entry, shall be made within two business days of the receipt of information. The fire log for the most recent 60-day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

## **Summary**

St. Norbert College works hard to ensure the safety of all individuals within its campus community. Everyone – students, faculty and staff – plays an important role in preventing and reporting crime. It is our belief that information, personal awareness and the elimination of opportunity are key elements in staying safe and reducing crime. Similarly, fire safety is extremely important to the college. Students, faculty and staff must familiarize themselves with policies, equipment and evacuation procedures to ensure the safety of the entire St. Norbert College campus community.

For more information, contact the Director of Campus Safety at 920-403-1346.

## **Fire Statistics**

### **Saint Norbert College (Main)**

## **2023**

### *Reported Fires*

<b>Residential Facility</b>	<b>Total Number Fires</b>
College owned home - 617 Fourth St.	1
Roggenburg Hall	1

### *Additional Information about Reported Fires*

<b>Residential Facility</b>	<b>Cause of Fire(s)</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
College owned home - 617 Fourth St.	Unintentional Fire/Grease	0	0	100



<b>Residential Facility</b>	<b>Cause of Fire(s)</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
Roggenburg Hall	Unintentional Fire/Student put a plastic platter in oven	0	0	599

**2022**

No fires were reported in 2022.

**2021**

*Reported Fires*

<b>Residential Facility</b>	<b>Total Number Fires</b>
Premontre	1

*Additional Information about Reported Fires*

<b>Residential Facility</b>	<b>Cause of Fire(s)</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
Premontre	Unintentional Fire/Butter melted and spilled on burner	0	0	240