



## **Annual Security, Fire, and Safety Report**



September 2021

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## **Mission**

The Department of Campus Safety provides a dedicated professional presence on campus through our preparation, training, patrols, and ability to respond to a variety of incidents effectively and efficiently; providing a safe learning and working environment for students, employees and visitors.

This guide is developed annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092(f)). All students and employees are notified by October 1 of each year email of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents and a statement that the institution will provide a paper copy of the report upon request to the College. The report and all information are also made available to all perspective students and

employees during the application process. Contact Campus Safety at 414-382-6158 or [campussafety@alverno.edu](mailto:campussafety@alverno.edu) to request a paper copy.

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## Welcome

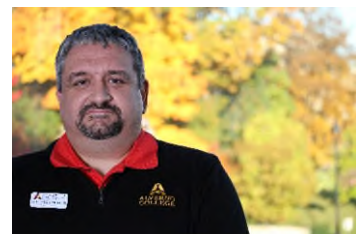
On behalf of the Campus Safety Department, I want to offer a warm welcome to all of our new and returning students, staff, and faculty, as well as to all visitors in a return to our beautiful campus.

The Campus Safety Department at Alverno College is available 24 hours a day every day of the year to help ensure a safe and secure place to learn, work, attend events, or just to visit. The 9 members of our professional staff of Campus Safety Officers work with all students, staff, faculty and visitors to Alverno's 46 plus acres of campus. We serve as the first responders for medical events, and violations of federal, state, and local laws or college policies. We are also here to assist in accessing both internal and external resources for our community. Our department is focused on a whole community approach to Campus Safety.

As part of the Alverno community you have the ability and are asked to take responsibility to assist the Campus Safety Department in maintaining the safety and security of our campus. While we work to cover the campus and surrounding neighborhood it is understood that we cannot be everywhere and see everything at all times. You can help by staying aware of your surroundings and reporting all suspicious activity or potential safety concerns to the Campus Safety Department as soon as safe to do so.

While our college community cautiously returns to life on campus we are reminded that we must continue to act in a socially responsible manner. We ask that you help to keep everyone safe by following the guidelines provided through the college on social distancing and use of personal protective items such as face coverings or masks. If you are unsure what the current policy is for an area of campus that you are in, you should be able to find signage available. You can also find the current policy available on the Alverno College Intranet and website for your review.

The Alverno College Alma Matter states that this "is a place where ALL belong." We as a community dedicated to learning and growth, believe that the diversity of Alverno College is a part of the beauty that makes Alverno the place to grow that it has been for 134 years and will continue to be for generations to come. I hope this is truly a place where you will find your true self and grow in your journey of life.



As you return to campus this year, you will find new technology changes to campus to make life more efficient, from dining services online ordering, to computer technology changes, such as Multi-Factor Authentication, to helping keep you safe with the new Alverno Rave Guardian app. More than ever, Alverno is striving to leverage technology to the benefit of our community.

Finally, we in Campus Safety are here for you as our community. Please know that we are proudly here for you and are available to discuss whatever questions or concerns you may have.

Jason Pilarski  
Director of Campus Safety and Security

## **Jeanne Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, of more than \$59,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

The law is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her campus residence hall in 1986. Jeanne Clery and her family had previously been told that there was no crime of concern on or around the Lehigh University campus. Lehigh University had been aware of a serial sexual predator acting in the area of their campus and failed to disclose this information when asked. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act.

In accordance with the Clery Act, the Campus Safety Department at Alverno College tracks all crimes on or near campus. The Director of Campus Safety on behalf of Alverno College requests annually all crimes reported to the local police and law enforcement agencies with jurisdiction on or near the Alverno College campus. This is done through monitoring of crime reports though out the year and through a formal letter sent to each agency in the beginning of each calendar year. The Director is responsible for creating this Annual Crime and Safety report as well as completing the annual Crime Survey for the U.S. Department of Education.

# Alverno College Campus Safety Department

## 2020-2021 Efforts

During the past academic year the Campus Safety Department was unable to offer the Self Defense for Women course in which students were able to earn academic credit. We continue to explore a safe way to bring this course back. Campus safety began work towards the creation of a new program that will offer the American Heartsaver Basic Life Support for Health Care Professionals for our students and employees who need this for clinicals, internships, and employment. This work included steps towards a permanent training center on campus that will provide a dedicated space for all Campus Safety training programs in the future. Campus Safety assisted as a part of the Incident Response Team to oversee the implementation of the college's response to the COVID-19 Pandemic. As well as being the home to the Title IX Investigators on campus, Director Pilarski was named the Title IX Coordinator for campus to oversee all gender based discrimination, bias, harassment, and violence complaints. Campus Safety welcomed a new Assistant Director and Captain, Carol Ann Kashishian. Capt. Kashishian is a veteran of the University of Wisconsin at Madison Police Department where she served as a detective. Captain Kashishian's wealth of knowledge and experience in the Title IX is assisting in the creation of new trainings and programs for on the colleges Harassment, Violence, and Discrimination Policy as well as changes to Title IX that were and are being issued by the U.S. Department of Education.



## Authority

The Campus Safety Department (department) has the authority to enforce all college rules, regulations, and policies regarding on-campus conduct and activity. Officers may investigate off campus conduct and activity if it has an impact on the college community. As the department is not a sworn law enforcement agency, Campus Safety Officers do not possess arrest authority beyond that of any individual citizen (per common law) but may detain or pursue individuals on campus in the event of a life threatening emergency. We work closely with the Milwaukee Police Department (MPD) in responding to criminal activity on campus. The Student Code of Conduct or Human Resources' employee handbook, cover campus policies and outcomes for violations. Alverno does not have a current memorandum of understanding with any law enforcement agency for joint investigations. We encourage all crime victims and witnesses to report incidents immediately to a Campus Safety Officer and MPD to ensure safety and support services as well as timely warning notices. All reports of crimes are included in the Clery and campus crime statistics.



Campus Safety Officers have the authority to issue parking tickets which carry a monetary penalty depending on the offense. Students receiving tickets may have their student financial account billed.



Campus Safety Alert boards are posted in Christopher Hall 2<sup>nd</sup> floor lobby, Founders Hall 1<sup>st</sup> floor vending room, Sr. Joel Read Center Rotunda (near vending), Fishbowl (CL/CO Lobby), Austin and Clare Hall Lobby's. Lost and Found notices, Safety or Security topics, Alerts, and other information may be posted on these boards. In addition, brochures for Personal Identity Security, Social Media Safety, Operation ID, Sexual Violence, and Campus Safety programs and services are available for the campus community.

## **Jurisdiction**

The patrol area of the Department of Campus Safety includes the entire campus including the public sidewalk, street and opposite sidewalk on the 43<sup>rd</sup> street, 39<sup>th</sup> street and Morgan Ave borders. Officers may patrol additional areas in the immediate vicinity but would call any concerns in to the Milwaukee Police Department, Greenfield Police Department, or other appropriate agency. Alverno College does not have an existing Memorandum of Understanding (MOU) with the Milwaukee Police Department nor the Greenfield Police Department. Alverno College does have an MOU with nearby schools for evacuation and emergency response assistance.

## **Department Training**

Campus Safety Officers are professional staff with a variety of experience within the law enforcement, security, and social services fields. They receive initial and on-going training regarding campus policies and procedures; and they frequently review emergency procedures to ensure an effective and efficient response. Additional training throughout the year may include but is not limited to first aid, policy updates, fire extinguisher usage, domestic violence, fire systems, Title IX – Violence against women, defense tactics and other programs. While Campus Safety Officers receive ongoing training in Title IX and VAWA response, those who are involved in investigations and the grievance processes receive specific training annually on their roles. Additionally all members of the Alverno College Community receive basic Title IX and VAWA training on an annual basis.

## **Campus Safety Personnel**

The Department consists of nine full time personnel including the Director/Chief, Assistant Director/Captain, two Sergeants, a Safety Officer/Locksmith and four Safety Officers. This professional and dedicated staff is motivated to ensure a safe learning and working environment for all students, staff, faculty, and visitors. Questions, concerns, or comments can be directed towards any member of the department. Concerns or complaints can be directed to the Assistant Director or Director. The combined Alverno College experience and dedicated service to the college by the department members spans more than 55 years.

## **Responsibilities**

Campus Safety serves as a part of the Student Development and Success (formerly called the Student Affairs) Division. The following are some of the responsibilities of the department:

- Conduct interior and exterior patrols (via motor, foot, and bike) on and around campus
- Respond to security concerns and incidents
- Investigate reports of criminal activity and safety concerns
- Provide emergency or general first aid

- Develop a safety plan with survivors of domestic/dating violence, stalking incidents
- Provide Safety Escorts when requested to on campus or approved near campus locations
- Direct efforts in crime prevention and detection
- Deliver emergency messages to individuals and community
- Ensure Occupational Safety & Health Administration (OSHA) and Environmental Compliance
- Provide training and programming related to personal safety and emergency procedures
- Maintain the campus Crime Log
- Assist individuals with building or room lock-outs, key requests, and card access
- Operate the campus Lost and Found (FO-254)
- Fulfill Department of Education and Department of Justice reporting requirements

## Lost and Found

Lost and found items can be turned in to a Campus Safety Officer or an Information Desk staff member. All items are logged and stored for 30 days. After 30 days unclaimed items are donated or destroyed. Campus Safety will notify individuals via their Alverno e-mail or phone for items found with identification. The department strongly encourages everyone to mark their belongings with their name or other identifying information. The department provides an engraver and paperwork for marking and documenting personal belongings. An engraver is also available in Austin Hall for residents to utilize.



## General Information & Safety Tips

Important Phone Numbers:

Campus Safety	(414) 382-6158 (office) / (414) 382-6911 (emergency/after hours)
Milwaukee Police Department	(414) 933-4444 (non-emergency) / 911 (emergency)
Milwaukee Fire Department	(414) 286-8999 (non-emergency) / 911 (emergency)
Dean of Students Office	(414) 382-6118
Counseling & Health Services	(414) 382-6119 / (414) 382-6319
Facilities Management	(414) 382-6436 / (414) 382-6360

## Campus Safety Programming

All programming offered by the Campus Safety department is open and provided for both students and employees of Alverno College.

These programs include:

- Emergency Procedures Training / Drills
  - Training on what to do in an emergency on campus.
- Women's Self Defense
  - 1 credit class offered through the department
- Sexual Assault Awareness and Prevention
  - On-going programming throughout the year on related topics.
- Barometer of Behavior
  - Training for front line staff including full time and student employees on handling upset or unruly customers or visitors.
- Safety Escorts
  - Escorts to or from buildings and vehicles.
- Building Coordinators
  - Selected fulltime staff trained to assist during emergencies.
- Operation ID
  - Participation in a national program to mark and identify personal property in case it is stolen.
- Drug and Alcohol Awareness
  - On-going programming throughout the year on related topics.
- Fire Extinguisher Training
  - Training offered to select students and employees, based on responsibilities.
- Orientation Presentations
  - Presentations on what Campus Safety does and emergency procedures, presented to new employees and students.
- Car Care Series
  - Workshop on how to change a tire, jumpstart a car safely and other safety tips.
- Counterfeit Money Awareness and Handling
  - Class for persons in money handling positions, on how to identify counterfeit money, checks or other monetary instruments and how to handle them.



## Personal Identity / Theft

If you are a victim of theft or lose or misplace your credit/debit cards immediately contact your bank, Visa (1-800-336-8472) or MasterCard (1-800-307-7309) to cancel them and order a replacement. Do not carry your Social Security Card on your person. If you lose your Social Security Card, contact 1-800-772-1213 to report it.

## How to Report an Incident

The Department of Campus Safety encourages anyone who is the victim of, or witness to a crime or incident to report it to Campus Safety. **The Department of Campus Safety is located in FO 254.**

Students, faculty, staff and visitors are able to report crimes and incidents that occur on campus in the following ways:

- **Dial X 6911** from a campus phone or 382-6911 from an off campus phone (emergency/after hours). This will put the caller in contact with a Safety Officer on duty.
- **Blue Light** phones are located on the west and south side of campus and connect directly with Campus Safety
- **Incident Reports** We recommend anyone who wishes to report a crime or incident to report it directly to a Campus Safety Officer.
  - Students, faculty and staff have the ability to **anonymously report** incidents of bias or discrimination via the Bias Report on the main Alverno webpage. Information can also be anonymously reported via the Alverno Rave Guardian app.
- Employees can also file a **confidential or anonymous report** by visiting the HR intranet site and clicking on the quick link – Confidential Reporting.
- Students can report an incident and have the personal information **remain confidential only when reporting to the Campus Counselor, Nurse or Minister\***. These individuals do however have a duty to warn authorities when an individual may become violent. Non-identifying information of Clery reportable incidents will still be provided to Campus Safety for inclusion in the crime log and the annual security report. Incidents reported to other staff and faculty must be reported to Campus Safety. This will be accomplished by the counselor, nurse, or minister providing necessary detail to the Director of Campus Safety and Security, via in person, telephonic, or remote meeting, and/or use of email. No identifying information shall be requested or offered in such a case.

**\*All other employees must report any crime or alleged crime to the Department of Campus Safety.**

The Safety & Risk Committee serves as the oversight body for the Campus Safety Department. The committee meets monthly to review incident reports, ensure appropriate follow up has been completed or is in progress and develop prevention strategies to reduce risk on campus. They also review policies and procedures related to safety, security and risk. If you have questions or concerns regarding campus safety, contact one of the core members of the committee.

Facility Manager: 382-6436

Assistant Dean of Students: 382-6118

Faculty Representative: 382-6276

Director of Human Resources: 382-6127

Director of Campus Safety: 382-6151

## **Campus Security Authorities**

Under the Clery Act – a crime is reported when it is brought to the attention of a campus security authority (CSA), which includes the Campus Safety department, any person(s) who have responsibility for campus security but who do not constitute a campus police department or security department, any person(s) or organization specified in Alverno's statement of campus security policy to which students and employees should report criminal offenses, and any official of the college who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and duty to take action or respond to particular issues on behalf of the college. A CSA is not responsible for investigating crimes that are reported to them in their capacity as a CSA. They are responsible for reporting crimes reported to them. Alverno College specifies that every employee except the staff in Counseling & Health Services and in Campus Ministry are CSA's and must report incidents reported to them. Every effort will be made to maintain confidentiality; however, that is not always possible.

## **Daily Crime Log**

The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to the Safety Department. The required elements of the crime log include information on the date the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime and the disposition of the complaint, if known.

The daily crime log is available for inspection free of charge, upon request, during normal business hours in FO 254. The Alverno College daily crime log is electronic but will be printed upon request for review.

## **Obtaining copies of Incident Reports, Crime Logs and other information**

Copies of all reports generated by the Campus Safety Department are available by request. Requests will be submitted in writing via use of a request form which is available from the Campus Safety Office. All Requests shall be reviewed and processed by the Chief/Director of Campus Safety and Security or their designee. Copies of reports or other documents are subject to redaction of identifying information to protect identities of victims or those not proven to be responsible for a crime or other offense. Any protective measures or accommodations provided to an alleged or proven victim will be kept confidential so as not to violate the ability to provide this assistance.

## **Timely Warning**

Alverno College will alert the campus community regarding any Clery Act crime that is reported to Campus Safety or the Milwaukee Police Department that may represent a serious or continuing threat to students and employees. These alerts are sent via e-mail and text message and may be posted on Safety Alert boards and/or digital signage throughout campus.

## **Emergency Communication**

The Department of Campus Safety or the Incident Response Team will immediately communicate (upon confirmation) to the Alverno College community in the event of an emergency, a potential emergency, or on-



going criminal situation that occurs on or near the campus. To report an emergency, call Campus Safety at 414-382-6911. The college will initiate communication in the following ways:

- **Network Communication:** If you are logged into the Alverno college network, a pop-up window may appear advising you of the current situation.
- **Rave Alert:** Students and Employees are automatically enrolled and will receive voice/SMS text messaging. Add phone numbers by logging in with your Alverno user/password at <https://www.getrave.com/login/alverno>. Updates to your contact information should be made in IOL at <https://iol.alverno.edu>. Cell phone numbers should not be listed as a home phone to ensure receipt of text message options. Contact [campussafety@alverno.edu](mailto:campussafety@alverno.edu) if you have any questions.
- **E-mail:** The College will notify the community by an e-mail which will contain the specific nature of the emergency and what action should be taken. We will also send an e-mail when the emergency situation has passed or is “all clear”.
- **Public Address System:** Alverno College is equipped with a PA system in some buildings which will broadcast a warning to those locations.
- **Digital Signage:** Digital screens are located in some areas of campus.
- **Bulletin Board Post:** Criminal activity will be posted throughout campus on the Safety Information boards and online via the digital employee and student newsletters.

The Incident Response Team Leadership in conjunction with Campus Safety is responsible for confirming the emergency situation. Immediately upon confirmation of a significant emergency or dangerous situation, notification will be sent to students and employees on campus whose health or safety is under immediate threat. The Incident Response Team will determine the content of the notification, which will include information pertinent to maintain the health and safety of students and employees unless 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 the emergency. All emergency notifications systems are tested during drills which occur each semester and tested monthly within the Incident Response Team. All drills except for a fire drill are announced for the day they will occur. Expect emergency communication during these announced drills and during real emergencies.

The Incident Response Team Core Leadership consists of:

- Marlene Neises, Associate Vice President for Student Success
- Larry Duerr, Director of the Library
- Jason Pilarski, Director of Campus Safety
- Jill Desmond, Vice President and Chief of Staff for the President



Emergency procedures can be found on trifold handouts in every classroom, meeting room, and office on campus. Printed handouts can be acquired through the Campus Safety office and the information is also available on the Campus Safety Department webpage on the College website. Reminders of specific procedures may be sent with notices of scheduled drills on campus.

Lists of drill specifics including type of drill, description of the drill, date and time the drill was conducted, and whether the drill was announced are kept by the Incident Response Team and are available by request through the Campus Safety Office.

## Parking Regulations

Campus Safety Officers enforce parking regulations on campus and will also address moving violations to include excessive speed and failure to stop at a stop sign. Street parking is regulated by Milwaukee Parking Enforcement. Permits are required for residents and for employees parking in Lot D or G.

- **Residents** – permit is required for overnight parking. Resident vehicles must be parked in Lot A (Austin Residents) or Lot G or I (Clare Residents). Permits are free and can be picked up in Campus Safety FO 254. A copy of your vehicle registration is required.
- **Non-Residents** – marked parking is available except where restricted signs are posted.
- **Staff/Faculty** – Lot D and G are permit required lots for employee parking during the spring and fall semesters. Permits are available in the Safety Office, FO 254 for a fee. Parking is on a first come, first serve basis for these reserved lots.
- **Overnight Parking** – Resident guests must receive an overnight permit from the Austin or Clare Hall front Desk. AU guests can only park overnight in the Parking Structure (Lot A). CL guests can park in Lot I or Lot A. Students and employees wanting to leave their vehicle overnight must contact Safety for approval and provide their name, phone number, vehicle make, model and color and time frame the vehicle will be left on property. The vehicle should be parked in the Parking Structure.

Ticket fees range from \$25 - \$75 per ticket and must be paid within 10 days. Students receiving tickets will have the fee placed on their student financial account after this time frame. Employees and visitors will be billed for fines accrued.

## Security and Access to Campus Facilities

During normal business hours Alverno College (excluding housing facilities and childcare) will be open to all students, staff, faculty and guests. After business hours the college is closed and only those with card access may enter. All card and key access points as well as camera and other monitoring systems are monitored on an ongoing basis for functionality. When issues are found they are addressed and repaired promptly by Campus Safety staff, Maintenance department staff, or approved contractors.

The residence halls (Austin & Clare) at Alverno College are secured 24 hours a day and only those with card access may enter. The Austin Hall front desk is staffed 10am until midnight every day during the semester by both student workers. Student workers staffing the Austin or Clare desk are knowledgeable in policies and procedures and maintain radio contact with the Department of Campus Safety.

Both Austin and Clare Hall entrances are equipped with and monitored by cameras at all time to ensure the safety of our residents and guests.

Athletic areas and some classrooms and offices are equipped with card access. Appropriate students, staff and faculty may request access to these areas if they meet the standards designated by those specific departments.

Areas of campus (Library, Café, etc.) may be open until Midnight. Exterior doors will be locked at or before 10pm. ID's may be used to enter the buildings for students until midnight and employees 24/7. Visitors are not allowed on campus when exterior doors are locked. All students must leave campus facilities at Midnight or earlier based on Academic Computing/Library hours.

Students and employees that are issued keys must return keys upon request or upon leaving the college. Fees and fines do apply for keys not returned. Report any issues with doors, locks and card access to Campus Safety or Plant Operations for repair.

Lost keys and/or ID should be reported to Campus Safety as soon as possible.

## Campus Policies

### Missing Resident Policy

In compliance with the Higher Education Opportunity Act, "Missing Student Notification Policy", it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing. For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to her usual pattern of behavior and possible unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Each resident will be notified of the Missing Student Notification Policy and procedures via the Residence Life Handbook. Each resident, upon checking into her assigned room, is requested to complete the Residence Life Emergency Information Card to identify the name and contact number of the individual(s), both primary and secondary, to be contacted in case of an emergency or in the event that the resident is reported missing. **If a member of the College community has reason to believe that a student is missing, Alverno College Campus Safety should be notified.** Upon receiving notification, Campus Safety, Residence Life and other applicable college personnel will make reasonable efforts to locate the student to determine her state of health and well-being. These efforts include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, locating the resident's vehicle, and calling her reported cell phone number. As part of the investigation, the College reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident. If, upon investigation by Campus Safety and Residence Life Staff, the resident has been determined to be missing for at least 24 hours, the following will occur:



- The Assistant Dean of Students or college representative will contact the resident's designated emergency contact.



- A representative from Alverno College Campus Safety will inform the appropriate law enforcement agency within the next 24 hours. Investigation will continue in collaboration with law enforcement officers as appropriate.
- If information for a designated emergency contact is not made available to the College staff, the student's nearest relative according to their official application will be contacted.
- If the student is under the age of 18 and not an emancipated individual, the College will notify the custodial parent or guardian no later than 24 hours after that individual is determined to be missing.

Contact information of all students will be maintained as private and confidential information except as necessary to provide assistance to authorized campus personnel and law enforcement personnel in the furtherance of the missing person investigation.

### **Campus Weapons Policy**

Alverno College promotes a safe learning and working environment for all students, staff, faculty and visitors and does not allow any weapons in campus buildings. Weapons may include, but are not limited to, guns, knives, explosives, electric weapons and billy clubs. This policy also applies to any person legally licensed to carry open or concealed weapons (excluding law enforcement acting in their official capacity). Students violating this policy may be subject to disciplinary action up to, or including dismissal.

### **Alcohol and Drug Use Policy**

Alverno College provides an environment supportive of the holistic development of each member of the Alverno community. The college takes a firm position against the use, possession or distribution of illegal drugs as well as the abuse or distribution of alcohol and other legal drugs because of their potential to adversely affect an individual. All members of the Alverno community are expected to demonstrate consistent, effective work and learning habits and to follow this policy.

*Student Affairs Advisory Committee, 2009*

### **Responsibilities**

The College supports a wellness philosophy and promotes individual responsibilities, rights and privileges. Individuals must recognize that when exercising their rights, they assume certain responsibilities, including:

- Respecting themselves and the rights of others
- Respecting the privilege of choice of those of legal age and the rights of individuals to abstain from alcohol use
- Making informed decisions and conducting themselves in a mature and responsible fashion
- Confronting those whose behavior may be damaging to the community or to themselves
- Guiding individuals who may have a problem to speak to a counselor or to seek health care intervention
- Understanding and following state laws and college policies regarding alcohol use

## **Implementation**

Alverno College is committed to maintaining a drug free work and learning environment. The College recognizes that the use and abuse of alcohol and illegal use of drugs can hinder the ability of an individual to function properly, interfere with the rights of others and can be a detriment to the educational process. Alverno will not permit the violation of one's rights or the creation of an environment not appropriate to an educational institution or to a residential community because of the abuse of alcohol and/or drugs. Therefore, the College has developed the following means of preventing, identifying and responding to student and employee problems with alcohol and other drugs.

## **Awareness and Prevention**

As part of its ongoing commitment to health and well-being, the College offers educational programs and resources through Counseling and Health Services. When possible, one of the first responses to an individual found abusing alcohol or drugs would be assistance in overcoming the problem.

## **Identification**

Individuals whose behavior indicates that they may be abusing alcohol and/or drugs will meet with the Assistant Dean of Students or the Vice President for Student Affairs and appropriate action will be taken.

## **College Assistance and Resources**

Alverno views alcohol and drug abuse and dependence as treatable. Although the College provides reasonable assistance in these matters, we look to individuals to make a significant commitment in addressing their issues. Interventions are confidential. The College provides Alcohol/Drug education programs and individual assistance through Counseling and Health Services.

## **Community Assistance and Resources**

Alcoholics Anonymous (24 hours)	414-771-9119
Al-Anon Family Groups	414-257-2415
Aurora Sinai Medical Center (24 hours) Sexual Assault Treatment Center	414-219-5555
IMPACT Alcohol and Other Drug Abuse Services (24 hours)	414-256-4808
Milwaukee County Mental Health Complex (24 hours)	414-257-6995
Crisis/Suicide Prevention Hotline	
Milwaukee Women's Center (24 hours) Crisis Line	414-671-6140
Appointment/Information	414-449-4777
<a href="http://www.madd.org">www.madd.org</a>	414-727-7505
<a href="http://www.al-anon-alateen.org">www.al-anon-alateen.org</a>	414-257-2415
<a href="http://www.alcoholics-anonymous.org">www.alcoholics-anonymous.org</a>	
<a href="http://www.niaaa.nih.gov">www.niaaa.nih.gov</a>	

## Policies

Alverno College is committed to protecting the safety, health and well-being of its employees and students. We recognize that alcohol abuse and drug use may pose a significant threat to our goals. The College prohibits the use, possession or distribution of illegal drugs as well as the abuse or distribution of alcohol and other legal drugs because of their potential to adversely affect an individual.

Student and employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale. All members of the Alverno community are expected to demonstrate consistent, effective work and learning habits and to follow this policy.

The legal drinking age in Wisconsin is 21 years of age. All members of the college are subject to all laws of the State of Wisconsin regarding possession, consumption, and sale of alcoholic beverages while at Alverno College or at college-sponsored off-campus events. Alverno College neither encourages the use, nor condones the misuse of alcohol but respects the privilege of choice of those of legal age. Alverno College officials are responsible for the enforcement of all federal and state laws regarding alcohol and drug use. Alverno College expects individuals to abide by all applicable law regarding alcohol and drug use on campus. In addition to institutional expectations, the following specific policies address violations.

- If you are under the age of 21 you may be found responsible for violating the alcohol policy if one of the following conditions exist:
  - A college official smells alcohol on your person
  - You are in the presence of someone consuming alcohol
  - You have alcohol paraphernalia in your residence hall room or car
  - Your residence hall room or car smells like alcohol
  - A college official has a reasonable suspicion that you are intoxicated
  - You are found in possession of alcohol or paraphernalia
- Illegal drug use is not tolerated by the college. Individuals may be found responsible of drug use if the following conditions exist:
  - A college official smells drugs on your person
  - You are in the presence of someone doing drugs
  - You have drug paraphernalia in your residence hall room or car
  - Your residence hall room or car smells like drugs
  - A college official has a reasonable suspicion that you are under the influence of drugs
  - You are found in possession of drugs or paraphernalia

Students are required to abide by all state laws and may drink at college sponsored events if of legal age. Individuals are expected to conduct themselves in a mature and responsible fashion when drinking at College events, always respecting the rights of others. The staff or event sponsors reserve the right to make an event alcohol free and to ask persons to leave the event who do not demonstrate appropriate

behavior. In addition, students demonstrating disorderly conduct after they have been drinking may be subject to disciplinary action.

Alcoholic beverages may be possessed, purchased and/or consumed by persons of legal drinking age in areas designated by the college only.

All alcohol sold, purchased, or served on campus must be purchased through Dining Services.

All students are required to show proof of age when purchasing alcoholic beverages on campus. Students who fail to provide this information, use false ID or violate the law and/or college policy are liable for disciplinary action.

No person may procure, sell, dispense or give alcoholic beverages to an underage person. Individuals contributing to underage drinking will be held responsible.

Intoxication and/or alcohol abuse shall not be tolerated and will not be used as an excuse for unlawful behavior or misconduct. Inappropriate behavior stemming from the consumption of alcohol shall result in discipline (e.g. having kegs, tappers or beer bongs in the residence hall, having drinking parties in resident rooms).

Alcoholic beverages are not permitted to be stored or consumed in a resident student room when any of the residents of the room are less than 21 years of age. Guests of legal drinking age may not consume alcoholic beverages in a resident's room unless the resident of the room and the guest visiting are of legal drinking age.

Public intoxication is prohibited. Public intoxication is defined as any intoxication which causes a disturbance or is dangerous to self, others or property or in any way requires the attention of the college staff. Intoxication will not be accepted as an excuse for irresponsible behavior. This applies to all persons regardless of age.

Individuals are responsible to assure the safety and welfare of their college peers and/or guests who are intoxicated. This includes providing transportation to/from off-campus events where alcohol is served.

Using, possessing, manufacturing, selling, buying, or transferring drugs on any campus property or at any college sponsored function is forbidden.

### **Student Employees and Interns – Alcohol and/or Drug Abuse**

Students in the classroom, at their internship or clinical, and at their college work site are expected to report to work in appropriate mental and physical condition to perform their duties in a satisfactory manner. Involvement with drugs and alcohol can be very disruptive, adversely affect the quality of work and performance, pose serious health risks to users and others, and have a negative impact on the learning environment, productivity, and morale. The internship/clinical site is considered an extension of the college campus. Students are required to follow the work site rules for alcohol and/or drug violations and Alverno would follow the code of conduct as if there was an abuse of alcohol or drugs on

campus. Refusal to participate in drug and alcohol testing will be considered a voluntary termination of the employment or internship. Alverno College will test for violations when:

1. the College has reasonable cause to believe that a student worker or intern is under the influence of drugs or alcohol
2. an employee or intern is injured as a result of an on-the-job accident and receives medical treatment away from the workplace
3. an employee or intern is involved in an on-the-job accident which results in injury to another individual that requires medical attention
4. an employee or intern is involved in an accident which causes major damage to property

### **Protocol for Dealing with Alcohol and Drug Related Problems and Violations**

The college has no tolerance for public intoxication and illegal drug use. If there is evidence of drug use or public intoxication, the following action may be taken:

**Call Campus Safety** - They will assess the situation and complete an Incident Report. If a student is cooperative, they will refer the student to Student Affairs. If the student is combative, they will call the Milwaukee Police Department. If the student is medically unstable, they will call 911. If the student insists upon driving, the Milwaukee Police Department will be called.

**Calling the Police** – If there is evidence of drugs or if a student’s behavior is disruptive to the community and directly traceable to the use of alcohol or other controlled substances, Campus Safety may call the Milwaukee Police Department and complete an Incident Report.

**Underage Drinking** - If a student is underage and has been drinking, complete an incident report and the Assistant Director of Residence Life (for residential students) or the Assistant Dean of Students (for non-residential students) will discuss the violation and consequences with the student.

**Drinking and Driving** – Individuals are responsible for the safety and welfare of their peers and guests who are intoxicated. This includes providing transportation to/from off-campus events where alcohol is served. If an intoxicated individual insists upon driving, the Milwaukee Police Department will be called and an incident report will be completed.

**Responsible for Guests** - Students are responsible for the behavior of their guests. Guests violating the Alcohol and Drug Use Policies will be asked to leave. If they refuse to leave peacefully, Campus Safety will call the Milwaukee Police Department and complete an incident report.

**Room Entry and Inspection** – College Officials, with permission from the Director or Assistant Director of Residence Life; or the Assistant Dean of Students, have the right to enter and inspect student rooms and property for the purpose of inspection and repair, inspection if suspicion of illegal activities exists, preservation of health and safety, and recovery of college owned property. The Vice President for Student Affairs also reserves the right to inspect college property if suspicion of illegal activities exists.

**Sanctions** - Sanctions for students can be found under Student Conduct Process of the Student Handbook. Sanctions for employees can be found under the Alverno and You Employee Handbook. Alverno College reserves the right to contact parents or guardians of students who violate the Policy on Alcohol and Other Drug Use.

**See the Student or Employee Handbooks for additional information on this policy.**

## **Bias-Related Incident Protocol**

### **Definitions**

**Bias Related Incidents** - Any activity that intimidates, demeans, mocks, degrades, marginalizes, or threatens individuals or groups based on that individual's or group's actual or perceived age, ancestry, ethnicity, national origin, ability (physical, psychological, cognitive), sex, gender identity or expression, citizenship or immigration status, marital status, socio-economic class, race, religion, religious practice, sexual identity or veteran status. A bias related incident can occur whether the act is intentional or unintentional, and may or may not be an illegal act. In identifying a bias related incident, the focus is on the impact on an individual or group, not the intention or motivation of the actor. Adapted from ACPA and Virginia Tech, there are two types of bias related incidents:

1. **Contained Bias Related Incident** – a comment, activity, or event that is seen or heard by a few people is not a violation of a policy or law, or has no interest from media or larger investigative bodies (examples include one on one meetings or small groups)
2. **Community Bias Related Incident** – a comment, activity, or event that is seen or heard by many, violates policies or laws, and/or has interest from the media or larger investigative bodies.

**Retaliation** - Retaliation is any adverse action that a student takes against another student because she filed a complaint about harassment or discrimination. This adverse action can deter that student from coming forward to report concerns.

**Discrimination** – According to the Office for Civil Rights, discrimination is conduct that denies any individual or group equal privileges or access to a particular activity or opportunity because of the individual's or group's actual or perceived age, color, disability, gender, gender identity or expression, genetic information, marital status, military status, national or ethnic origin, pregnancy or parenting status, political belief or affiliation, race, sex, sexual orientation, or veteran's status.

**Equity** – The quality of being fair or impartial.

**Harassment** – Unwelcome conduct based on individual or group perceived or actual age, race, color, ancestry, national origin, creed or religion, sex, or sexual orientation. Intimidation and harassment can arise from a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

- Physically or mentally abusive behavior towards another;
- Racial, ethnic, religious, or gender-based insults or slurs;

- Unwelcome sexual advances or touching;
- Sexual comments, jokes, stories, or innuendos;
- Requests for sexual favors as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation, or transfer;
- Display of sexually explicit or otherwise offensive posters, calendars, materials, or slogans;
- Referring to another employee by any derogatory sexual, racial, or ethnic term;
- Making sexual gestures with hands or body movements;
- Intentionally standing too close to or brushing up against another employee;
- Inappropriately staring at another employee or touching his or her clothing or person;
- Asking personal or offensive questions about another employee's sexual practices;
- Repeatedly asking out an employee who has stated that he or she is not interested;
- Using vulgar, obscene, or offensive language;
- Any form of stalking, including unwelcome repeated phone calls, emails, or text messages;
- Posting comments about another employee on a website, whether private or public, that violate this policy (because, for example, they are sexually or racially derogatory or inappropriate)

**Hate Crime** – According to the report of the Wisconsin Advisory Committee to the U.S. Commission on Civil Rights, the Federal Bureau of Investigation (FBI) defines a hate crime as a “traditional offense like murder, arson, or vandalism with an added element of bias. It is a criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.” Although hate itself is not criminal, acting upon hate with criminal behavior constitutes a hate crime.

**Inclusion** –The act of fighting against exclusion and assuring that all support systems are available to those who need such support. It involves bringing together and harnessing diverse resources in a way that is beneficial. Inclusion puts the concept of diversity into action by creating an environment of involvement, respect, and connection.

**Micro-aggressions** – Brief and commonplace verbal, behavioral, or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative racial slights and insults toward people of color. (Derald Sue, Columbia professor).

**Responsible employee** - A person witnessing or experiencing a bias related incident is encouraged to speak to College officials to report the incident. College officials who are perceived to have the authority to take corrective action or to address misconduct on behalf of the College are considered “Responsible Employees.” Most college officials are considered responsible employees and should report any incidents to the Dean of Students Office.

**Social Justice** – Social justice is a concept that is based on human rights and equality. It can be defined as the way in which human rights are manifested in the everyday lives of people at every level of society. This includes dignity, economic and social equality, equal distribution of resources, justice, use of policy and laws, societal participation in change, personal responsibility, and creating access to opportunity and chance through action.

## **Bias Related Incidents**

Alverno College continuously works to provide an environment that is free from discrimination, harassment, and intolerance. This response protocol for bias related incidents should be viewed as part of a larger effort to create an inclusive living, learning, and working environment. Prevention is preferable to response, yet we know that our work on behalf of prevention is ongoing and incomplete. Bias related incidents occur and deserve responsible attention, with clear means of communication. The goal is to promote more conversation and listening.

When bias related incidents occur, they may not necessarily rise to the level of a crime, a violation of state law, college policy, or the student code of conduct. A bias act may, however, contribute to creating a negative, hostile, or unwelcome environment. Creating dialogue opportunities and protocol for all levels of bias to be addressed can help reduce the impact of micro-aggressions, those seemingly smaller acts of bias that accumulate over time and can create a chilling or hostile effect for others. When acts of bias occur on Alverno College's campus, we have responsibility as community members to come together in our shared values and mission to denounce such acts. This protocol is intended to address incidents that happen within the Alverno College community.

### **Freedom of Expression**

This protocol recognizes that freedom of expression in the context of our learning environment is protected, while offering a channel for responding to ignorance and bias that work against the mission of Alverno College. This may produce tensions between individuals whose ideas and speech may be considered controversial, offensive, or objectionable, which can lead to a blurred line between freedom of speech and acts of bias. Acts of bias, whether or not intended, threaten to undermine individuals' or groups' engagement in the free exchange of thoughts and ideas. Providing a clear avenue by which suspected acts of bias can be reported aligns with Alverno College's commitment to freedom of expression and to our mission of teaching and learning.

### **Reporting**

Alverno College urges all members of the community to report any bias related incidents. There are several ways to address the incident:

- **Seek campus support**— Students are encouraged to speak to College officials to report incidents of bias (e.g. academic deans, administrators with supervisory responsibilities, campus safety, human resources).
- **Seek confidential support** – To be assured the report will remain confidential, consult with one of Alverno's Counselors, Coordinator of Health Services or the Campus Minister. Each will offer confidential resources and options. These individuals are not required to tell anyone else private, personally identifiable information unless there is reason to fear for the safety of the victim or other community members.
- **File an online, confidential, anonymous report** - Alverno College accepts and investigates all allegations of improper activity by Alverno employees and students. Potential wrong doing may be reported on the Confidential/Anonymous form (found on the first page of IOL).



- **File a complaint with the college** - Students who believe they have been subjected to incidents of bias are encouraged to file a report with Student Affairs staff. Reporting means that only people who need to know will be told and information will only be shared as necessary with investigators, witnesses, advocates, and the accused individual(s). You can file a complaint in any one of the following ways:
  1. You can use the online report form available through the Alverno website at [Alverno.edu/campuslife](https://alverno.edu/campuslife). Once you have completed and submitted the online form, you will be contacted by a member of the Alverno community who will be addressing the incident.
  2. You may submit an email to the Student Affairs Office by emailing [studentaffairs@alverno.edu](mailto:studentaffairs@alverno.edu).
  3. You may submit a phone report by calling the Student Affairs Office at **414-382-6118** during business hours. If you choose to leave a message your call will be returned at the earliest possible time. You can also call Campus Safety at **414-382-6158 (non-emergency) or 414-382-6911 (emergency or Officer on duty)**.

***If you are a victim of a bias-related incident, or if you witness a bias-related incident, please do the following to document the incident as best you can:***

- If you experienced a written slur or discovered graffiti, do not erase the text. Campus Safety will need to see it.
- If you have a camera or cell phone camera, take a picture of the graffiti, license plate, or anything else relevant.
- If the incident was verbal, immediately write down what was said to the best of your recollection.

## **Response**

When a person reports an act of bias to any campus office, the incident will be shared with the head of Student Affairs/Dean of Student Development and Success or designee. Falsification, distortion, or misrepresentation of information during the course of a complaint resolution process may be grounds for disciplinary action. After the incident is reported:

- The Dean of Student Development and Success or designee will review the complaint and appoint an Investigator and Bias Incident Coordinator.
- Interim measures may be put in place pending the outcome of the investigation.
- Both (all) parties are assigned a designated support person to guide them through the complaint process. Either party may refuse the assistance of a support person.
- The facts of the complaint are investigated as presented by the person making the complaint, the respondent, and any witnesses.
- The summary of the investigation is submitted to the Bias Incident Coordinator who will review the information and determine appropriate next steps.

Our response to bias related incidents will generally involve an educational process focused on understanding what harms may have been done and why, who has been affected, and how the harm

can be repaired. Where possible and with the agreement of all involved parties, restorative practices will be utilized as a framework to empower those directly impacted.

Regardless of whether the behavior violates policy or the respondent's intent was malicious, it is important to respond to people who have experienced bias in a timely, caring manner. All parties involved in a bias-related incident will be treated with respect and a sincere willingness to hear their perspectives.

Every bias related incident has a unique context that requires consideration. The nature and impact of the incident, the desire of the person or persons reporting the incident, and the impact on the community are all factors that should be reviewed when considering a response. Regardless of the type of bias related incident, a timely and transparent response to the immediate concerns will be implemented.

Examples of responses could include, but are not limited to:

- A facilitated conversation between involved parties
- Restorative circles – Several members of the Alverno College staff are trained as facilitators for restorative circles. Those individuals could be brought in to work with those affected by the incident.
- Changes in policies or procedures – Depending on the nature of the incident, a change in policy or procedure may be warranted. Those affected by the incident would be consulted regarding any changes.
- Educational programs - Bias related incidents may indicate a need for education in our community in order to remedy harm done, and to provide opportunities for reflection and growth. Such educational efforts are not part of the investigation process and are not intended to be punitive. Appropriate staff and faculty will work with students to plan timely educational opportunities that are reflective of diverse learning styles and address relevant issues from multiple perspectives.
- Consultation with outside organizations

### **Confidentiality**

Anyone reporting a bias related incident can request confidentiality. In the event of such a request, reasonable steps to review the incident and respond consistent with this request will be made. Limits to the review or response based on this request should be discussed throughout the process with all individuals involved.

### **On Campus Resources**

- **Campus Minister** – Lisa Cathelyn – FO 259 - 414.382.6359

- **Campus Safety** – Jason Pilarski (Director) or any On-Duty Officer – FO 254 - [campussafety@alverno.edu](mailto:campussafety@alverno.edu) – 414.382.6911 or 414.382.6158
- **Counseling Services Director** – Meg Pledl – AF 208 – [meg.pledl@alverno.edu](mailto:meg.pledl@alverno.edu) – 414.382.6119
- **Student Affairs Office** – Heidi Anderson-Isaacson, Interim Dean of Student Development and Success – [heidi.anderson-isaacson@alverno.edu](mailto:heidi.anderson-isaacson@alverno.edu) or the Assistant Dean – FO 119 – 414.382.6118
- **Health Services** – AF 208 – 414.382.6319
- **Coordinator of Global Exchange Programs** – Elena Burke – FO 111 [elena.burke@alverno.edu](mailto:elena.burke@alverno.edu) – 414-382-6099
- **Coordinator of Multicultural Programs & African American Student Engagement** – Adekola Adedapo – FO 111 – [adekola.adedapo@alverno.edu](mailto:adekola.adedapo@alverno.edu) – 414-382-6022

#### Off Campus (Milwaukee) Resources

- **The Healing Center** (414-671-4325) for individual counseling, advocacy, and support groups
- **Milwaukee LGBT Community Center (414) 271-2656** includes outreach to LGBT youth, adults, and their allies, and a mental health clinic for confidential outpatient care
- **Milwaukee Police Department District 6 (414) 933-4444** for police officers in the district where Alverno resides
- **The Zeidler Center for Public Discussion** – (414) 239-8555, 631 N. 19<sup>th</sup> St., Milwaukee, WI 53233 – [office@zeidlercenter.org](mailto:office@zeidlercenter.org)

## Title IX Sexual Misconduct and Harassment Policy

In keeping with its mission to promote the personal and professional development of all members of the Alverno community and to provide a safe and welcoming campus, Alverno College fosters a climate of mutual concern, respect and caring. Alverno is committed to promoting a rich learning environment that is free of violence, discrimination, harassment and other barriers to students learning, healthy growth and development. All members of the Alverno community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

### Nondiscrimination Statement

Alverno College intentionally creates a welcoming and inclusive learning community in which all members recognize and respect the rights and human dignity of every other member. The College values diversity and seeks talented students, faculty and staff from a variety of backgrounds. In keeping with its long-standing Catholic Franciscan foundations, Alverno College does not discriminate against any student, employee or applicant on the basis of any individual's age, citizenship, color, disability, gender, gender identity or expression, genetic information, marital status, military status, national origin or ancestry, pregnancy or parenting status, political belief or affiliation, race, religion or creed (except in campus ministry staff positions), sex, sexual orientation, or veteran's status in the administration of its educational programs and activities or in its employment practices. Furthermore, the College prohibits all



forms of harassment towards students and employees, including dating violence, domestic violence, sexual assault, and stalking, as harassment is a form of discrimination.

In the area of undergraduate enrollment, Alverno College's weekday undergraduate programs will remain exclusive in respect to gender identity, but not as to any of the other aforementioned characteristics.

Alverno College, an institution dedicated to the education of women, pays particular attention to issues of harassment, discrimination or violence on the basis of sex, gender, pregnancy or parenting status. Conduct, whether intentional or unintentional, that results in discrimination, harassment, or violence toward a student or employee is illegal and unacceptable, undermining the mission of the college. Such conduct, whether on or off campus, is expressly prohibited by the college and is considered a serious violation of human rights.

In alignment with federal Title IX regulations, Alverno College has procedures to receive, investigate, respond to and resolve complaints of discrimination, including harassment based on gender. Title IX violations include discrimination on the basis of sex or gender, gender identity, gender expression, and sexual orientation, and include sexual harassment, sexual exploitation, nonconsensual sexual acts, and sexual misconduct. This policy applies to conduct between men and women or between members of the same sex. In this policy, “discrimination,” refers generically and inclusively to all forms of discrimination based on sex or gender, including sexual harassment, sexual exploitation, sexual assault and sexual violence. Sexual misconduct includes but is not limited to conduct prohibited at Wisconsin Statutes 940.225.

This full policy outlines the investigation procedures by Alverno College in response to allegations of gender-based misconduct and sexual harassment involving one or more Alverno College students. Students who are on leave (disciplinary or otherwise), on a study abroad, or internship will be considered an Alverno College student, unless a student has terminated their relationship with the college.

The full policy is available on the Alverno College website at the following web address:  
<https://www.alverno.edu/Civility-Sexual-Misconduct-and-Harassment>

The **Title IX Coordinator** is Jason Pilarski, Director for Campus Safety, the **Deputy Title IX Coordinator for Students** is Rachel Haos, Assistant Dean for Student Affairs, the **Deputy Title IX Coordinator for Employees** is Magda Hoffman, Director of Human Resources. For any issues related to gender-based harassment and discrimination, students and employees are encouraged to contact the Title IX Coordinator or the appropriate Deputy Title IX Coordinator. The Title IX Coordinator and the Deputy Title IX Coordinators have the responsibility to:

- Oversee complaints of discrimination on the basis of gender, including discrimination based on a student’s pregnancy, childbirth, false pregnancy, termination or recovery;
- Ensure thorough investigations into complaints of sexual discrimination or harassment;
- Assure equitable remedies;

- Provide campus-wide training regarding sexual harassment, violence and discrimination, including the related Title IX policy and procedures; and,
- Issue timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the College community.
- Make every effort to ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. When an allegation of gender discrimination is brought to an appropriate administrator's attention and an individual is found to have violated this policy, serious and prompt sanctions will be used to reasonably ensure that such actions are never repeated. Employees found to have violated this policy will be disciplined up to or including termination of their employment. Students found to have violated the policy will be disciplined up to or including dismissal from the college. A full list of potential sanctions for both students and employees is contained within this document. The college will not tolerate any reprisal or threat against any individual who alleges sexual discrimination or who provides witness statements or evidence during the process of investigation, adjudication, or appeal. Beyond the campus policy and procedures for investigation and adjudication, Alverno will also respond to Complainants of sexual violence by providing access to support services and resources. A full list of services and resources both on campus and off is available in this policy.

### **Expectations and Definitions Related to Sexual Harassment, Violence and Discrimination**

**Definitions** The following terms and definitions are not meant to be a full list of definitions for this policy. The terms defined here are meant to aid in the understanding of concepts contained within the policy.

**Amnesty** – At times, alcohol is involved in gender discrimination cases. In an effort to encourage Complainants and witnesses of harassment and discrimination to report incidents and to focus on the safety of the student, an assurance of amnesty from an alcohol policy violation is provided for the student reporting gender-based discrimination.

**Appellate Administrator / Adjudicator** – Person appointed to consider an appeal of the Formal Hearing Finding or Sanctions. Responsible for making the Appellate decision.

**Complainant** – is the person who is making the claim that an instance of sexual misconduct has been committed against themselves.

**Consent** - Positive cooperation involving an act of free will AND the absence of coercion, intimidation, force or the threat of force. A person cannot give consent if unable to understand what is taking place. Each person engaged in the sexual experience must provide active consent in order for mutual consent to be present. If limits are made clear and consent is not given, pressuring an individual into changing his or her mind is not consent. A person may not consent if unconscious, frightened, physically or psychologically pressured or forced, intimidated, impaired because of a psychological condition, and/or intoxicated by

the use of drugs or alcohol. Use of alcohol or other drugs will never function as a defense for behavior that violates this policy.

The state of Wisconsin defines consent by Wisconsin state statute 940.225(4) as meaning “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). The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of state statute 792.11(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.

**Coercion** - Unreasonable pressure for sexual activity. There is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Consensual Relationships** - The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. Our intent is not to discourage friendly associations but rather discourage the abuse of authority in relationships. There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). Consensual intimate relationships may produce a conflict of interest, such as when one of the parties is responsible for evaluating an academic file or making employment decisions. The relationship may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Charges of sexual harassment may develop even though both parties have consented to the relationship. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, designated leader-student) are not appropriate. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. Failure to report such relationships to a supervisor as required can result in disciplinary action for an employee.

**Discrimination** - Is any action or communication, verbal or physical or written, which causes with or without intent, a person to be excluded from participation in or be denied the benefits of any educational program or activity through Alverno College on the basis of sex or gender identity. Discrimination includes harassment, unfair treatment, attitudes, or behaviors towards the individual based upon their sex or

gender identity. Gender Identity is also covered under Title VII in regards to employment involved discrimination. Also included are any form of discrimination based on a student's pregnancy, childbirth, false pregnancy, termination or recovery.

**Educational program or activity** – Any location, event, or circumstance where Alverno College has substantial control over the Complainant, Respondent(s), and the context in which the sexual harassment occurred, and also includes any building owned or controlled a student organization that is officially recognized by Alverno College, no matter should that control be temporary or permanent. This includes programs and activities that occur on campus or off campus.

**Force** - The use of physical violence and/or physically imposing on someone to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("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 an individual resist the 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. Sexual activity with someone who one should know to be –or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

**Formal Complaint** – A document signed and filed by a Complainant or Title IX Coordinator alleging a violation of Title IX against a Respondent(s) and requesting that the school investigate the allegation of the violation.

**Hearing Administrator/Adjudicator** – The person responsible for hearing evidence during the Formal Hearing. Responsible for deciding the Hearing Findings and sanctions.

**Incapacitation** - A state in which someone cannot make rational reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including but not limited to Rohypnol, Ketamine, GHB, Burundaga, etc. is prohibited and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>. It is critical to remember that:

- Consent is based on choice.
- Consent is active, not passive. Silence and passivity do not equal consent.
- Consent is more difficult to establish when there is unequal power.
- Consent to one type of sexual contact does not imply consent to another.
- Consent requires conditions free of coercion and undue influence. Relenting because of fear is not consent.

- Consent means two people (or more) deciding together to do the same thing, at the same time, in the same way, with each other.
- Absence of a no does not mean yes.

**Informal Resolution** – An optional restorative justice meeting where both parties with informed, written consent, voluntarily attempt to informally resolve the material basis of the Title IX Formal Complaint.

**Informal Resolution Administrator/Adjudicator** - The person responsible for hearing evidence during the Informal Resolution Process. Specially trained in mediation and Restorative Justice techniques and practices. Responsible for creating, and gaining agreement to the Informal Resolution Findings, Supportive Measures and/or Sanctions.

**Mandatory Reporters** - All employees (with the exception of confidential resources) of Alverno College are considered **Mandatory Reporters** also known as **Responsible Employees**. This means, regardless of position or status all faculty and staff are required to report any violations of this policy, (regardless of merit) whether witnessed or reported to them by another person. They are not entitled to promise confidentiality to anyone who discloses a violation to them. Student workers are considered mandatory reporters when acting in the capacity of their employment with Alverno College. However, students who are Residence Life Community Assistants, work in the Student Affairs office or the Campus Safety office are expected to be mandatory reporters at all times due to their visible presence on campus as the “go-to” individuals when assistance is needed.

**Non-consensual Sexual Contact** - Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman without consent and/or by force. See the State of Wisconsin Statutes referenced below.

**Non-consensual Sexual Intercourse** - Any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman without consent and/or by force. See the State of Wisconsin Statutes referenced below.

**Notice** – Occurs when a Mandatory Reporter receives notice of a potential violation of this policy.

**Recipient** - Alverno College is the recipient of all Title IX complaints. All Employees (with the exception of those in the in Confidential Reporting).

**Reporting Party** – In some instances, a third party may report the incident to the college; this person would be considered a witness. In the instance where the reporting party is a non-Alverno College member, the viability limiting contact (No-Contact/No-Trespass Orders) will be discussed as appropriate.

**Respondent(s)** – is the person who is responding to the allegation(s) of sexual misconduct made by the reporting party.



**Retaliation** – Any adverse action that a person takes against another person because they filed a complaint about harassment or discrimination. This adverse action can deter that person from coming forward to report concerns.

**Sexual Assault** - Any sexual contact without consent is against the law in Wisconsin. Wisconsin State Statute 940.225 creates four degrees of sexual assault. The Degrees are based upon the amount of force used by the assailant and the amount of harm done to the Complainant, rather than on the resistance offered by the Complainant. First, Second and Third degree sexual assaults are felonies; Fourth degree sexual assault, lewd and lascivious behavior & sexual gratification are misdemeanors. Sexual assault is known to be a crime of indifference to the feelings of others, dominance, hostility and sometimes physical brutality. It is not primarily a sexually motivated crime but rather a crime of assault using sex as a weapon. Sexual assault can occur between persons in dating or sexual relationships, including marriage. It can also occur between persons of the same gender.

**Sexual Exploitation** - Occurs when an individual takes non-consensual or abusive sexual advantage of a person for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples include but are not limited to: invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting friends hide in the closet to watch the consensual sex); engaging in voyeurism; knowingly transmitting an STI or HIV to another student; inducing incapacitation for the purposes of engaging in sexual activity with the incapacitated person; exposing one's genitals in non-consensual circumstances; and, inducing another to expose his/her genitals. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Sexual Harassment** – Falls under one of three definitions:

- Unwelcome, gender-based verbal, written, or physical conduct that is sufficiently severe, pervasive, and objectively offensive that it unreasonably interferes with, limits, or deprives someone of the ability to participate in or benefit from Alverno College's educational program and/or activities.
- Quid Pro Quo is based on power differentials, the creation of a hostile environment, retaliation, unreasonably interfering with the employee's or student's performance or creating an environment which is intimidating, hostile or offensive to the employee/student. Examples include but are not limited to: slurs, threats, derogatory or suggestive comments; unwelcome jokes; exposure to sexually-oriented literature or pictures; attempts to coerce an unwilling person into a sexual relationship; unwelcome teasing, touching or sexual attention including email, phone calls or other online communication; making sexually oriented comments about the body or perceived sexual orientation; requests for sexual favors; punishing a refusal to comply with a sexually based request; conditioning a benefit on submission to sexual advances; sexual violence between strangers, acquaintances or intimate partners; stalking; and, gender based bullying.

- Sexual violence including rape, sexual assault, sexual battery and sexual coercion are forms of sexual harassment covered under Title IX, the Jeanne Clery Act, and the Violence Against Women Act (VAWA).

**Sexual misconduct** – Any harassment or discrimination based on gender or sex in educational programs or activities at Alverno College or any educational institution receiving Title IV funding or subject to regulation under Title VII. Examples include sexual harassment, sexual assault, forcible fondling, stalking, and dating violence. Stalking - Activity consisting of the repeated following and harassing of another person. It is a form of criminal activity that consists of a series of actions that individually may constitute legal behavior. For example, sending flowers, sending notes or text messages, or waiting for the person outside of work or their home. When these actions are made and instill fear or injury, they constitute a pattern of behavior that is inappropriate and, in some cases, may be illegal.

**Supportive Measures**– Individualized services provided to the parties of a complaint. The measures may not be punitive, disciplinary, or unreasonably burdensome to the opposing party. Must be designed to ensure equal educational access, protect safety, or deter further violations.

### **Options for Students Experiencing Sexual Harassment, Violence and Discrimination**

Sexual discrimination prevention efforts are critical in creating a community in which individuals can learn and live successfully. While individuals are not required to report a criminal act to the police, all community members are encouraged to report violations of this policy to the College so that support services can be made available. Talking with someone about what happened can help reduce the sense of isolation and start the path to healing. All complaints are taken seriously. Any personally identifiable information will only be shared as necessary with as few people as possible, and all efforts will be made to protect the Complainant's privacy. With the exception of medical treatment for incidents involving sexual violence, the following options are listed in no particular order and include both off campus and on campus options in order to ensure a multiplicity of choices for the Complainant.

- **Seek Medical Attention as soon as possible** -The Sexual Assault Treatment Center at Aurora Sinai Medical Center is located at 945 N 12th St Milwaukee, WI 53233. All contact is confidential. They can be accessed in person or by phone (414-219- 2000) 24 hours a day.
- **File a criminal complaint** - Milwaukee Police Department Sensitive Crimes Division is located at 749 West State Street, Room 601, Milwaukee, WI 53233. Their phone number is (414-935-7405)
- **Seek campus support** – A Complainant is encouraged to speak to College officials to report incidents of sexual harassment, violence, and discrimination (e.g. academic deans, administrators with supervisory responsibilities, Campus Safety, Human Resources). College officials who are perceived to have the authority to take corrective action or to address gender-based misconduct on behalf of the College are considered Responsible Employees. Most college officials are considered Responsible Employees and will need to contact the Title IX Coordinator about the concern.

- **Seek confidential support** – To be assured the report will remain confidential, consult with one of Alverno's Counselors, Coordinator of Health Services or the Campus Minister. Each will offer confidential resources and options. These individuals are not required to tell anyone else private, personally identifiable information unless there is reason to fear for the safety of the Complainant or other community members.
- **File an online, confidential, anonymous report** - Alverno College accepts and investigates all allegations of improper activity by Alverno employees and students. Potential wrong doing may be reported on the Confidential/Anonymous form (found on the first page of IOL). In order for us to properly investigate concerns, individuals will be asked to provide as many details as possible about the potential improper activity such as allegations of fraud, theft, gross misconduct or misuse of college property and facilities.
- **File a complaint with the college** - Students who believe they have been subjected to harassment, violence, and/or discrimination are invited to contact the Title IX Coordinator. The Title IX Coordinator will ensure facilitation of the adjudication process outlined below. A Complainant has the right to expect that incidents of gender based harassment, violence, and discrimination will be taken seriously when reported, and those incidents will be investigated and properly resolved. Reporting means that only people who need to know will be told and information will only be shared as necessary with investigators, witnesses, advocates, adjudicators, and the accused individual. The Title IX Coordinator has the responsibility to provide training on an initial and annual basis, assure equitable remedies and oversee the unbiased process of investigating. Once the Coordinator has notice of possible gender based harassment, violence or discrimination, they will take immediate and appropriate steps to investigate what occurred and take prompt and effective action.

### **Investigations of Gender Based Harassment, Violence and Discrimination**

Alverno College takes seriously the responsibility of affording all parties involved in a complaint a fair and unbiased framework for encouraging resolution. Falsification, distortion, or misrepresentation of information during the course of a complaint resolution process may be grounds for disciplinary action. The investigation will include the following:

- The Title IX Coordinator will meet with the person filing the complaint (Complainant) to ascertain the details of the situation and determines if it is a Title IX issue.
- If the initial report or complaint is made to a Title IX Investigator; the statement of report shall be forwarded to the Title IX Coordinator for consideration.
- The Title IX Coordinator will then appoint the Investigator for the process.
- The Coordinator will inform the Respondent(s) of the complaint in writing or in person as soon as possible. The information will include the person making the complaint and the circumstances which precipitated the filing of the complaint.
- The Title IX Coordinator determines if supportive measures (temporary sanctions for one or both parties for the duration of the investigation) need to be established in consultation with both parties.

- The Title IX Coordinator offers both parties (the Complainant and Respondent(s)) a college advocate and/or support person(s) to guide them through the complaint process. Either party may refuse the assistance of an advocate. Either party may choose an Advocate and/or Support Person(s) on their own. Either party may choose to utilize an attorney as their advocate at their cost.
- The facts of the complaint are investigated, as presented by the person making the complaint, the Respondent(s), and any witnesses named by either parties or discovered during the course of the investigation. All Interviews will be audio recorded on a college owned device to ensure accuracy of the statements given. Transcripts of the audio recording will be made and the transcripts shall be the official evidence record of what was said during the interview.
- The Investigator will submit a Draft Investigation Report to the Title IX Coordinator, Complainant, and Respondent(s) at least 10 business days prior to completion of the Final Investigation Report being submitted to the Title IX Coordinator. Both parties will have an opportunity then to review and comment on the Draft Investigation Report and any evidence discovered and/or referenced in the report. The Draft Investigation Report shall include a full transcript of any interview that occurred during the course of the investigation.
- The summary of the investigation, copies of any evidence collected, to include interview transcripts, along with any finding of responsibility for a policy violation is submitted to the Title IX Coordinator as the Final Investigation Report. Ultimately, the determination of responsibility will be made by an Adjudicator based on the preponderance of the evidence (e.g., it is more likely than not that the accused violated the policy).
- If the Investigator's Final Report finds that one or more policies have been violated, the Title IX Coordinator then appoints adjudicators for the Informal Resolution meeting, should that be sought, for the Formal Hearing, and Appellate Hearing processes.
- If evidence or allegations of violations of other college policies, (including dating or domestic violence, stalking, or sexual violence that does not qualify as a violation of the Title IX Sexual Harassment policy) are discovered, that information shall be referred to the Assistant Dean of Students, Residence Life Director, and/or Director of Human Resources, whoever would hold jurisdiction over the violation as alleged.

The investigation will entail interviews of the reporting party if different from the Complainant, the Complainant, the Respondent(s) and any relevant witnesses and the collection of any available evidence. The investigation process will be conducted without bias or conflict of interest and is meant to be equitable, and to be completed within 30 calendar days after the assignment of the Investigator. Both parties will have the opportunity to provide additional information, and identify witnesses they want interviewed. At least 10 days prior to the completion of the Final Investigative Report, the Investigator will provide a Draft Investigation Report to the Title IX Coordinator/Deputy Coordinator, Complainant, and Respondent(s). These parties will then have an opportunity to review all interview transcripts, and evidence contained in the draft report and to submit comments. The Investigator will consider any and all comments received and be allowed a period of 10 business days to follow up on any comments before submitting the Final Investigation Report. The Investigator will include comments

from the review period and the result of follow up investigation into a section of the Final Investigation Report.

Amnesty will be granted for any and all additional violations of Student Handbook, such as underage drinking, when associated with an incident of gender-based misconduct or sexual harassment.

Upon completion of the investigation, review and follow up periods, the Final Investigation Report will be sent to the Title IX Coordinator and Deputy Coordinator. If the Complainant still wishes to move forward with the adjudication process the Coordinator will select a Formal Hearing Administrator and set the schedule for the Formal Hearing to occur.

While the Complainant may have initially opted for a full investigation and adjudication process, they may change their mind on any of these options at any time up until the time that the Formal Hearing Administrator issues their findings and recommendations for sanctions, should any apply. Updated: August 14, 2020 Page 18 In situations where the reported incident is such that a threat to the college community exists, measures may be taken to mitigate the threat or investigate the incidents. In this case, the reporting party will not be asked to participate in a campus investigation once they have opted to no longer pursue the complaint and judicial process.

#### **Possible Outcomes or Sanctions for Gender Based Harassment, Violence and Discrimination**

- The Respondent(s) could be found not responsible for the alleged violation. Please note, a finding of no responsibility does not mean the incident did not happen, rather there was not enough evidence to meet the preponderance of evidence standard.
- If it has been determined that a Title IX policy violation has occurred, Alverno College's response will depend on the nature and severity of the incident. The range of responses may include:
  - Individual meeting with the Respondent(s) and the Respondent(s)'s advocate
  - Required educational activity
  - No Contact Order between the Complainant and the Respondent(s)
  - Protective measures may be applied (e.g., No Trespass Order for certain parts of campus, residence hall move, etc.)
  - Disciplinary action may include any of the following:
    - a written warning,
    - probation,
    - removal from campus housing,
    - suspension,
    - termination of employment and/or dismissal from Alverno College.

#### **Resources**

When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. Most college employees are required to report concerns to the Title IX Coordinator; however, the Campus Minister, Campus Counselors and

Campus Nurse may keep the situation confidential. The following are options available to the Alverno community:

#### On Campus Confidential Resources

- **Campus Minister** – Lisa Cathelyn - FO 259 - [lisa.cathelyn@alverno.edu](mailto:lisa.cathelyn@alverno.edu) - 414.382.6359
- **Counseling Services Director** – Meg Pledl– AF 208 – [meg.pledl@alverno.edu](mailto:meg.pledl@alverno.edu) – 414.382.6119
- **Health Services** – Nurse Tamara Black – AF 208 – [tamera.black@alverno.edu](mailto:tamera.black@alverno.edu) – 414.382.6319

#### On Campus Reporting Resources

- **Title IX Coordinator**– Jason Pilarski, Director of Campus Safety - FO 254 – [jason.pilarski@alverno.edu](mailto:jason.pilarski@alverno.edu) – 414.382.6151
- **Deputy Title IX Coordinator** – Rachel Haos, Assistant Dean of Students -FO 119 – [rachel.haos@alverno.edu](mailto:rachel.haos@alverno.edu) – 414-382-6118
- **Deputy Title IX Coordinator** – Magda Hoffman, Director of Human Resources – FO 211 – [magda.hoffman@alverno.edu](mailto:magda.hoffman@alverno.edu) – 414-382-6420
- **Title IX Investigator (Lead)** – Carol Ann Kashishian, Assistant Director of Campus Safety - FO 254 – [carolann.kashishian@alverno.edu](mailto:carolann.kashishian@alverno.edu) – 414.382.6154
- **Campus Safety Officers** – FO 254 - [campussafety@alverno.edu](mailto:campussafety@alverno.edu) – 414.382.6911 or 414.382.6158

#### Off Campus (Milwaukee) Resources

- **Milwaukee Police Department Sensitive Crimes Division (414-935-7405)** for police officers with special training related to sexually-based crimes
- **The Healing Center (414-671-4325)** for individual counseling, advocacy, and support groups
- **Sexual Assault Treatment Center (414-219-5555)**
- **Sojourner Family Peace Center (414-276-1911)** provides a confidential domestic violence hotline and emergency legal assistance 24/7
- **Milwaukee LGBT Community Center (414-271-2656)** includes outreach to LGBT youth, adults, and their allies, and a mental health clinic for confidential outpatient care
- **Milwaukee Women’s Crisis Line and Shelter (414-671-6140)** offers 24 hour assistance to women in need of assistance from sexual or domestic violence

If you are a foreign national, assistance with a Special Visa for Victims of a Crime maybe available. The International and Intercultural Center as well as Campus Safety Department can assist with connecting you to the Milwaukee County District Attorney’s office for assistance in applying for this assistance.

## Sexual Assault Prevention and Response

Alverno College educates the student community about sexual assaults, harassment and prevention through new student and new employee orientations, the Student Handbook, Alverno and You Employee Handbook, NCAA Athlete trainings, ongoing training programs including online and in-person

seminar style programming and information through the Health Services Department, the Campus Safety Department and the Dean of Students office. Programming includes campus participation in the National Denim Day program, Sexual Assault Awareness Month, Domestic Violence Awareness Month, and Love Your Body Week programs.

Training materials are available on the Alverno College website for Title IX.

If you are a victim of sexual assault while on campus your first priority should be to get to a safe place and then obtain necessary medical treatment. The Department of Campus Safety strongly recommends that a victim of sexual misconduct report the incident to a Safety Officer or the appropriate Police Department as soon as possible. An assault should be reported directly to a Safety Officer. Filing an Incident Report with a Safety Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing an Incident Report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.
- Ensure the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Additional information regarding Sexual Assault Prevention and Response can be found in the Student Handbook, or by visiting the Health Services Department located in the Athletic & Fitness Building, Room 208. Changes may be made to a student's academic or living situation if the situation warrants and are reasonably available.

Alverno College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Alverno 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 this policy. This policy does not apply to victims of dating violence, domestic violence, or sexual assault, or stalking as under the Violence Against Women Act both the accused and accuser in these cases are given results with no requirement to make a written request.

Alverno College seeks to preserve the rights and safety of all community members. To that end the Department Campus Safety issues "No Trespass" orders barring individuals from parts of the campus or the campus in whole. Campus Safety staff can also offer information on obtaining a Temporary Restraining Order, or Injunction issued by the courts.

## **Bystander Intervention Programs and Risk Reduction**

### **Bystander Intervention**

Bystander intervention are safe options that can be performed by an individual or individuals to help in preventing a dangerous situation or outcome or to intervene when there is a risk of dating violence, domestic violence, sexual assault, and/or stalking. Bystander intervention involves noticing

occasions of potential harm, understanding college structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. People often assume that sexual assault, domestic violence, dating violence and stalking only involve the victim or survivor and perpetrator, at Alverno College we understand that every member of our college community can be and is responsible for preventing violent behaviors and helping to create a safe and respectful environment. If you see something that bothers you, you have many options for intervening safely and effectively.

### **Keep an Eye on Your Friends**

1. Have a plan for arriving and leaving together.
2. Check in during the party to see how everyone is doing.
3. If you are worried about a friend's safety or behavior, say something.
4. Have a backup transportation plan and buddy system in case someone leaves early, your designated driver falls through, or you want to leave without waiting for the group.

### **Be an Active Bystander**

- Notice an occurrence out of the ordinary.
- Evaluate with your head and your gut—is something wrong?
- Ask yourself, "Could I play a role here?" If no one intervenes, what will likely happen?
- Assess your options for giving help. What are the risks of each?
- Intervene, or call someone else who can do so more effectively or safely.

### **Intervene When Something Isn't Right**

- Create a distraction. Spill something, bring out fresh food, start a conversation with the people you are concerned about.
- Talk to the person in danger directly. Ask them:
  - to go with you to the bathroom
  - what's going on
  - if they are okay
  - who they came with and how they're getting home
- Enlist help from someone with authority (a CA, Campus Safety, a Bouncer, a Manager at establishment, etc).
- Enlist help from the person's friends.
- Don't leave. Be a witness.

### **The (4 D's)**

- Direct,
- Distract,
- Delegate,
- Delay

### **7 Steps to an effective bystander intervention:**



1. Recognize the behavior
2. Interpret behavior as a problem/emergency
3. Feel a sense of responsibility to intervene
4. Know what to do (or not do)-Is it safe
5. Feel you have the ability to take action
6. Perform a quick cost/benefit analysis
7. Act (direct, distract, delegate, delay)-4 D's

**Consider both direct and indirect ways to intervene:**

- **Direct:** You take responsibility as the primary helper.
- **Indirect:** You request that someone else take responsibility as the primary helper (e.g., Alverno Campus Safety, Milwaukee Police, Milwaukee Fire rescue, Athletic Administrators, etc.)

**Whatever response you choose, remember the following in an emergency/crisis:**

- Calm the person
- Gather information
- Look at options
- Provide support
- Know appropriate referrals
- Look for the best exit strategies (getting out of the situation) for those involved.
- Be clear and direct with all of your requests.
- Make **safe** choices; consider the level of risk in choosing an action for intervening.
- Understand boundaries and limits — **Don't be a hero**. Remember verbal fights can quickly turn into physical fights. **\*\*\*It is often better to WALK AWAY.**
- Intervene early — before a problem becomes a crisis or disaster.
- Publicly state your commitment to helping. "I will do X."
- Engage other bystanders — You do (Call 911, get help)
- Discuss consequences that the person cares about — Encourage VALUE BASED DECISIONS.
- Assess personal exposure/liability when actions you know about are criminal.
- **Call 9-1-1 if it is not safe or prudent for you to help directly.**

## **Risk Reduction**

### **Education & Training**

Alverno College seeks to provide members of the College community with appropriate tools to promote and maintain safe living, learning, and work environments where members of the Alverno community, and guests feel welcome and are safe.

Alverno requires that all of its employees and students complete a designated training, a standardized Title IX training program that meets legal requirements, explains rights and responsibilities, and helps to create safe, welcoming, harassment-free campus and environments.

Our institution recognizes that preventive and educational efforts will require collaboration with community agencies and other educational institutions (K-12, technical colleges, etc.) to reduce risk as students matriculate into higher education.

### **For Students**

Student programs generally includes content that:

- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking in the State of Wisconsin;
- Defines what behavior and actions constitute consent to sexual activity in the State of Wisconsin;
- Provides training on bystander intervention, including the importance of intervention and the most effective strategies for bystanders;
- Provides information on risk reduction so that students may recognize warning signs of abusive behavior and how to avoid potential attacks;
- Informs students of their rights under Title IX and how to report sexual violence and sexual harassment to campus officials and/or local law enforcement;
- Provides students campus information on how to file a Title IX complaint;
- Incorporates best practices in harm reduction for alcohol use and abuse;
- Includes current social norms of alcohol use including common misperceptions.

## **For Employees**

Employee programs generally includes content that:

- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking in the State of Wisconsin;
- Defines what behavior and actions constitute consent to sexual activity in the State of Wisconsin;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual violence, or stalking against a person other than the bystander;
- Provides information on risk reduction so that employees may recognize warning signs of abusive behavior and how to avoid potential attacks;
- Informs employees of student and employee Title IX rights and covers sexual harassment, misconduct, and assault;
- Provides training designed for responsible employees around who misconduct must be reported to on campus;
- Provides training designed for responsible employees around what must be included in the report;
- Provides training designed for responsible employees around consequences for failure to report;
- Outlines procedures for responding to students' requests for confidentiality;

- Includes contact information for the Title IX coordinators as well as a direct link for email;
- Provides methods of responding to a survivor;
- Provides information they must provide to students who disclose a sexual assault.

## Victim Procedures

These procedures are important and helpful for victims of dating or domestic violence, harassment or assault (whether sexual or not), and stalking. Preservation of evidence is an important part of maintaining the rights of the victim to be able to decide how to proceed in the future. This includes the ability to decide to prosecute the offender at a later time.

- Get to a safe place as soon as you can
- Preserve Evidence – do not wash, or change clothing. If you do change clothing place all clothing you were wearing into a paper bag.
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
- Get medical attention as soon as possible.
- Report it (911-police or 382-6911 for Campus Safety)
- Receive information on resources from the Campus Safety office, Dean of Students office, or the Campus Counseling and Health Services office.
- Receive information and assistance if desired for reporting to local police. Assistance may be available from a member of the Campus Safety Department, Dean of Students Office, Campus Ministry, Counseling and Health Services, or Residence Life.
- You have the right to decline a formal report to the Police or Campus

### Response

- Campus Safety can provide you with a safety plan
- A campus no contact/trespass order can be issued by Alverno for community members
- Assistance on obtaining a restraining order or no contact order from appropriate jurisdiction
- Reasonable accommodations may be made in academic, living and/or working arrangements

## Domestic and Sexual Violence

YOU HAVE A RIGHT TO BE SAFE!

### Personal Safety Plan:

Alverno believes that no one has the right to physically or emotionally hurt you, your child, your pets, or your relatives. Dating and/or Domestic Violence, Sexual Assaults, and Stalking can be hard to deal with. Deciding to leave a relationship can be very difficult. It is important to make a personal safety plan. A batterer is usually the most abusive when the person being abused attempts to end the relationship. Abuse is never okay. No one “asks for it”. **No one deserves to be abused.** If violence is increasing toward you, it may also increase toward your children and pets.

If you or someone you know are in a dating or domestic violence situation or are being stalked or have been sexually assaulted, you can report the situation to Alverno College Campus Safety for assistance.

Whenever a student or employee reports being the victim of dating violence, domestic violence, stalking, or sexual harassment and/or violence to the Campus Safety Department; they will be provided with the resources listed in this document.

You can report in person, via telephone, via email, or by use of the complaint form on the IOL main landing page. A member of Campus Safety will meet privately with you to discuss your options and safety plan both for here on campus and for off campus as well.

You can also seek help from one of our confidential resources on campus, Campus Minister, Campus Counselor, or Campus Nurse.

#### Preparing to Leave:

- Make a list of important phone numbers:
  - Police: 911
  - Restraining Orders in Milwaukee County: 414-278-5079
  - Restraining Orders in Waukesha County  
<http://www.waukeshacounty.gov/CourtDivisions.aspx?id=21130>
  - Hotline Numbers:
    - Commission on Domestic Violence & Sexual Assault (information & referral): 414-286-2997
    - Sojourner Family Peace Center 24-hour Hotline: 414-933-2722
    - Hmong Domestic Violence Hotline: 877-740-4292
    - Latina Resource Center: 414-389-6510
    - National Domestic Violence Hotline: 800-799-SAFE
  - Shelter: 414-671-6140
  - Sexual Assault Treatment Center: 414-219-5555
  - Support Group:
  - Family:
  - Friend:
  - IMPACT – First Call for Help: 211
- Make a list of four places you could go to if you decide to leave home due to violence.
- A person or a place where you can leave extra money, car keys, clothes, copies of important documents:
- Items to take if you leave home because of violence:
  - Identification
  - Birth Certificates
  - Social Security Card
  - Money, credit cards, ATM card, bankbooks
  - Keys (home, car, work)
  - Lease/rental agreement, house deed, current unpaid bills
  - Legal documents, such as: work permits, passports/green card, divorce papers, restraining orders, insurance papers

- Medications (get a second prescription if you leave without them)
- Address & telephone book
- Toys, blankets, diapers, change of clothes
- Items of sentimental value

## Sex Offender Registration Information

The Campus Sex Crimes Prevention Act (CSPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher learning. The federal law requires state law enforcement agencies to provide colleges with a list of registered sex offenders who have indicated that they are a student of or employed by Alverno College.

In order to make informed decisions and maintain awareness of your surroundings the following websites can be visited to determine information regarding the name, location, and conviction records for Registered Sex Offenders.

**Wisconsin Department of Corrections Sex Offender Registry** – allows you to search by name and zip code for registered sex offenders in the state of Wisconsin.

<http://offender.doc.state.wi.us/public/>

## Emergency Procedures

### Severe Weather

Tornado Watch – conditions are right for a tornado to form. Be Alert – watch for changing weather conditions.

Tornado Warning – A tornado has been sighted and/or the Milwaukee siren is sounding. Seek shelter immediately.



### Fire/Building Evacuations

**Definition** - A fire or another emergency (e.g. chemical spill, flooding, gas leak) that prompts an evacuation.

**Know what to do in case of fire.** Know the location of

1. Fire extinguishers
2. Fire alarms
3. Fire exit

**If you discover a fire or another reason for evacuating the building**

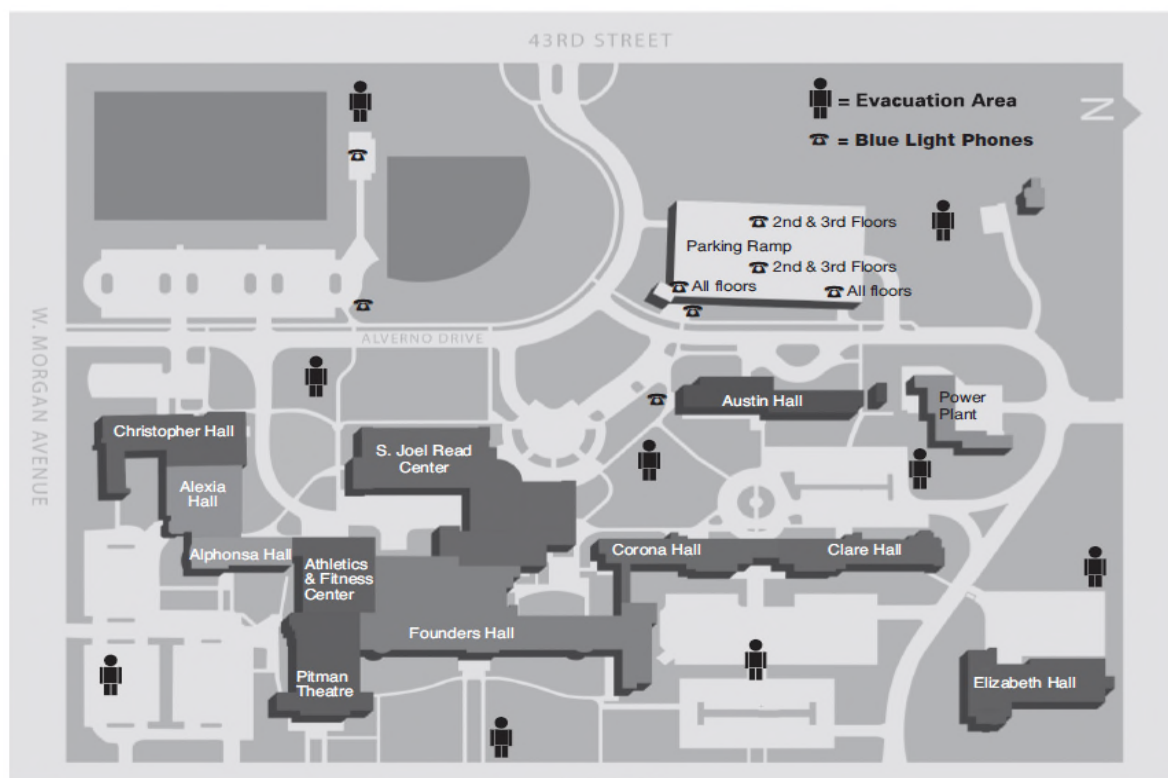
1. Pull the fire alarm.
2. Call 9-911 and give them the location, building name, room number and directions to the site.
3. Call Campus Safety 382-6911.

**If the fire alarm is sounding**

1. Close the doors.

2. Use the nearest exit or alternate safe route, assisting others whenever possible. Do not use elevators for exiting.
3. Proceed to the designated meeting area for your building.
  - a) **Students** – Instructors will notify students of the location of the designated evacuation area and account for students in the class.
  - b) **Staff and Faculty** – Supervisors will determine the location of the designated evacuation area for their department and account for employees.
  - c) **Other Staff and Faculty** – Go to the designated area assigned to your building.
  - d) **Other students and guests** – Go to the nearest evacuation area.
  - e) **Disabled Individuals** – Move to an enclosed stairwell if you are unable to exit the building. Tell others to notify Safety or the fire department of your location.
4. Wait for the “All Clear” when it is safe to enter the building.
5. RC labs - place red tag on hallway door handle if evacuating due to a chemical spill. Tag is located inside of the door.

## MAP TO EVACUATION MEETING AREAS



### Medical/Injury

Life Threatening – call 911 (9-911 from campus phone), and notify Campus Safety at 382-6911 (x6911) from a campus phone.

Common Injury – Notify Campus Safety through the Information Desk at x6000 – press ‘0’.

### Alverno College Address

## **Disturbance/Disruptive Person(s)**

If any person becomes disruptive or if a disturbance occurs in your area, immediately call Campus Safety (382-6911) if you feel the threatened and give them your

1. Name and location
2. Nature of the situation and description of those involved

If a student is involved and you do not feel threatened, attempt to de-escalate the situation through other co-workers or supervisors if possible. Utilize good customer service skills and listen to the person. Attempt to address their concerns or connect the student directly with someone who can.

## **Suspicious Activity or Criminal Activity**

Call 382-6911 and report the following information

1. Where is it happening? Vehicle description and license plate number. Direction of travel if known.
2. What is the person doing? How many people are involved? Has anyone been injured?
3. Physical and clothing description of those involved. Are weapons involved?
4. Leave your name and contact information for additional follow-up if necessary by Campus Safety.

## **Automated External Defibrillators (AED)**

The automated external defibrillator will walk you through their usage once activated, and an alarm sounds when a unit is opened. To reduce exposure to blood-borne pathogens, Safety and Housekeeping have been trained to properly clean up and dispose of bodily fluids. Do not attempt to do this yourself.

AED's are located in the following areas:

Austin Hall Lobby  
Commons Hallway

Christopher Hall Lobby  
Elizabeth Hall Child Care

Clare / Corona Lobby  
Gym Corridor

## **External Threat**

**External threat** in the neighborhood. Campus Safety will lock all external doors to the buildings.

- Raise awareness of the situation and advise people not to go outside during the situation.
- Business and classes will continue to the extent possible
- Building Coordinators or other staff will be posted at main doors

## **Internal Threat**

**Internal threat** causing harm or threatening to cause harm to self or others.



Notify 911 and Campus Safety as soon as possible. Advise of any injured persons.

- **Run** – Exit the building if safe to do so,
- **Hide** – Be invisible, lock yourself in a room, barricade the door, turn off lights, silence phones (do not leave a safe area until released by Campus Safety, Incident Response Personnel or Police Officers),
- **Fight** – Make a plan with others, over power, throw or hit the person with objects to stop the threat

Follow directions of responding Police Officers. Have your hands in the air and move to a safe area as directed.

## Residence Hall Fire Safety

### Fire Safety Systems

Alverno College has two student housing facilities, Austin and Clare Hall. Both residence halls are equipped with fire alarm monitoring, sprinkler systems in some areas, smoke detectors, fire extinguishers, and evacuation plans. The Department of Campus Safety routinely conducts two fire drills in each residence hall per academic year. The Columbia College of Nursing did not operate any residence halls.



### Building Evacuation

In the event of a fire or similar emergency which requires the evacuation of Austin or Clare Hall, students are advised to exit the residence hall through the nearest and safest stairwell. Never attempt to use an elevator in the event of an emergency evacuation. If a student is disabled and cannot walk down the stairs or is assisting somebody with a disability proceed to the nearest stairwell and advise Safety Officers and/or the Fire Department where the individual is located. Never under any circumstances enter a building after an emergency evacuation until given the “all clear” by a Safety Officer, building coordinators or emergency personnel. Safety Officers may silence an alarm after responding but this does not mean that it is safe to re-enter a building. When evacuating a building it is important to stand as far away from the building as possible to ensure safety. An evacuation map is provided under the Emergency Procedures section for referencing specific exterior evacuation areas.

### Fire Safety Training & Procedures

Every year the Department of Campus Safety meets to train and instruct the residence hall Community Advisors on the use of fire suppression equipment and procedures. Safety Officers as well as Community Advisors are trained on how to extinguish small fires and how to evacuate the residence halls should the need arise.



If a fire is observed by an employee or student the easiest way to report it is by pulling a fire alarm pull station located throughout the residence halls and campus buildings near stairwells and exits. After pulling a fire alarm immediately exit the building and make contact with a Safety Officers and report what was observed. If a fire is observed and extinguished it is still required that this fire be reported to the Department of Campus Safety as soon as possible.

**Campus Safety: 382-6158/Emergency Line: 382-6911/911**

## Restricted Items

The following items are not authorized to be kept in the residence halls:

- Air conditioners
- Firearms/ammunition or other weapons
- Halogen lamps
- Hot plates, French fryers, toaster/toaster ovens
- Live Christmas trees/wreaths
- Microwaves (except college issued)
- Open flames (candles, incense, etc.)
- Space heaters or any other heating device
- Any appliances rated over 6 amps (700 watts) or with exposed heating elements
- Hover boards
- Smoking is not allowed on Alverno College property

## Annual Fire Safety Report

The following are the fire statistics for all residence halls on campus for the past three calendar years. Fire statistics for the entire campus can be viewed in the Campus Safety Office during business hours.

Building	Year	Number of fires	Cause of fire	Number of fire related injuries requiring medical attention	Number of deaths related to fire	Value of property damage caused by fire	Drills per year
Austin Hall	2018	0	N/A	0	0	0	2
	2019	0	N/A	0	0	0	2
	2020	0	N/A	0	0	0	2
Clare Hall	2018	0	N/A	0	0	0	2
	2019	0	N/A	0	0	0	2
	2020	0	N/A	0	0	0	2

## Fire Safety Definitions

**Fire** – any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Drill** – A supervised practice of a mandatory evacuation of a building or fire alarm.

**Fire-related injury** – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue or escaping from the dangers of the fire. The term “person” may include students, faculty, staff, visitors, firefighters or any other individual.

**Fire-related death** – Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue or escaping from the dangers of a fire. Deaths that occur within one year of injuries sustained as a result of the fire are also included.

## Annual Crime Report

Beginning in 2020, with the merger of the Columbia College of Nursing (CCON) with Alverno College, the CCON campus statistics will be included in this report as a separate campus. The CCON campus ceased operation at the completion of the merger on June 30, 2020. Since this location was no longer operated no statistics will be reported beyond the calendar year of 2020. Statistics for this site will not appear in this report beyond the report to be published in fall of 2023.

For crime statistics purposes, Alverno College is reporting for two separate campuses. The crime statistics for each campus is presented separately. These two campuses are identified as Main “Alverno” Campus, and CCON Campus. As both campuses reside within the confines of the state of Wisconsin only one set of Clery Crime definitions will be used. However the statistics for both campuses will be published separately under separating page sections.

The following crime statistics do not include less serious offenses and only references the last three calendar years. Statistics from the Milwaukee Police Department are included Main “Alverno” Campus and from the Glendale Police Department for the CCON Campus for geographical required reporting. For information on less serious offenses or previous years please contact the Director of Campus Safety.

**Geography** – The College must disclose statistics for reported Clery Act crimes that occur (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the institution owns or controls.

**Main “Alverno” Campus** is bounded by 43<sup>rd</sup> Street (West), Morgan Avenue (South), 39<sup>th</sup> Street (East), and the property line approximately 100 yards south of Euclid Avenue (North). Including all buildings on the property.

**CCON Campus** on campus geography is a single building located in Glendale, WI at 4425 N. Port Washington Road.

**Residence Halls:** Alverno's Main campus on campus residence halls include Austin Hall and Clare Hall. There where no residence halls at the CCON Campus.

Residence Hall statistics are a subset of "On Campus" statistics are not counted separately.

**Non-Campus Property:** is any building or property owned or controlled by a student organization that is officially recognized by Alverno College, and buildings or property owned or controlled by Alverno College but located outside the boundaries of the campus. These buildings or properties are used directly in the support/purpose of Alverno College's educational purposes and are frequently used by students. There are no buildings or property currently in this category for Alverno College.

**Public Property** – is all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. This includes the sidewalk on our property, the adjacent streets and the second sidewalk across from our campus.



## Crime Statistics for MAIN “ALVERNO” CAMPUS



## Crime Statistics for calendar years 2018-2020

### Main "Alverno" Campus: Criminal Offenses

Offenses	Year	On Campus Res. Hall	On Campus	Non- Campus Property	Public Property (Adjacent to Campus)	Total
Murder/Non-negligent manslaughter	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by negligence	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2018	1	1	0	0	1
	2019	2	2	0	0	2
	2020	0	0	0	0	0
Fondling	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2018	0	1	0	1	2
	2019	0	1	0	0	1
	2020	0	0	0	0	0
Burglary	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	1	0	0	1
Motor Vehicle Theft	2018	0	1	0	0	1
	2019	0	0	0	0	0
	2020	0	1	0	0	1
Arson	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

### Main “Alverno” Campus: Violence Against Women Act Offenses

Offenses	Year	On Campus Res. Hall	On Campus	Non- Campus Property	Public Property (Adjacent to Campus)	Total
Domestic Violence	2018	0	1	0	0	1
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2018	1	1	0	0	1
	2019	1	1	0	0	1
	2020	1	1	0	0	1
Stalking	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

### Main “Alverno” Campus: Arrests and Referrals for Disciplinary Action

Offenses	Year	On Campus Res. Hall	On Campus	Non- Campus Property	Public Property (Adjacent to Campus)	Total
Arrests: Weapons Violations	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Referrals: Weapons Violations	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Arrests: Drug Violations	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Referrals: Drug Violations	2018	2	0	0	0	2
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Arrest: Liquor Law Violations	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Referrals: Liquor Law Violations	2018	5	0	0	0	5
	2019	0	0	0	0	0
	2020	0	0	0	0	0

\*No Hate Crimes were reported for 2018 or 2020. One incident of a hate crime involving vandalism occurred in 2019 on the Main “Alverno” Campus.

In addition to the above offenses, larceny theft, simple assault, intimidation and destruction/damage/vandalism of property would be included only if they were Hate Crimes.

\*\*No crimes in any category were determined unfounded in 2018, 2019, or 2020 for the Main “Alverno” Campus.



## **Crime Statistics for CCON CAMPUS**



## Crime Statistics for calendar years 2017-2019

### CCON Campus: Criminal Offenses

Offenses	Year	On Campus	Non-Campus Property	Public Property (Adjacent to Campus)	Total
Murder/Non-negligent manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Manslaughter by negligence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Fondling	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Incest	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Robbery	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Burglary	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arson	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0



### CCON Campus: Violence Against Women Act Offenses

Offenses	Year	On Campus	Non-Campus Property	Public Property (Adjacent to Campus)	Total
Domestic Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Dating Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Stalking	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

### CCON Campus: Arrests and Referrals for Disciplinary Action

Offenses	Year	On Campus	Non-Campus Property	Public Property (Adjacent to Campus)	Total
Arrests: Weapons Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Referrals: Weapons Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arrests: Drug Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Referrals: Drug Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arrest: Liquor Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Referrals: Liquor Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

\*No Hate Crimes were reported for 2018, 2019, or 2020 on the CCON Campus. In addition to the above offenses, larceny theft, simple assault, intimidation and destruction/damage/vandalism of property would be included only if they were Hate Crimes.

\*\*No crimes in any category were determined unfounded in 2018, 2019, or 2020 for the CCON Campus.

**Jeanne Clery Act  
Crime Definitions  
for campuses in the  
State of Wisconsin**



## Clery Reportable Crime Definitions

**Arson** – 943.02 of the Wisconsin State Statutes prohibits an acts of arson. Arson occurs when by means of fire, intentionally damages any:

1. Building of another without the other's consent; or
2. Building with intent to defraud an insurer of that building; or
3. By means of explosives, intentionally damages any property of another without the other's consent.

Uniform Crime Reporting Definition – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc..

**Burglary** – 943.10 of the Wisconsin State Statutes prohibits acts of burglary. A crime is considered a burglary if the following instances occur.

1. Evidence of unlawful entry (forcible and unlawful), unlawful entry must take place in a structure, and the entry must show evidence that there was intent to commit theft or felony.

Uniform Crime Reporting Definition – is the unlawful entry of a structure to commit a felony or a theft.

**Battery & Aggravated Assault** – Section 940.19 of the Wisconsin State Statutes prohibits battery; substantial battery; and aggravated battery. Battery and aggravated assault occurs when a person engages in any of the following:

1. Causes bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person so harmed is guilty of a Class A misdemeanor.
2. Causes substantial bodily harm to another by an act done with intent to cause bodily harm to that person or another is guilty of a Class I felony.
3. Causes substantial bodily harm to another by an act done with intent to cause substantial bodily harm to that person or another is guilty of a Class D felony.
4. Causes great bodily harm to another by an act done with intent to cause bodily harm to that person or another is guilty of a Class H felony.
5. Causes great bodily harm to another by an act done with intent to cause great bodily harm to that person or another is guilty of a Class E felony.

Uniform Crime Reporting Definition – Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Simple Assault** – is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Destruction/Damage/Vandalism of Property** – is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Dating Violence** – a violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating Violence includes but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** – a felony or misdemeanor crime of violence committed -

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;

- By a person who is cohabitating with or has cohabitated with the victim as a spouse;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating/Domestic Violence may violate any of the following Wisconsin statutes:

**Disorderly Conduct** – Section 947.01 prohibits disorderly conduct. Disorderly Conduct occurs when a person engages in activity whether in public or private which includes:

1. Violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance.

**Domestic Abuse** – Section 813.12 (1) (am) prohibits domestic abuse. Domestic abuse occurs when a person commits the following on an intimate or co-habiting partner, a caregiver, a former partner or a person with whom the person has a child in common:

1. Intentionally inflicts or threatens to inflict physical pain, physical injury, illness, or impairment of physical condition; damage to personal property; or sexual contact or sexual intercourse without consent.

**Harassment** – Section 947.013 prohibits harassment. Harassment occurs when a person engages in a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including:

1. Strikes, shoves, kicks or otherwise subjects the person to physical contact or attempts or threatens to do the same.
2. Engages in a course of conduct or repeatedly commits acts which harass or intimidate the person and which serve no legitimate purpose.

**Hate Crime** – 939.645 of the Wisconsin State Statutes prohibits committing a crime where a person intentionally selects the person against whom the crime under par. (a) is committed or selects the property that is damaged or otherwise affected by the crime under par. (a) in whole or in part because of the actor's belief or perception regarding the *race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin*.

**Uniform Crime Reporting Definition** – a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

**Criminal Homicide** – Wisconsin Statute 940.01 – 940.10 prohibits causing the death of person with intent to kill that person or another, through the utter disregard for human life, while committing another crime, through the intoxicated use of a firearm or vehicle, through reckless actions and negligent control of a vicious animal.

**Uniform Crime Reporting Definition - Manslaughter and Non-Negligent Manslaughter** – is the willful (non-negligent) killing of one human being by another.

**Uniform Crime Reporting Definition - Manslaughter by Negligence** – is the killing of another person through gross negligence.

**Uniform Crime Reporting Definition - Motor Vehicle Theft** - is the theft or attempted theft of a motor vehicle. If force or threat of force or violence is used; this is classified as a robbery.

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

**Larceny-Theft** – is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**Robbery** – Wisconsin State Statute 943.32 prohibits robbery. Robbery occurs when a person has: intent to steal, takes property from the person or presence of the owner by either of the following means is guilty of a Class E felony:

1. By using force against the person of the owner with intent thereby to overcome his or her physical resistance or physical power of resistance to the taking or carrying away of the property; or
2. By threatening the imminent use of force against the person of the owner or of another who is present with intent thereby to compel the owner to acquiesce in the taking or carrying away of the property.
3. Whoever violates sub. (1) by use or threat of use of a dangerous weapon, a device or container described under s. 941.26 (4) (a) or any article used or fashioned in a manner to lead the victim reasonably to believe that it is a dangerous weapon or such a device or container is guilty of a Class C felony.

Uniform Crime Reporting Definition – Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sexual Assault** – Wisconsin Statute 940.225 prohibits four degrees of sexual assault. The degrees are based upon the amount of force used by the assailant and the amount of harm done to the victim. All degrees are felonies except for fourth degree sexual assault which is a misdemeanor.

1. First Degree Sexual Assault includes sexual intercourse or sexual contact without consent:
  - a. Which causes pregnancy or inflicts great bodily harm, or
  - b. Accomplished by using or threatening to use a dangerous weapon, or
  - c. While aided by one or more persons
2. Second Degree Sexual Assault includes sexual intercourse or sexual contact without consent:
  - a. Through the use or threat of violence, or
  - b. Which causes injury, including illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care, or
  - c. With a person known by the perpetrator to be unconscious or mentally ill or mentally deficient.
3. Third Degree Sexual Assault is having sexual intercourse with a person without that person's consent.
4. Fourth Degree Sexual Assault is having sexual contact with a person without that person's consent.

Uniform Crime Reporting Definitions:

**Rape** – is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**Fondling** – is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** – is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** – is sexual intercourse with a person who is under the statutory age of consent.

**Stalking** - The Wisconsin State Statute Section 940.32 prohibits stalking. Stalking is a "course of conduct" 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. Appearing at the victim's workplace or contacting the victim's employer or coworkers. Appearing at the victim's home or contacting the victim's neighbors. Entering property owned, leased, or occupied by the victim. Contacting the victim by telephone or causing the victim's telephone to ring repeatedly or

continuously, regardless of whether a conversation ensues. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim to a member of the victim's family or household or an employer, coworker, or friend of the victim. Placing an object on or delivering an object to property owned, leased, or occupied by the victim. Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim. Causing a person to engage in any of the acts described above.

Uniform Crime Reporting Definition – engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress

Course of Conduct – means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person – means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress – means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

**Arrests and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws:**

**Arrest** - for Clery Act purposes is defined as persons processed by arrest, citation, or summons.

**Referred for disciplinary action** – is the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

**Rights of Victims and Witnesses of Crime:**

Chapter 950 of the Wisconsin Statutes provides rights to any victim or witness who pursues prosecution or assists law enforcement and other prosecuting agencies. A victim is eligible under these rights as long as they report the crime within five days of its occurrence or discovery, unless he or she has a reasonable excuse not to do so.

**Chief / Director of Campus Safety - Jason Pilarski**



**Captain / Assistant Director - Carol Ann Kashishian**



**Sergeant Carl Evins**



**Sergeant Jake Holmes**



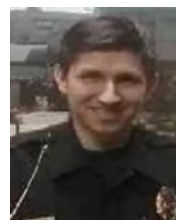
**CSO Felecia Crawford**



**CSO Eric Schreiber**



**CSO Jesse Quesada**



**CSO Guy Novak**



**CSO Elie Hack**



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