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Campus Reference Materials
Complete information related to the above-listed areas is contained in the following media:

1. College Safety and Security Resource Guide
   This document is compiled annually and contains all of the 20 USC Sec. 1092(F) Clery Act reporting requirements, Section 304 of the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), and Family Education Rights and Privacy Act (FERPA) 20 USC Sec.1232(g) notification. The guide is emailed annually to all employees and to students enrolled in credit courses prior to October 1st.

2. Annual Cleary Crime Statistics

3. Emergency Response Guide
   This is a quick reference guide for various emergency situations. The guide is provided to all new employees and can be found in all classrooms.

4. Emergency Response Plan
   This is a complete detailed document for all emergency responses and business continuity planning. The document is only intended for use by the Emergency Response Team and emergency responding agencies.

Campus Security Authorities
- Members of the Emergency Response Team
- Campus Security Staff
- Student Conduct Committee
- Human Resources Staff
- College Administration

Emergency Contact Number
- Police, Fire, and Medical 911

Non-Emergency Contact Numbers
- Campus Security 715-365-4420
- Emergency Response Team 715-365-4999
- Facilities 715-365-4419
- Information Technologies Department 715-365-4478
- Welcome Center 715-365-4493
- Minocqua Police Department 715-356-3234
- Oneida County Sheriff’s Department 715-361-5100

Security and Access to Campus Facilities
The College has Campus Security; however, they do not have arrest powers. The security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. College security officers have
the authority to issue parking tickets, College tobacco violation tickets, and to enforce College policy.

The College uses local law enforcement agencies that have jurisdiction over the Rhinelander Campus and Outreach Centers to investigate and enforce ordinances and criminal laws. The Oneida County Sheriff’s Department has jurisdiction over the Rhinelander Campus. The Minocqua Police Department has primary jurisdiction over the Lakeland Outreach Center. These departments periodically patrol both locations.

The College is a non-residential college and therefore does not provide 24-hour security coverage. Facilities and security personnel patrol the grounds of the Rhinelander Campus while the campus is open. College staff regularly check outdoor pathway lighting and egress lighting in hallways and stairwells. Facilities personnel also maintain the Lakeland Outreach Center.

The Rhinelander Campus and the Lakeland Outreach Center are accessible to students, staff, and the general public during normal business hours. However, the campus grounds at both locations are open to vehicular and pedestrian access 24 hours a day, seven days a week. The College-controlled buildings are locked when not in use. All buildings on the Rhinelander Campus and the Lakeland Outreach Center use a card access system and digital video systems.

The College does not have any officially-recognized student organizations with off-campus locations.

**Possession, Use, and Sale of Alcohol and Illegal Drugs**
As outlined in Alcohol and Drug Use AP 4.05, the College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, including but not limited to alcohol, prescription, and illicit drugs on any College-controlled premise or College-sponsored event. Information on alcohol and drug addiction treatment centers and clinics is available in the College Safety and Security Resource Guide. Sanctions for individuals who violate College policies may include expulsion and/or termination from the College, with referral to local law enforcement for violations of local ordinances and criminal laws.

**Emergency Response Guide and Evacuation Procedures**
Each classroom has a hardcopy or electronic access to an Emergency Response Guide and maps indicating what to do in the event of most emergency situations. This includes shelter locations for severe weather and evacuation routes and staging areas for fire emergencies. The Emergency Response Guide can also be viewed on the College website. The College holds evacuation and/or shelter in place drills at least once each academic year. The College also conducts safety and security related tabletop exercises in new employee orientations. Please review the Emergency Response Guide regularly to be prepared in the event of an emergency.
Crime Prevention and Security Procedures

The College prohibits domestic violence, dating violence, sexual assault, stalking, and any other criminal activities. Crime prevention, security procedures, and practice information is presented during new student and employee online orientations, and periodically during in-service training. The online new student and employee orientation, the crime prevention and security procedures covered include primary prevention and awareness programs that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. The orientation includes the following information:

- A statement that the College prohibits these and other criminal offenses;
- the definition of the specific offenses listed above;
- the definition of consent, with reference to sexual offenses;
- “safe and positive” options for bystander intervention an individual may take to “prevent harm or intervene” in risky situations;
- recognition of signs of abusive behavior and how to avoid potential attacks; and
- ongoing prevention and awareness campaigns for students and staff on all of the above.

In addition, facilities and security personnel conduct routine inspections and patrol buildings and grounds to identify and correct deficiencies. Being proactive is preferable to being reactive. Crime prevention is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and staff to be responsible for their own security and the security of others. The following is a list of campus crime prevention tactics that may reduce the risk of becoming a victim:

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

Recommended security procedures are located in the College Emergency Response Guide.
Sexual Assault
Sexual assault is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Consent is defined as “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”. Minors (under the age of 18), persons suffering from mental illness or defect, and sleeping or unconscious persons are presumed unable to give consent. Failure to resist does not indicate consent. Ch. 940.225(4), Wis. Stats.

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, sexual assault of a child, incest, fondling, and attempted rape.

Information and resources related to sexual assault can also be found in the College Safety and Security Resource Guide.

Sexual Assault Prevention
The College offers the following guidelines to aid in preventing sexual assault. Additional guidance and specific training information can be obtained from the agencies listed in the College Safety and Security Resource Guide.

The following information can also be referenced at The Wisconsin Coalition Against Sexual Assault at http://www.wcasa.org

Rohypnol and GHB are the most commonly referred to as “club drugs” and are the most frequently used in drug-facilitated rapes. The chemicals are often colorless, odorless, and tasteless, and as a result, the victim often unknowingly ingests the chemical after a perpetrator has mixed it into an unattended drink. Therefore, it is strongly suggested that you do not accept beverages that have already been opened. Accept drinks only from service workers such as bartenders, and do not leave your drink unattended.

Please keep in mind that nearly 7 in 10 (70%) of sexual assault victims knew their attacker. It is reported that drugs and alcohol are an important influencing factor in non-stranger (date/acquaintance) rape.

You may be able to reduce your risk by following these recommendations:

- Park and walk in well-lighted areas and follow the other pertinent crime prevention strategies listed under Crime Prevention and Security Procedures outlined above.
- Trust your instincts. If the situation feels uncomfortable, leave immediately.
- Be assertive and expect respect.
- Stay sober. Be aware of date-rape drugs. Do not leave your drink unattended.
- Do not accept food or drinks that are opened or not directly from the server.
• Be cautious when inviting someone into your home or going to someone else’s home.
• Use a buddy system. Always make sure that someone else knows who you are with, where you will be, and when you are expected to return.
• Carry a cell phone and/or have money available for a phone call or transportation to get away if necessary.

**Sex Offender Information**
In 1997, the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. The law was created to monitor and track people convicted of sex crimes and to provide access to this information for police, victims, and the general public. Information on registered sex offenders since 1995 in this state can be obtained on the web at [http://offender.doc.state.wi.us/public/](http://offender.doc.state.wi.us/public/) or you may call 608-240-5830 between 7:45 a.m. and 4:30 p.m., Monday through Friday.

**Wisconsin Victim Rights**
• To be treated with fairness, dignity and respect for your privacy.
• To not have personal identifiers including email disclosed or used for a purpose unrelated to the official duties of an agency, employee, or official.
• To be informed of your rights and how to exercise those rights.
• To information regarding the offender’s release from custody.
• To be notified of a decision not to prosecute if an arrest has been made.
• To speak with (confer) the prosecutor representative upon your request, about the possible outcome of the case, potential plea agreements and sentencing options.
• To attend court proceedings in the case.
• To be notified of the time, date and place of upcoming court proceedings, if you so request.
• To be provided with a waiting area separate from defense witnesses.
• To a speedy disposition of the criminal case.
• To have your interests considered when the court is deciding to grant a request for a delay (continuance).
• To be notified if charges are dismissed.
• To be accompanied to court by a service representative. This right is limited to specific types of crimes.
• To ask for assistance with your employer if necessary, resulting from court appearances.
• To request an order for, and to be given the results of, testing the offender for sexually transmitted diseases or HIV. This right is limited to specific types of crimes.
• To provide a written or oral victim impact statement concerning the economic, physical and psychological effect of the crime upon you to be considered by the court at sentencing.
• To have the impact of the crime on you included in a presentence investigation.
• To be provided sentencing or dispositional information upon request.
• To restitution as allowed by law.
• To a civil judgment for unpaid restitution.
• To compensation for certain expenses as allowed by law.
• To have your property expeditiously returned when it is no longer needed as evidence.
• To be notified of the offender's eligibility for parole and to have input into the parole making decision.
• To be notified by the Department of Corrections of specific types of releases, escapes or confinements as provided by law.
• To be notified of a pardon application to the governor and to make a written statement regarding the pardon application.
• To contact the Department of Justice about any concerns you may have about your victim rights.
• To apply for a judicial restraining and/or other no-contact orders. The College can assist with the enforcement of these orders.

Sexual Assault Bill of Rights
• Survivors shall be notified of their options to notify law enforcement.
• Alleged victim and alleged offender must have the same opportunity to have others present.
• Both parties shall be informed of the outcome of any disciplinary proceeding.
• Survivors shall be notified of counseling services.
• Survivors shall be notified of options for changing academic situations

Crime Reporting Procedures
The College encourages prompt and accurate reporting of all crimes, assaults, or suspicious behavior. If any offense occurs on a College-controlled premise, during a College-sponsored event, at an off-campus event, or even off-campus, the College recommends that victims immediately report any offense to local law enforcement. Key contact numbers are found in the Emergency Response Guide located in Nicolet College buildings, classrooms, and on the College website. When safe to do so, report the incident to Campus Security or the Emergency Response Team who will take action and issue a timely warning if the perpetrator remains at large while making every effort to not identify the victim.

The College crime reporting policy requires all staff to report crimes and/or suspicious behavior to Campus Security, the Emergency Response Team, or law enforcement. When deemed appropriate, college officials will involve local law enforcement agencies. All crime information (including anonymous reports) reported to Campus Security and/or the Emergency Response Team is recorded in the Daily Crime Log. If the crime is deemed to meet a Clery Act Reportable category, it is included in the annual Clery report. All crimes and behavioral violations (student and staff) are recorded and maintained by the Director of Risk, Compliance, and Security.

While the College does not have pastoral or professional counselors on staff to work with victims, it can assist students by providing information on various private and public options for such services.
Emergency Crime Reporting Procedures
In the event of an emergency call 911 immediately. An emergency situation can be defined as any event that may pose a significant threat to the life, safety, or health of students and/or employees. After contacting authorities, call or contact any College employee. Then, if the situation allows, call the Emergency Response Team. Students should follow the directions of College staff and emergency services personnel during an emergency.

Crimes may be reported anonymously.
To report a crime and/or dangerous situation anonymously, contact Campus Security or the Emergency Response Team and inform them of your wish to remain anonymous. The College will honor an individual's request to remain anonymous. This same process can also be followed when making reports to local law enforcement.

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

Reporting Domestic Violence, Dating Violence, Sexual Assault, Sexual Violence, and Stalking
See AP 3.07

Timely Warning of Potential Threats
In the event a significant emergency, an ongoing or continuing threat to personal safety, or dangerous situation arises, a timely warning will be issued. The decision to issue a timely warning will be based on information and facts received by the College and if possible verified by outside agencies (law enforcement, Emergency Management, Health Department, National Weather System, etc.). The ERT will determine the content of the notification and when to initiate the notification system. Notification may be delayed when professional judgment of outside emergency response agencies indicates immediate notification would compromise safety and security.

In situations that may pose an immediate physical threat to members of the campus community (e.g., murder, severe weather, fire, gas leak). The Emergency Response Team may issue warnings through the College Informacast System RAVE and/or email system to students and employees. Depending on the situation, other notification processes may be used (i.e. Blackboard posting, fire alarms, tornado sirens, and media releases). The Clery Act mandates that, for crimes considered a threat to other students and employees, victims' names be withheld.

The Emergency Response Team may also determine there is a specific segment of students and staff who need notification. This decision will be made in conjunction with the appropriate outside agency. If that is the case, the Emergency Response Team will make a determination of how to best convey that information to the specific segment.
Anyone with information warranting a timely warning should report the circumstances to the Emergency Response Team immediately.

**College Student and Employee Conduct Investigations Related to Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

**AP 3.07**

**Disclosure of Student Disciplinary Proceedings for Violent Crimes or Non-forcible Sex Offenses**

The alleged victim of a crime of violence or a non-forcible sex offense may make a written request for disclosure of the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense.

If the alleged victim is deceased as a result of the crime or offense, the next of kin of the alleged victim shall be treated as the alleged victim in relation to disclosure. The College will provide the results of the disciplinary hearing to the alleged victim's next of kin, if so requested.

**Daily Crime Log**

The purpose of the Daily Crime Log is to record criminal incidents and alleged criminal incidents reported to Campus Security. Crime Log entries include all crimes reported to Campus Security for the required geographic locations, not just Clery Act crimes. The Daily Crime Log discloses specific information about criminal incidents, not crime statistics. The Daily Crime Log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. The victims' confidentiality will be protected, including record-keeping that excludes personally identifiable information on victims. This includes crimes that are reported directly to Campus Security, as well as crimes that are initially reported to another campus security authority (Emergency Response Team, Security Staff) or to a local law enforcement agency who subsequently reports them to Campus Security.

An entry, an addition to an entry, or a change in the disposition of a complaint is recorded within two business days of the receipt of the information by Campus Security. Updates to the disposition of a crime log entry will not be made if 60 business days have passed from the date of the entry. A business day is Monday through Friday, except for days when the College is closed. The only exceptions to this rule are:

- if the disclosure is prohibited by law; or
- if the disclosure would jeopardize the confidentiality of the victim.

Campus Security may temporarily withhold information if there is clear and convincing evidence that the release of information would:

- jeopardize an ongoing investigation;
- jeopardize the safety of an individual;
- cause a suspect to flee or evade detection;
• result in the destruction of evidence.

However, the information will be added to the Daily Crime Log once the adverse effect is no longer likely to occur.

The Daily Crime Log is located on the College website on the security page. A hard copy is maintained by the Director of Risk, Compliance and Security located in the Red Oak Center, Room 207C.

**Annual Cleary Crime Statistics**

Nicolet College complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on the Rhinelander Campus and at Outreach Centers. The report can be found on the College website on the security page, or may be obtained from Campus Security. As required by law, the report is also distributed annually to students and staff by October 1st. Campus crime, arrests, and referral statistics include those reported to local law enforcement and to College officials, including anonymous reports. In an effort to obtain the statistics from local law enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated. The reported crimes are also maintained in a Daily Crime Log, which is also located on the College website on the security page.