

SECURITY

EMERGENCY 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 (ERT). Students should follow the directions of College staff and emergency services personnel during an emergency.

NON-EMERGENCY CONTACT NUMBERS

- Care Team: 715.365.4932
- Campus Security: 715.365.4420
- Emergency Response Team: 715.365.4999
- Facilities: 715.365.4419
- Information Technologies Department: 715.365.4478
- Minocqua Police Department: 715.356.3234
- Oneida County Sheriff's Department: 715.361.5100
- Welcome Center: 715.365.4493

LINKS TO EXTERNAL WEBSITES AND INTERNAL SECURITY RELATED DOCUMENTS

U.S. Department of Education Crime Statistics for Nicolet College [click here.](#)

Nicolet College Safety and Security Documents

- [Nicolet College Safety and Security Guide \(PDF\)](#)
- [Nicolet College Emergency Response Guide \(PDF\)](#)
- [Nicolet College Annual Clery Crime Statistics \(PDF\)](#)
- [Nicolet College 2016 Biennial Drug and Alcohol Review \(PDF\)](#)
- [Nicolet College Clery Crime Log \(PDF\)](#)

If you are unable to access documents here, please contact the Office of Compliance at mschur@nicoletcollege.edu or 715-365-4615.

CARE TEAM

The Care Team receives reports of student success focused concerns and works in a collaborative, cross- functional approach to assessment and response. Any students of concern, such as individuals who are depressed, making inappropriate comments or threats, have sudden changes in academic success, or exhibiting disruptive behavior should be reported to the Care Team. These reports can remain anonymous. The Care Team can be contacted by calling 715-365-4932, submitting an electronic Student Alert, or sending an email message to careteam@nicoletcollege.edu.

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, to issue College tobacco violation tickets, and to enforce College policy.

The College uses local law enforcement agencies that have jurisdiction over the 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 department periodically patrols the location.

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.

The Rhinelander Campus is accessible to students, staff, and the general public during normal business hours. However, the campus grounds 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 use a card access system and digital video systems.

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

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 and classrooms. When safe to do so, report the incident to Campus Security or the ERT 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 ERT, 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 ERT 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 (ERT). 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 ERT 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.

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

The College believes in a zero tolerance policy for the following types of misconduct:

- Gender-based;
- Relationship violence; or
- Stalking.

The College recommends that victims should immediately report any of these offenses occurring on a College-controlled premise or during a College-sponsored event to local law enforcement. Contact information for the Rhinelander Campus and the Lakeland Center is listed in the *Emergency Response Guide*. When safe to do so, report crimes to Campus Security or ERT. As soon as possible, report the assault to ERT. ERT will take action and issue a timely warning if the perpetrator remains at large.

All evidence is important to assist in investigation and arrest of the perpetrator, and for obtaining a protection/restraining order. Victims should preserve as much evidence of the crime as possible. Do not shower, change clothes, or wash away evidence.

Any student or employee who believes he/she, another student, or another employee has been the victim of the above listed forms of misconduct is encouraged to file a complaint identifying the alleged individual and describing the conduct, incident(s) or occurrence(s) that form the basis for the complaint.

Students may file complaints with any College employee, who will then notify the Title IX Coordinator/Deputy Title IX Coordinator for students. If the Title IX Coordinator or Deputy Title IX Coordinator for Students is alleged to be the person who engaged in the alleged misconduct, the incident will be investigated by a Deputy Title IX Coordinator or trained designee.

College employees, should notify the Title IX Coordinator/Deputy Title IX Coordinator for Employees. If the Title IX Coordinator or Deputy Title IX Coordinator for Employees is alleged to be the person who engaged in the alleged misconduct, the incident will be investigated by a Deputy Title IX Coordinator or trained designee.

Any College staff member can help with filling out the incident report. It is preferred that the complaint be submitted via the electronic Student Alert Reporting Form.

If, due to a disability, accommodations are needed to assist the student with filing a complaint, please contact: the Accommodations Specialist at 715-365-4560. Employees can receive assistance with filing a complaint by contacting Human Resources at 715-365-4450.

The complainant is encouraged to file the complaint as soon as possible after the incident, to ensure a prompt and effective due process for all the parties involved in the situation.

The Clery Report is available to students each year by October 1 as required by law. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College officials, including anonymous reports. In an effort to obtain the statistics from local

law enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated. The reported crimes are also maintained in a *Daily Crime Log* located on this website.

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 crime log discloses specific information about criminal incidents, not crime statistics. The log is designed to disclose crime information on a more timely basis than the annual statistical disclosures. The victims' confidentiality will be protected, including record-keeping that excludes personally identifiable information on victims. A crime is entered into the log as soon as it is reported to Campus Security. This includes crimes that are reported directly to Campus Security, as well as crimes that are initially reported to another campus security authorities 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 to security. Updates to the disposition of a crime log entry will not be made if 60 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; or
- 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.

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 such victim shall be treated as the alleged victim in relation to disclosure. The College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

TIMELY WARNING OF POTENTIAL THREATS

In the event a significant emergency or 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 initiation time of 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., Clery reportable crime, severe weather, fire, gas leak, etc.) the ERT may issue warnings through the College Informacast System 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, media releases, etc.).

The ERT 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 ERT 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 ERT immediately.

EMERGENCY RESPONSE GUIDE AND EVACUATION PROCEDURES

Each classroom has 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 this website. The College holds evacuation and/or shelter in place drills at least once in an academic year. The College also conducts safety and security related tabletop exercises in new employee orientation. Please review the *Emergency Response Guide* regularly to be prepared in the event of an emergency.

Follow this link to the [Emergency Response Guide \(PDF\)](#)

CRIME PREVENTION AND SECURITY PROCEDURES

Crime prevention, security procedures, and practice information is presented during new student and employee orientations, and periodically during in-service training. At 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 and individual may take to “prevent harm or intervene” in risky situations;
- Recognition of signs of abusive behavior and how to avoid potential attacks; and
- On-going prevention and awareness campaigns for students and faculty 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 ERT.
- Do not leave keys, access cards, or valuables unattended.
- Always lock doors in unattended office areas.
- Never give out computer passwords.
- When working during non-business hours, inform family and colleagues of location and schedule.

Recommended security procedures are located in the *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/walk in well-lighted areas and follow the other pertinent crime prevention strategies listed under Crime Prevention above.

- Trust your instincts. If the situation feels uncomfortable, leave immediately.
- Be assertive. Expect respect.
- Stay sober and be aware of date-rape drugs. Don't 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 online at <http://offender.doc.state.wi.us/public/> or by calling 608-240-5830 between 7:45 am - 4:30 pm, Monday - Friday.

STALKING LAWS

Individuals being stalked on College-controlled premises or at College-sponsored events should notify Campus Security or the ERT. If this action is taking place at an off-site location, it is strongly suggested you involve law enforcement immediately. Stalking is defined in Ch. 940.32, Wis. Stats.

Individuals who have been a victim of stalking and/or have a restraining order against another individual should inform Campus Security. This is especially important if the person who is the object of the restraining order is a student or employee at the College.

HARASSMENT

Harassment and sexual harassment is defined in Board Policy 4.02. The College does not tolerate harassment. Victims of harassment or sexual harassment on College-controlled premises or at College-sponsored events should notify Campus Security. Employees who engage in harassment will be subject to disciplinary action and/or termination. Students who engage in harassment are subject to the Standards of Conduct and will face disciplinary action up to and including expulsion. Community members engaging in harassment will be turned over to local law enforcement.

POSSESSION, USE, AND SALE OF ALCOHOL AND ILLEGAL DRUGS

As outlined in Alcohol and Drug Use Administrative Policy 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.

POSSESSION AND USE OF WEAPONS

The College is committed to providing a safe working and learning environment for all members of the College community including visitors. To that end, the College exercises its rights to prohibit the possession of weapons as allowed under Wisconsin State Law. Details of the policy regarding possession and use of weapons is outlined in Board Policy 5.02. The policy is available to students from the Human Resources Office or on this website.

ANNUAL CLERY CRIME STATISTICS

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

CONTACT INFORMATION

Campus Security
Red Oak Center - 207C
P: 715.365.4420

NON-EMERGENCY CONTACTS

- Campus Security 715.365.4420
- Emergency Response Team 715.365.4999
- Facilities 715.365.4419
- Information Technologies Department 715.365.4478

- Minocqua Police Department 715.356.3234
- Oneida County Sheriff's Department 715.361.5100
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