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STATEMENT ADDRESSING REPORTING PROCEDURES FOR CRIMES AND CAMPUS EMERGENCIES

All policy statements contained in this report apply to all MATC campuses unless otherwise indicated.

Reporting Procedures

MATC campus community members are advised to promptly and accurately report any criminal activity or other emergencies directly to the MATC Public Safety Department. Emergencies first should be reported to Public Safety, who then can assist in coordinating with local law enforcement and emergency services. Prompt reporting is crucial for ensuring timely warning reports and the required annual statistical disclosures.

911 can be dialed from any campus phone to reach police, fire and emergency medical services. When 911 is called, Public Safety also must be notified at 414-297-6200. For non-emergency calls to Public Safety, callers should dial 414-297-6588.

In addition to reporting to the Public Safety Department, crimes may be reported to any of the following campus security authorities:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>414-571-4616</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Title IX Coordinator</td>
<td>414-297-7688</td>
</tr>
<tr>
<td>Director of Student Life</td>
<td>414-297-6870</td>
</tr>
<tr>
<td>Director of Labor Relations</td>
<td>414-297-7688</td>
</tr>
<tr>
<td>Director of Public Safety</td>
<td>414-297-7035</td>
</tr>
<tr>
<td>Public Safety (Emergency)</td>
<td>414-297-6200</td>
</tr>
</tbody>
</table>

For the purposes of issuing a Timely Warning Notice and inclusion in the annual statistical disclosure, these offices will collaborate with Public Safety to conduct the necessary investigations and/or to notify local police agencies, as appropriate.

MATC encourages accurate and prompt reporting of all crimes to Public Safety and the appropriate law enforcement agencies when the victim of a crime elects to or is unable to make such a report.

Response to Reports

All reports will be investigated. Law violations will be referred to appropriate law enforcement agencies and, when appropriate, to the Office of Student Life or Labor Relations for review and internal disciplinary action, as warranted. Public Safety Dispatchers are available 24 hours a day to answer your calls, (414-297-6588). In response to a call, MATC Public Safety will take the required action, either dispatching
an officer or asking the victim to report to the Public Safety Department to file an incident report. All reported crimes will be investigated by Public Safety and, as appropriate, Student Life or Labor Relations and may become a matter of public record. As appropriate, Public Safety incident reports will be forwarded to the Office of Student Life for review and referral for potential disciplinary action. Additional information obtained via an investigation also will be forwarded to the Office of Student Judicial Affairs. If assistance is required from the local Police or Fire Departments, Public Safety will contact the appropriate agencies. If a sexual assault or rape should occur, Public Safety or other MATC staff will offer the victim a wide variety of services.

All members of the MATC community – students, faculty and staff – play an important role in creating and maintaining a safe environment that supports working and learning. The “Speak Up for Safety” campaign promotes a safe campus environment by providing another means for the MATC community to report situations of non-imminent danger, including observations of behavior, or to communicate a concern, via an online incident report form. The form is accessible at:

https://publicdocs.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=1

**Reporting Resources**

The following is a list of important telephone numbers that provide access to key public safety and social welfare agencies and their services. Inquiries relating to other services may be directed to the Public Safety Department.

<table>
<thead>
<tr>
<th>Emergency (Police, Fire or Ambulance)</th>
<th>Dial 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Area Technical College Public Safety Department:</td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>414-297-6200</td>
</tr>
<tr>
<td>Non-Emergency</td>
<td>414-297-6588</td>
</tr>
<tr>
<td>District Administration</td>
<td>414-297-7035</td>
</tr>
<tr>
<td>Community:</td>
<td></td>
</tr>
<tr>
<td>Domestic Violence Hotline</td>
<td>414-933-2722</td>
</tr>
<tr>
<td>Milwaukee County Behavioral Health Division</td>
<td>414-257-6995</td>
</tr>
<tr>
<td>Milwaukee Women’s Center Crisis Hotline</td>
<td>414-671-6140</td>
</tr>
<tr>
<td>Sexual Assault Hotline</td>
<td>414-219-5555</td>
</tr>
</tbody>
</table>

**Anonymous Reporting**

For purposes of inclusion in the annual disclosure of crime statistics, reports may be filed anonymously, but students and employees are encouraged to provide contact information for follow-up purposes. Examples of types of incidents that may be reported include disturbing behaviors; sudden changes in behavior or academic performance; changes in interactions, communications or class participation; and unsafe facility conditions.

Crimes or suspicious activity can be reported anonymously to the MATC Tip Line at 414-297-8477. The caller should leave a recorded message containing as much information as possible. Public Safety staff monitor this line 24 hours a day.
Additionally, anonymous reports can be submitted via the Speak Up for Safety online reporting form, which can be accessed at www.matc.edu or using the following link:

https://publicdocs.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=1

The purpose of an anonymous report is potentially to help promote safety. In addition, MATC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics.

Voluntary Confidential Reporting
MATC Public Safety reports are public records under state law; therefore, we cannot hold reports of crime in confidence. MATC does not allow voluntary confidential reporting to the MATC Public Safety Department.

Pastoral and Professional Counselors
MATC does not have campus “Pastoral Counselors.”

MATC “Professional Counselors,” when acting as such, are not considered campus security authorities for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at MATC are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis to MATC Public Safety Department. They also are encouraged to share information about the option of anonymous reporting via the Speak Up for Safety online reporting form, which can be accessed at www.matc.edu or using the following link:

https://publicdocs.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=1

MATC does not have a voluntary confidential reporting procedure and, therefore, professional counselors cannot notify their clients of that type of reporting option at MATC.

Daily Crime Log
MATC Public Safety maintains a daily crime log, which includes a listing of all crimes reported to Public Safety for the last 60 days. This log is available at each of the Public Safety offices, as well as on the MATC Public Safety webpage at:

http://www.matc.edu/public_safety/index.cfm

Timely Warnings
In the event of a threat to the MATC college community, numerous and diligent efforts will be made to advise college community members. MATC takes seriously its duty to inform students, employees and campus visitors of threatening situations. As a result, alerts in the form of timely warning notices will be provided in an accurate and timely
fashion including information that can be used by college community members to best protect themselves from harm and to reduce chances of becoming victims.

In the event a crime is reported or a situation arises within the MATC Clery Geography (On-campus, Public Property and Non-campus property) that constitutes a serious or continuing threat in the judgment of the Director of Public Safety or designee in his/her absence and in consultation with responsible authorities when time permits, a campus wide “timely warning” notice will be issued.

Timely Warnings typically are issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Manslaughter by Negligence
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger MATC community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Director of Public Safety or designee). In cases involving sexual assault that are reported long after the incident occurred, the ability to distribute a “timely” warning notice to the community may not be possible. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Arson
- Other Clery crimes as determined by the Director of Public Safety or designee.

Timely Warning Notices may be posted for other crime classifications and locations, although not required by the law, at the sole discretion of MATC. Timely warning notices WILL NOT include any information to identify the victim.

The decision to issue a timely warning notice is made in consultation with the Vice President/General Counsel, Director of Communications and Director of Public Safety. In an extreme emergency, the notification process can be implemented at the sole direction of the Director of Public Safety or designee. The Director of Communications and the Director of Public Safety or their designees will write and distribute all timely warning messages.

The issuing of a timely warning notice will be decided on a case-by-case basis in light of the facts surrounding a crime, including factors such as:

- The continuing danger to the campus community
- The nature of the crime
- When and where the incident occurred
- When the incident was reported
• The amount of information known
• The possible risk of compromising law enforcement efforts

The MATC Public Safety lieutenant or lead officer on duty will review all crime reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning notice is warranted. When a Timely Warning Notice is deemed necessary, the MATC Public Safety lieutenant or lead officer on duty will then notify the Director of Public Safety, who will consult with the Vice President/General Counsel and Director of Communications to begin the process of writing and distributing Timely Warning Notices.

When the decision to issue a timely warning has been made, the Director of Communications and the Director of Public Safety or their designees, will use one or more of the following communication tools to deliver messages to the college community:

• Mass notification system
• RaveAlert (text, voicemail and email)
• Email messages
• Phone system (reverse all call)
• MATC website
• MATC social media tools
• Postings and signage in highly visible locations throughout campus
• Other methods deemed necessary or appropriate

Subsequent information will be provided to the entire MATC community, including any updates regarding the initial crime or any additional safety precautions.

Timely Warning notices will be distributed as soon as pertinent information is available in a manner that withholds the names of victims as confidential and with the goal of aiding in the prevention of similar occurrences.

STATEMENT ADDRESSING SECURITY OF AND ACCESS TO CAMPUS FACILITIES

The Public Safety Department is fully committed to ensuring a safe and secure campus environment throughout the district. For comments, questions and/or suggestions regarding programs or services, visit the Downtown Milwaukee Campus, Public Safety Center (Main Building, Room M274) or any regional campus administrative office.

Access to Campus Facilities

The Public Safety Department collaborates with various college departments and personnel to determine the appropriate level of access granted throughout the college. Public Safety collaborates with the Department of Operations and regional operations personnel, as these departments are directly responsible for key and access control. Permission to enter college facilities at the Downtown Milwaukee Campus during non-school hours requires prior approval by the individual’s academic dean and/or
administrative unit head, as well as the Public Safety Director. Requests to enter regional campuses must be made to the Operations Managers at those locations.

Faculty, staff, students and guests may enter MATC buildings during normal business hours. After-hours access is granted through designated exterior doors via pre-authorization and with proper identification. Doors to each campus are secured based on business requirements of the individual locations.

**Maintenance of Campus Facilities**
MATC Public Safety personnel routinely work with the Operations Department to identify and correct safety deficiencies relating to campus facilities, grounds, landscaping and lighting. Public Safety officers are required to report all identified safety hazards. These reports are forwarded to the Operations Department and Environmental Health and Safety Department for corrective action.

**Security of Campus Facilities**
Public Safety personnel closely monitor facility security, both electronically and physically, via internal and external patrols. When MATC campuses are closed, all exterior doors are secured and an internal security monitoring system is activated. During these instances, entry into MATC buildings is restricted to individuals possessing appropriate authorization.

All MATC campuses are monitored by an internal fire protection system maintained around the clock by MATC Public Safety personnel.

**Weapons Policy**
MATC’s weapons policy prohibits the possession of dangerous or illegal weapons in any MATC building or at any related event. Signs are posted at all campus building entrances. Violations of this policy will be reported to the appropriate law enforcement authorities and the MATC Public Safety Department. Anyone violating this policy is subject to disciplinary action up to and including expulsion for students and termination for employees.

Legal weapons maintained or possessed in a vehicle must be encased, unloaded (except for handguns), and stored out of sight in a locked vehicle. Any person in legal possession of a weapon in an area not prohibited is responsible for complying with all applicable local, state and federal statutes, rules and regulations. Employees and students must observe the policy of the employer or property owner at any alternative site visited for college business or for instruction.

**STATEMENTS ADDRESSING MATC PUBLIC SAFETY**

**Enforcement Authority**
MATC Public Safety personnel are granted the authority to enforce college policy and local, state and federal laws on all campus property, but are not certified law enforcement officers as defined by Wisconsin state statute 165.85 (2)(c). They do not
have the power to make arrests. The local police agencies (Milwaukee Police Department, Mequon Police Department, Oak Creek Police Department and West Allis Police Department) possess primary law enforcement authority, including the powers of arrest and the responsibility for investigating alleged criminal offenses.

The MATC Public Safety Department collaborates with local law enforcement agencies on matters concerning MATC and remains the designated lead agency on all internal security and safety matters. Reports requiring a law enforcement response are forwarded promptly to the appropriate law enforcement agency.

Jurisdiction
All MATC property falls under the jurisdiction of both the college’s Public Safety Department and the various local law enforcement agencies serving those campuses.

Working Relationship with Local Law Enforcement
The MATC Public Safety Department maintains a close working relationship with the local police agencies at each of the MATC campuses, including Mequon, Milwaukee, Oak Creek and West Allis Police Departments, and the Milwaukee and Ozaukee County Sheriffs. Written memorandums of understanding are in place with each jurisdiction to outline these roles, including the investigation of criminal incidents, between MATC and each agency.

DESCRIPTION OF CAMPUS SECURITY AND CRIME PREVENTION PROGRAMS
MATC encourages all students and employees to take an active role and to be responsible for their own safety and the security of others while on any MATC campus.

The MATC Public Safety Department provides a variety of public safety programs and services to members of the campus community. Public Safety personnel regularly patrol the interior and exterior of the college campuses. Off-campus response by department staff is provided on a case-by-case basis. In all situations, Public Safety collaborates with local authorities to ensure the safety and security of MATC affiliated personnel and facilities.

The department strives to develop and maintain collaborative partnerships with all area law enforcement agencies and the various local field offices of state and federal law enforcement agencies. Public Safety also engages key public safety agencies, such as local emergency medical services, emergency management and fire departments in operational planning and incident response efforts.

The MATC Public Safety Department offers a number of prevention-based security and safety awareness programs to the college community. These services are provided each semester at all campuses, in the form of training sessions, presentations, workshops, department meetings, classroom visits, services and safety devices.
2018 Safety Awareness and Crime Prevention Programs

<table>
<thead>
<tr>
<th>Primary prevention and awareness programs</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing prevention and awareness programs</td>
<td>97</td>
</tr>
</tbody>
</table>

The following is a list of safety awareness and crime prevention programs:

**Automated External Defibrillator (AED) Program**

Automated External Defibrillators (AED), located in select college areas, assist trained responders with cardiac emergencies. Public Safety Department personnel are certified in Cardiopulmonary Resuscitation (CPR) and the use of AED’s.

**Bicycle Registration Program**

MATC Public Safety personnel assist students and employees with bicycle registration through local law enforcement. Public Safety personnel routinely inspect campus bicycle racks for proper security, and provide advice and information to bicycle owners to keep their property safe.

**Emergency Telephone System**

Emergency telephones are located both internally and externally on-campus, including in classrooms, offices, corridors, select college parking lots, and in high-traffic exterior walkways. Interior emergency phones are strategically located throughout the campus building corridors and in all classrooms and offices. These phones offer a “soft key” feature that allows users to be directly connected to the Public Safety dispatcher with one-touch dialing.

Exterior emergency phones located in the parking lots are topped with a blue strobe light and are clearly marked “Public Safety.” These phones are linked directly to the Public Safety Dispatch Center to allow for rapid emergency response. In addition, most of the external emergency phones are integrated with nearby surveillance cameras that permit remote visual monitoring of both the phone and surrounding parking areas.

**Campus Emergency Response Team**

The MATC Campus Emergency Response Team (CERT) is a group of students and employees who have participated in training on specific campus emergency procedures, including crisis communications, fire, severe weather, active shooter and medical emergencies. CERT members learn how to keep themselves and others safe during a campus emergency. They also have the opportunity to participate in campus drills by serving as floor captains.

**Campus Grounds, Landscaping and Lighting Evaluations**

Public Safety personnel routinely work with the Operations Department to identify and correct safety deficiencies relating to campus facilities, grounds, landscaping and lighting. Public Safety Officers are required to report all safety hazards. These reports
are forwarded to the Operations Department and Environmental Health and Safety Department to provide notification and request corrective action.

**District Safety Committee**

The District Safety Committee meets quarterly to discuss safety concerns at all four campuses. The committee is comprised of representatives from Risk Management, Public Safety, Health and Wellness, Operations, Construction Services, faculty and staff. Topics of discussion at the meetings are posted as safety bulletins on the MyMATC portal for the entire MATC community.

**Emergency Procedure Guides**

Emergency procedure guides and safety posters are located in all classrooms and labs. These guides allow for quick reference before or during a variety of emergencies. This guide is provided free of charge to community members and can be obtained by students and employees from any Public Safety office. An electronic version also is available at:


**Operation ID**

The Operation ID program allows students and employees to borrow engravers from any MATC Public Safety office for use to place identifying marks on personal property and equipment.

**Presentations**

MATC Public Safety personnel conduct monthly security and safety workshops covering a wide range of topics including: campus-specific security procedures for fire, severe weather and active shooter situations, general crime prevention awareness and other specific safety topics as requested by community members. These presentations are announced via email from Public Safety. All members of the college community are invited to attend.

Public Safety is an active participant in the MATC’s various employee and student orientation programs, providing safety information to new members of the community.

**Publications**

Crime prevention and safety brochures on a wide range of topics are given to campus community members at no cost and are available at any Public Safety office.

**Public Safety Day**

Public Safety Day is a community resource and safety fair to provide information about a number of safety services available to students and employees from both Public Safety and community resource providers.
RaveAlert & Rave Guardian

The college maintains a subscription to a third-party voice, email and text messaging service (RaveAlert) that enables college officials to create and distribute emergency messages to the college community. With the Rave Guardian mobile app the college community can also send instant messages to Public Safety and direct instantly to an on-duty dispatcher.

Safety Escort Services

Walking safety escorts are available to MATC faculty, staff, students and visitors. Upon request, Public Safety personnel will escort an individual to and from their destination within the service area. Arrangements for escorts are made by calling 414-297-6588 or visiting the District Emergency Response Center/Regional Public Safety Centers, or by approaching a Public Safety Officer on patrol.

Riding safety escorts are provided to and from campus parking lots through the MATC Operations Department Shuttle Service. The MATC shuttle operates during normal business hours.

Speak Up for Safety

All members of the MATC community, including students, faculty and staff, play an important role in creating and maintaining a safe environment that supports working and learning. The “Speak Up for Safety” campaign promotes a safe environment by providing another means for the MATC community to report situations of non-imminent danger, including observations of behavior or communications of concern, via an online incident report form accessible at:

https://publicdocs.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=1

STATEMENT ADDRESSING THE MONITORING OF CRIMINAL ACTIVITY AT NON-CAMPUS LOCATIONS

MATC does not have any officially recognized non-campus locations for student organizations; therefore, we do not monitor student criminal activity that occurs outside of our campus geography.

STATEMENT ADDRESSING THE POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

Milwaukee Area Technical College policies and procedures, including Public Safety Department enforcement practices, are consistent with applicable local, state and federal laws regarding the possession, use and/or sale of alcoholic beverages and illegal drugs.

Standards of Conduct

MATC Policy G0300 – Drug Free Campuses and Workplace prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance
including but not limited to alcohol, prescription and illicit drugs at any college campus, evening center, or other college premise; or while participating in officially sponsored college events off premise.

Violations of this policy will result in appropriate progressive disciplinary action up to and including: (a) expulsion of students in accordance with applicable civil, state, and federal law and the MATC Student Code of Conduct; (b) termination of employment from MATC in accordance with applicable civil, state, and federal law; and (c) referral for prosecution for violations.

Each College employee will, as a condition of employment, abide by this policy. In addition, any employee engaged in the performance of a federal grant or contract is required to notify his or her supervisor no later than five (5) days after any conviction under a criminal drug statute for a violation that occurred in the workplace.

**Legal Standards**

State Law: The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of the regulations. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with an intent to manufacture or deliver, can be imprisoned for up to 30 years and fined up to $1,000,000. Penalties vary according to the type of drug involved, the amount of drug confiscated, the number of previous convictions, and the presence of any aggravating factors. See Wis. Stat.s §961.41-50.

Wisconsin law also restricts the use of alcohol in certain situations such as procurement, dispensing, or selling alcohol under the age of 21. See Wis. Stat.s §125.07. Penalties may include significant fines, required participation in a supervised work program, and suspension of driver’s license. Federal Law: Pursuant to federal law, the United States Sentencing Guidelines establish mandatory minimum penalties for categories of drug offenses and provide for penalty enhancements in specific cases. See 21 U.S.C. §841-865.

MATC is committed to maintaining a drug-free work and campus environment in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. MATC policies further recognize the adverse impact that illicit drug use and alcohol dependency can have on the educational and working environment, including negative impacts on safety and security. Further, the Student Handbook and Code of Conduct, as well as the Employee Handbook, address college policies and resources surrounding drug and alcohol abuse. As a result, the college is committed to providing students and staff with information and resources to assist in identifying and addressing issues related to substance abuse.
MATC encourages employees and students with substance abuse problems or concerns to seek confidential counseling and/or referral services. The college will answer questions, sponsor campus programs and make referrals to proper agencies for students and employees seeking further assistance. Additionally, services are available to students and employees through one-on-one counseling assessment with our AODA certified and/or LPC counselors.

Conscientious efforts to seek such help shall not in themselves jeopardize any student’s enrollment and will not be noted in the student's record. The following is a list of drug and alcohol abuse resources.

### Student and Employee Resources

<table>
<thead>
<tr>
<th>Milwaukee Area Technical College Counseling:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown Milwaukee Campus</td>
<td>414-297-6267</td>
</tr>
<tr>
<td>Mequon-campus</td>
<td>262-238-2300</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>414-571-4500</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td>414-456-5464</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATC Public Safety</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>414-297-6200</td>
</tr>
<tr>
<td>Non-Emergency</td>
<td>414-297-6588</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPACT Alcohol and Other Drug Abuse – Services include substance abuse assessments and related treatment referrals.</td>
<td>414-256-4808</td>
</tr>
</tbody>
</table>

| 211 IMPACT – Milwaukee County Community Resource Hotline. Point of access for AODA, mental health, family health and social services. | 414-773-0211 |

| Alanon Family Groups – Help for family and friends affected by another’s alcohol dependence. Alateen – Young members, usually teens, affected by a family member’s drinking. www.alanon-wi.org | 414-257-2415 |

| Aurora Employee Assistance Program (Email: aurora.org/eap) | 800-236-3231 |


| Aurora Health Care – Private pay and insurance. (Dewey Center for substance abuse treatment and psychiatric services available.) | 414-454-6600 |
Alcohol on Campus

Alcoholic beverages may be served on MATC premises only at functions sponsored by MATC and/or its departments, with prior approval of the Vice President of Student Services or the Provost and then only in accordance with Wisconsin law. The unlawful manufacture, distribution, dispensing, possession, sale or use of illicit drugs and alcohol beverages by students or employees on MATC property, or as part of MATC activities, is prohibited. The MATC Public Safety Department has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

Violation of this policy by employees will result in appropriate action, up to and including termination from employment. Students who violate this policy will face disciplinary action, up to and including expulsion from MATC. In the event of a violation, an AODA assessment, participation in and/or completion of an appropriate rehabilitation program may be required.

Know Your Risks

According to the National Institute on Drug Abuse (NIDA), addiction is when people who use drugs cannot stop taking a drug, even if they want to. People start taking drugs and alcohol for a number of reasons, including socialization, boredom, coping with a loss and loneliness, but no one plans to get addicted. When using drugs or alcohol continues, use quickly becomes abuse, and the person becomes dependent on the drug just to feel normal. That is addiction and it can quickly take over a person’s life.

Addiction is a disease, just as diabetes and cancer are diseases. Addiction is not simply a weakness or personality flaw, and people can enter recovery and maintain normal life activities. People from all backgrounds, rich or poor, can become addicted. Addiction can happen at any age, usually in adolescence or early adulthood, but older adults and those experiencing trauma or changes in their lifestyle are also vulnerable.

Here are some questions to ask yourself or someone you know. If the answer to some or all of these questions is yes, you might have an addiction.

- Do you think a lot about or plan events around drug and alcohol use?
- Did you ever try to stop or cut down on your use of alcohol or drugs but were unable to?
- Have you ever thought you did not fit in or have a good time without drugs?
- Did you ever use drugs or alcohol because you were upset or angry with other people?
- Have you ever used a drug without knowing what it was or what it would do to you?
- Have you ever taken one drug to get over the effects of another?
- Have you lost relationships, friendships and job opportunities related to your alcohol or drug use?
- Have you found yourself in dangerous situations or associated with people that do not meet your standards when sober?

(For more information, see NIDA’s website, www.easyread.drugabuse.gov.)

If you believe you are at risk for addiction, or are addicted to drugs or alcohol, the college offers the resources outlined above. Please contact us.

**Symptoms**

It is important to recognize the symptoms of drug and/or alcohol abuse. People with drug problems might act differently than they used to. They might:

- Spend a lot of time alone
- Lose interest in their favorite things
- Get messy – for instance, not bathe, change clothes or brush their teeth
- Be really tired and sad
- Be very energetic, talk fast or say things that do not make sense
- Be nervous or cranky (in a bad mood)
- Quickly change between feeling bad and feeling good
- Miss class, work or meetings/appointments
- Fall asleep during class or work
- Eat a lot more or a lot less than usual

People with an addiction usually cannot stop taking the drug on their own. They want and need more. They might try to stop taking the drug and then feel sick. Then they take the drug again to stop feeling sick. They keep using the drug even though it is causing terrible family, health or legal problems. They need help to stop using drugs. Drug treatment can help.

You can find more information on NIDA’s Easy-to-Read Drug Facts webpage, Drug Treatment (www.easyread.drugabuse.gov/content/drug-treatment).
Drug and Alcohol Awareness Plan

The Drug Free Schools and Campuses Act (DFCSA) and implementing regulations require that the college submit a biennial report regarding the review, evaluation, and adaptation of its alcohol and other drugs (AOD) prevention program. While the college has taken a broad approach, as detailed above, to notify students and employees of policies, sanctions and resources to identify and address drug and alcohol abuse, MATC also is in the process of assessing these programs in order to identify improved methods of communication regarding AOD issues for students and employees. The college is examining its ability, from a staffing and financial perspective, to assign an AODA Coordinator tasked with the program and biennial evaluation. A complete description of these topics, as provided in MATC’s annual notification to students and employees, is available online at:


STATEMENT ADDRESSING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

MATC is committed to fostering a safe learning environment conducive to academic success for all students. All members of the MATC community share responsibility for maintaining this environment by following college policies and exemplifying respect for others. It is important that members of the MATC community recognize unfair treatment, including sexual misconduct, and speak up to prevent and reduce sexual and relationship violence in our college community.

In accordance with Title IX and the Violence Against Women Act (VAWA) and consistent with MATC’s commitment to human dignity, any type of sexual discrimination or other unlawful discrimination or harassment is taken seriously and is promptly investigated by the college. Sexual discrimination includes gender inequity, as well as all forms of sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence and dating violence. The college prohibits the crimes of domestic violence, dating violence, sexual assault and stalking and will take prompt action to eliminate sexual discrimination or misconduct, prevent its recurrence and address its effects.

Toward this end, MATC issues this statement of policy to inform the campus community of the programs addressing domestic violence, dating violence, sexual assault and stalking, as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed whether the incident occurs on or off campus when reported to a College official.

MATC has a comprehensive set of policies and procedures addressing sexual assault, sexual violence and sexual misconduct. All members of the MATC community should read and be familiar with these policies and procedures regarding response to incidents and any other form of unlawful discrimination or harassment. These policies and procedures are outlined in the following sections of this document.
Definitions
The Clery Act and VAWA mandate that colleges provide domestic violence, dating violence, sexual assault and stalking definitions applicable in its jurisdiction, as well as those supplied by VAWA. While the definitions that follow have slight variations, they are provided for awareness purposes.

Pursuant to VAWA, incidents of domestic violence, dating violence, sexual assault and stalking are disclosed in MATC’s annual campus crime statistics. These crime statistics are based on the definitions provided by the Clery Act, and can be found in the Campus Crime Statistics section at the end of this document.

VAWA Definitions
Dating Violence – 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.

For the purposes of this definition:

- 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;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 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;
- 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.

Sexual Assault – An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI’s Uniform Crime Report (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”
• Rape—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

• Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

• Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

Stalking—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.

For the purposes of this definition:

• 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.

Jurisdictional Definitions

Wisconsin statutes recognize that sexual assault, domestic violence, dating violence and stalking are serious criminal offenses. It is important for all members of the MATC community to understand how these offenses are defined by law and to be aware of the penalties. The following definitions are partial excerpts from the applicable Wisconsin State Statutes.

 Dating Violence—Wis. Stat. 813.12

(1) (ag) “Dating relationship” means a romantic or intimate social relationship between two adult individuals but “dating relationship” does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the
relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.

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


813.12 Domestic Abuse restraining orders and injunctions.

(1)(am) “Domestic abuse” means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver’s care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2) or (3).
4. A violation of s. 940.32.
5. A violation of s. 943.01, involving property that belongs to the individual.
6. A threat to engage in the conduct under subd. 1., 2., 3., 4. or 5.

(b) “Family member” means a spouse, a parent, a child or a person related by blood or adoption to another person.

(c) “Household member” means a person currently or formerly residing in a place of abode with another person.

968.075 Domestic abuse incidents; arrest and prosecution.

(1) DEFINITIONS. In this section:

(a) “Domestic abuse” means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2) or (3).
4. A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subd. 1., 2. or 3.

Sexual Assault - Wis. Stat. 940.225

(1) FIRST DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class B felony:
(a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.

(b) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.

(c) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

(2) SECOND DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class C felony:

(a) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

(b) Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.

(c) Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person’s conduct, and the defendant knows of such condition.

(cm) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.

(d) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.

(f) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.

(g) Is an employee of a facility or program under s. 940.295.

(2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.

(h) Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

(i) Has sexual contact or sexual intercourse with an individual who is on probation, parole or extended supervision if the actor is a probation, parole or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole or extended supervision agent.
or who has influenced or has attempted to influence another probation, parole or extended supervision agent’s supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

(j) Is a licensee, employee or nonclient resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.

(3) THIRD DEGREE SEXUAL ASSAULT. Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.

(3m) FOURTH DEGREE SEXUAL ASSAULT. Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

(4) CONSENT. “Consent”, as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent is not an issue in alleged violations of sub. (2) (c), (cm), (d), (g), (h), and (i). The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11 (2):

(b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.

(c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

(5) DEFINITIONS. In this section:

(b) “Sexual contact” means any of the following:

1. Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s. 940.19 (1):

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

2. Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant’s instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either
for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.

3. For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant’s body, whether clothed or unclothed.

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

Stalking – Wis. Stats. 940.32

(1) (a) “Course of conduct” means a series of two or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

1. Maintaining a visual or physical proximity to the victim.

2. Approaching or confronting the victim.

3. Appearing at the victim’s workplace or contacting the victim’s employer or coworkers.

4. Appearing at the victim’s home or contacting the victim’s neighbors.

5. Entering property owned, leased or occupied by the victim.

6. Contacting the victim by telephone or causing the victim’s telephone or any other person’s telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.

6m. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.

7. 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.

8. Placing an object on or delivering an object to property owned, leased or occupied by the victim.

9. Delivering an object to a member of the victim’s family or household or an employer, coworker or friend of the victim or placing an object on, or delivering an object to, property owned, leased or occupied by such a person with the intent that the object be delivered to the victim.

10. Causing a person to engage in any of the acts described in subs. 1. to 9.
(cb) “Member of a family” means a spouse, parent, child, sibling or any other person who is related by blood or adoption to another.

(cd) “Member of a household” means a person who regularly resides in the household of another or who within the previous six months regularly resided in the household of another.

(d) “Suffer serious emotional distress” means to feel terrified, intimidated, threatened, harassed or tormented.

(2) Whoever meets all of the following criteria is guilty of a Class I felony:

(a) The actor intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household.

(b) The actor knows or should know that at least one of the acts that constitute the course of conduct will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household.

(c) The actor’s acts cause the specific person to suffer serious emotional distress or induce fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

MATC Policy Definitions

Consent and the purposes for which this definition is used, as defined in the MATC Equal Opportunity, Harassment and Nondiscrimination policies C0200 and F0104, is described as follows:

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where 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, involuntary physical restraint and/or from the
taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be
consent for other sexual activity (such as intercourse). A current or previous dating
relationship is not sufficient to constitute consent. The existence of consent is based on
the totality of the circumstances, including the context in which the alleged incident
occurred and any similar previous patterns that may be evidenced. Silence or the
absence of resistance alone is not consent. A person can withdraw consent at any time
during sexual activity by expressing in words or actions that he or she no longer wants
the act to continue, and, if that happens, the other person must stop immediately.

In Wisconsin, a minor (meaning a person under the age of 18 years) cannot consent to
sexual activity. This means that sexual contact by an adult with a person younger than
18 years old is a crime, as well as a violation of this policy, even if the minor wanted to
engage in the act.

Note: MATC recognizes that state law definitions of reportable crimes change from time
to time. Specifically, the following definitions of reportable crimes have changes under
Wisconsin state law: (1) Stalking (Wis. Stat. s. 940.32); (2) Sexual Assault (Wis. Stat.
s. 940.225); and Dating Violence (Wis. Stat. s. 813.12(am).

MATC is working toward incorporating the statutory changes into all policies,
procedures and communications to staff and students. To date, the changes have been
incorporated in the Student Handbook and Procedure CC0200-Appendix B. MATC will
submit changes to board policies, including Policy C0200 periodically.

Campus Procedures

Reporting Sexual Assault, Stalking, Dating Violence and Domestic Violence

All students, employees and other members of the MATC community are encouraged to
promptly and accurately report incidents of sexual assault, stalking and dating violence
and domestic violence to the MATC Public Safety Department at 414-297-6200.

Reports also may be submitted to the Title IX Coordinator or Deputy Coordinator at:

<table>
<thead>
<tr>
<th>MATC Public Safety Department</th>
<th>414-297-6588</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATC Title IX Coordinator</td>
<td>414-571-4616</td>
</tr>
<tr>
<td>MATC Deputy Title IX Coordinator</td>
<td>414-297-7688</td>
</tr>
<tr>
<td>Mequon Police Department</td>
<td>262-242-3500</td>
</tr>
<tr>
<td>Milwaukee Police Department</td>
<td>414-933-4444</td>
</tr>
</tbody>
</table>
In accordance with MATC Policy C0200 Equal Opportunity, Harassment and Nondiscrimination, the College will investigate and respond to any formal or informal complaint or notice of potential violation of the policy that is received by the Title IX Coordinator, Deputy Coordinator, Human Resources staff, Judicial Affairs, Director of Student Life, Athletics Director, or other manager or supervisor representing the college.

MATC’s Title IX Coordinator, Dr. Mark Felsheim, Vice President of Oak Creek Campus is responsible for overseeing and administering the investigation and resolution of complaints arising under the Equal Opportunity, Harassment and Nondiscrimination policy and is supported by Deputy Title IX Coordinator Daniel McColgan.

MATC’s process for investigation and appeal of determinations is described in detail below. This procedure will apply to all complaints involving students, staff, faculty or other members of the MATC community, including contractors. Redress and requests for responsive actions for complaints brought against non-members of the community are also covered by these procedures.

Filing a Complaint

Any member of the community who believes that the policy for Equal Opportunity, Harassment and Nondiscrimination has been violated may file a complaint at any time from any location using the online reporting form found at:


All complaints will be reviewed and tracked by the Title IX Coordinator or designee. Concerned individuals also may contact the Title IX Coordinator or Deputy Coordinator directly. It is possible for employees to notify a supervisor, or for students to notify an administrative advisor or faculty member, or any member of the community may contact MATC Public Safety at any time. These individuals will in turn notify the Title IX Coordinator and/or Deputy Title IX Coordinator.

All employees receiving reports of a potential violation of college policy are expected to contact the Title IX Coordinator or a Deputy Coordinator within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy; specific information on any complaints received by any party will be reported to the Title IX Coordinator and Deputy Title IX Coordinators but, subject to the college’s obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report of a complaint.

In all cases, MATC will give consideration to the complainant with respect to how the complaint is pursued but reserves the right, when necessary to protect the community,
to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

Complaint Intake

Following receipt of notice or a complaint, the Title IX Coordinator or Deputy Title IX Coordinator will promptly review and analyze the complaint information and contact the complainant if additional information is needed to determine whether an investigation will be pursued. Normally, within two business days an initial determination is made if a policy violation may have occurred and/or whether or not conflict resolution might be appropriate. If the complaint does not appear to allege a policy violation or if other conflict resolution assistance is desired by the complainant and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to investigation.

A full investigation will be pursued if evidence exists of a pattern of misconduct or a perceived threat of further harm to the community or any of its members, or if the complaint concerns a sexual assault. The college aims to complete all investigations of complaints of sexual assault, sexual misconduct or sex-based harassment or discrimination within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator or Deputy Title IX Coordinators with notice to the parties.

Investigation

If a complainant wishes to pursue a formal complaint investigation or if the college, based on the alleged policy violation, wishes to pursue a formal complaint investigation, then the Title IX Coordinator appoints one or more trained investigators to conduct the investigation, usually within two business days of determining that a complaint should proceed. Investigation of complaints brought directly by those alleging harm should be completed expeditiously, normally within two to four weeks of assignment of the investigator. However, time for completion of the investigation is dependent upon multiple factors including the availability of the parties and witnesses and other relevant information. Investigation may take longer when initial complaints fail to provide direct first-hand information, or when witnesses are unavailable.

The college may undertake a short delay (three to ten days to allow for evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. MATC’s action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

The college will make all efforts to complete an investigation within sixty (60) calendar days from receipt of the complaint. Certain circumstances may require extensions of this time frame, which the college may make at its sole discretion. An extension may be
necessary in instances of complex cases, delays due to semester or holiday breaks, inclement weather or other circumstances.

If an extension is necessary, it will be concurrently communicated to the complainant and respondent prior to the expiration of the sixty (60) day period. The parties will be advised as to the reasons why the case had not been completed and when they can reasonably expect a response.

Interim Remedies

The Title IX Coordinator and/or Deputy Title IX Coordinators may provide interim remedies intended to address the short-term or long-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further harassment or violations. Interim remedies may be used when, in the judgment of the Title IX Coordinator or a Deputy Title IX Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the accused individual or the ongoing activity of a student organization whose behavior is in question.

These remedies may include referral to student counseling services or to the Employee Assistance Program, education for the community, altering work arrangements for employees, providing campus escorts, implementing contact limitations between the parties, offering adjustments to academic deadlines, course schedules, etc.

The Director of Judicial Affairs may interim suspend a student or organization pending the completion of EGP investigation and procedures. In all cases in which an interim suspension is imposed, the student or student organization will be given the opportunity to meet with the Title IX Coordinator or Director of Judicial Affairs prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented.

Employees who are accused of policy violation may be suspended pending investigation of the complaint. Employees facing possible disciplinary action as the result of information gained during investigation interviews have the right to include an advocate in all meetings with the Title IX Coordinator or investigators in accordance with the policies set forth in the MATC Employee Handbook. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to the college campus, facilities and events. As determined by the Title IX Coordinator, this restriction includes classes and/or all other college activities or privileges for which the student or employee might otherwise be eligible. At the discretion of the Title IX Coordinator or designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

Complaint Resolution

During or upon the completion of investigation, the investigators will meet with the Title IX Coordinator, or the appropriate Deputy Title IX Coordinator for review of the
information obtained through investigation. If the Title IX Coordinator or Deputy Title IX Coordinator decides that no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) does not support a finding of a policy violation, then the process will end and the parties will be informed in writing of the conclusion and outcome of the investigation.

After receiving such notification, the complainant may request that the Title IX Coordinator make an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Title IX Coordinator.

The Title IX Coordinator may, at any time, direct the investigation to continue until a determination can be made as to whether or not a policy violation occurred based upon the preponderance of the evidence. If the preponderance of the evidence gathered during the investigation supports a finding of violation of college policy and the respondent is a student, the Title IX Coordinator may recommend a resolution without a hearing or a formal hearing based on the below criteria.

For complaints concerning conduct by an employee of MATC, if the Title IX Coordinator or Deputy Title IX Coordinator determines, based upon a preponderance of the evidence gathered during the investigation that a policy violation has occurred, appropriate sanction or responsive action including disciplinary action will be determined and implemented by Human Resources and/or the employee’s supervisor. Employee appeals of disciplinary action will follow the policies and procedures set forth in the MATC Employee Handbook.

Resolution Without a Hearing – Student Conduct

Resolution without a hearing can be pursued for any student behavior that falls within the policy on Equal Opportunity, Harassment and Nondiscrimination, at any time during the process. The Title IX Coordinator or Deputy Title IX Coordinator will provide written notification of a complaint and any investigative findings to any member of the college community who is accused of an offense of harassment, discrimination or retaliation. At any point in the process, the respondent may choose to admit responsibility for all or part of the alleged policy violations.

If so, the Title IX Coordinator or Deputy Title IX Coordinator will render a finding that the individual is in violation of college policy for the admitted conduct. For admitted violations, the appropriate Deputy Title IX Coordinator will determine an appropriate sanction or responsive action. If the sanction/responsive action is accepted by both the complainant and respondent, the college will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the community.

If either party rejects the sanction/responsive action, a hearing will be held on the sanction/responsive action only, according to the procedures below.

Formal Hearing – Student Judicial Affairs
For any complaints involving student respondents or other non-employees that are not resolved without a hearing, the Title IX Coordinator will initiate a formal hearing following the procedures described below.

Hearing Panels

The Director of Judicial Affairs will serve as non-voting Chairperson for all hearings concerning violation of the Equal Opportunity, Harassment and Non-Discrimination policy. The Title IX Coordinator will appoint three other qualified members of college administration to the hearing panel, none of whom have been previously involved with the complaint. No member of the panel may be a practicing attorney. The panel will meet at times determined by the Chair.

Notification of Charges

At least one week prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the Chair will send a letter to the parties with the following information. Once mailed, emailed and/or received in person, notice will be presumptively delivered. The letter will contain:

- A description of the alleged violation(s), a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;

- The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Chair may reschedule the hearing.

- The parties may have the assistance of an advisor at the hearing. Typically, advisors are members of the campus community, but the Title IX Coordinator may grant permission for an outside advisor upon request. The advisor may not be a practicing attorney. In the rare instance where civil or criminal court proceedings currently involve a party to the complaint or at the discretion of the Chair, legal counsel may be permitted to serve as an advisor. The advisor may not make a presentation or represent the complainant or respondent during the hearing. The parties to the hearing are expected to ask and respond to questions on their own behalf without representation by their advisor. The advisor may consult with the advisee quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the panel.

- Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the college and remain within the 60-day goal for resolution.
Hearing Procedures

Hearings will be convened usually within one to two weeks of the completion of the investigation and will be conducted in private. The hearing panel has the authority to hear all collateral misconduct, meaning that it hears all allegations of discrimination, harassment and retaliation, but also may hear any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall under the non-discrimination policy of the college. Accordingly, investigations should be conducted with as wide a scope as necessary.

Participants will include the non-voting Chair, the three members of the panel, the investigator(s) who conducted the investigation on the complaint or an alternate investigator to present a report if the Chair conducted the investigation, the complainant and respondent(s), any advisors to the parties and any called witnesses. The Chair will exchange the names of witnesses the college intends to call, all pertinent documentary evidence and any written findings from the investigators between the parties at least two business days prior to the hearing. In addition, the parties will be given a list of the names of each of the hearing panel members at least two business days in advance of the hearing. Should either (any) party object to any panelist, he/she must raise all objections in writing to the Chair immediately. Panel members will be unseated only if the Chair concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panelist or Chair who feels he/she cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The Chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative questioning mechanisms are desired (screens, Skype, questions directed through the Chair, etc.), the parties should request them from the Chair at least two business days prior to the hearing.

Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first and be subject to questioning by the parties and the members of the hearing panel, including the Chair. In the event the Chair served as investigator for the complaint, the results of investigation will be presented by an alternate investigator. The investigator(s) will be present during the entire hearing process, but will be present only during deliberations at the request of the Chair. The findings of the investigation are not binding on the panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/responsive actions. Once the investigator(s) is/are questioned, the Chair will permit questioning of and by the parties and of any present witness. Questions may be directed through the panel at the discretion of the Chair.
Formal rules of evidence will not apply. Any evidence the panel believes is relevant and credible may be considered, including history and pattern evidence. The Chair will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence, and may ask the panel to disregard evidence lacking in credibility. The Chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on his/her own behalf.

Unless the Chair determines it is appropriate, no one will present information or raise questions concerning: (1) incidents not directly related to the possible violation, unless they show a pattern, or (2) the sexual history of or the character of the victim/complainant.

There will be no observers in the hearing. The Chair may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the panel or the parties involved. The panel does not hear from character witnesses, but will accept up to two letters supporting the character of the individuals involved.

In hearings involving more than one accused individual or in which two complainants have accused the same individual of substantially similar conduct, the standard procedure will be to hear the complaints jointly; however, the Title IX Coordinator may permit the hearing pertinent to each respondent to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each respondent.

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings, subject to college consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose and should discuss doing so with their advisors.

Hearings are recorded for purposes of review in the event of an appeal. Hearing panel members, the parties and/or the persons who initiated the action, and appropriate administrative officers of the college will be allowed to listen to the recording in a location determined by the Title IX Coordinator or designee. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator. Persons given access to the recording will be required to sign an agreement confirming that they will protect the privacy of the information contained in the recording.

Decisions

The hearing panel will deliberate in private to determine whether or not the respondent is responsible for the violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an individual respondent or organization is found responsible by a majority of the panel, the panel will recommend appropriate sanctions to the Title IX Coordinator.
The Chair will prepare a written deliberation report and deliver it to the Title IX Coordinator detailing the finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the hearing panel excluded from its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Title IX Coordinator within two days of the end of deliberations.

The Title IX Coordinator (or designee) will inform the accused individual and the complainant of the final determination within two to three business days of the hearing. Notification will be made simultaneously in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official college records, or emailed to the parties college-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

**Notice of Victim Rights**

Victims of sexual assault, stalking, domestic violence or dating violence have the right to receive assistance from the MATC Public Safety Department in reporting such incidents to local law enforcement. Public Safety personnel will assist any person requesting assistance and conduct investigations as required. Victims may also be assisted by Student Life or the Title IX Coordinator or Deputy Coordinator in reporting incidents to the MATC Public Safety Department.

Victims also have the right to decline to notify such authorities, however Public Safety personnel are required by Wisconsin state law to report all crimes to local law enforcement. Public Safety personnel will take reasonable steps to investigate and respond consistent with the victim’s wishes, whenever possible.

Additional resources and support are available through the following agencies:

- Milwaukee Women’s Center at 414-671-6140
- Sojourner Truth House 24-Hour Hotline at 414-933-2722
- Sexual Assault Treatment Centers at 414-219-5555
- [http://www.endabusewi.org/gethelp](http://www.endabusewi.org/gethelp)

Students and employees reporting victimization by sexual assault, stalking and domestic or dating violence (relationship violence) have the right to:

- Receive all of the following information in writing;
- Explanation of procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the college will protect the confidentiality of victims and other necessary parties;
- Be assisted by campus authorities if reporting a crime to local law enforcement;
- Options for available assistance in and how to request accommodations and protective measures, including changes in academic, transportation and work situations to avoid a hostile environment;
• Obtain or enforce a temporary restraining order, injunction or other no contact directive;
• Information about how the institution will protect the confidentiality of victims and other necessary parties;
• Request information concerning MATC’s investigation and grievance procedure (CC0200) for equal opportunity and be informed of the range of possible sanctions under the MATC Student Code of Conduct or applicable personnel and ethics policies;
• Receive written notification, with contact information, about existing counseling, mental health, victim advocacy, legal assistance and other services available either through MATC or in the community.

These rights will be afforded to victims whether or not they report the incident to the Public Safety Department or local law enforcement, and victims will be provided with a written copy explanation of their rights and options, whether the offense occurred on or off campus.

Complainants and Respondents Rights

• To be treated with respect by college officials
• To take advantage of campus support resources (such as Counseling for students or EAP services for employees)
• To experience a safe educational and work environment
• To refuse to have an allegation resolved through alternative dispute resolution procedures, such as mediation or other conflict resolution
• To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident
• To be free from retaliation
• To have complaints heard in substantial accordance with these procedures
• To full participation of the injured party in any investigation and hearing process whether the injured party is serving as the complainant or the college is serving as complainant
• To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible and the rationale for the outcome where permissible

Confidentiality

Victims of sexual assault, domestic violence, dating violence or stalking have the right to confidentiality while seeking support services from MATC’s counseling services and MATC’s Employee Assistance Program and any specific victim support services offered by the college, including victim advocacy.

Other MATC employees, including the Public Safety Department, cannot guarantee confidentiality. If a victim or complainant requests confidentiality, MATC will take reasonable steps to investigate and respond consistent with that request, taking into account that confidentiality may not be possible in every case due to the college’s responsibility to provide a safe campus environment for all.
To ensure that the college has met its obligations, MATC employees are expected to consult with the Office of General Counsel or Title IX Coordinator concerning the identifying information they can or must share with the institution to respond to a report and promote campus security. Any information is shared on a need-to-know basis for investigative purposes.

MATC will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C 13925(a)(20); and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the accommodations or protective measures.

Standard of Evidence
In all MATC investigations of sexual assault or sexual harassment reports, the standard of evidence used by the college will be the preponderance of the evidence (more likely than not) standard. This standard will apply to all enforcement of college policies, procedures and codes of conduct involving discrimination, harassment, sexual assault and sexual misconduct.

Information Concerning Sexual Assault, Domestic Violence, Dating Violence and Stalking
Victims should call the MATC Public Safety Department or dial 911 for immediate help. Preserving physical evidence especially is important for any subsequent investigation.

Guidelines to follow after a sexual assault include:

- Get to a safe place as soon as you can.
- When an incident occurs on-campus, contact the Public Safety Department at 414-297-6200 or dial 911 for immediate assistance. If 911 is called, then the Public Safety Department should be made aware of the incident as soon as possible.
- Try to preserve all physical evidence. Do not wash, use the toilet or change clothing if possible. If you do change clothes, put all clothing you were wearing at the time of the incident in a paper (not plastic) bag.
- Get medical attention as soon as possible to ensure you are physically well and to collect important evidence.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information and provide emotional support. Refer to the contact information below.
- Contact someone you trust to be with and support you.

Guidelines to follow after domestic, dating violence or stalking include:

- If injured, seek medical attention as soon as possible.
- Contact the Public Safety Department at 414-297-6200 or 911 for immediate assistance.
- Document injuries with photos.
- Document dates and times. Keep a timeline of events, including arguments, threats, telephone calls, text messages, etc.
- Save any text messages, voicemails, emails or other physical evidence such as handwritten letters or notes.
- Save screenshots of social media posts or instant messages.
- Tell a friend or family member what has occurred. Seek resources for support and assistance.

As time passes, evidence may dissipate or become lost or unavailable, thereby making more difficult the investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Public Safety or other law enforcement in an effort to preserve evidence. If the victim decides to report the incident to law enforcement or the College at a later date evidence will assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

**Campus Disciplinary Procedures in Sexual Assault, Domestic Violence, Dating Violence and Stalking Cases**

MATC procedures for college disciplinary action in cases of alleged sexual assault, dating violence, domestic violence and stalking provide for proceedings that are prompt, fair and impartial from the initial investigation to the final result. This includes a process that will:

- Be completed within reasonably prompt timeframes designated by college policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and reason for it;
- Be conducted in a manner that is consistent with college policies and transparent to the accuser and accused, includes timely notice of meetings at which the accuser or accused or both may be present, and provides timely and equal access to the accuser, the accused and appropriate officials to any information to be used during informal and formal disciplinary meetings and hearings;
- Be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused;
- Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
• Provide the accuser and the accused with the same opportunities to have others present during any college disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor (any individual who provides the accuser or accused support, guidance or advice) of their choice;

• Not limit the choice of the advisor or presence for either the accuser or the accused in any meeting or college disciplinary proceeding, however the college may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

• Require simultaneous notification in writing to both the accuser and the accused of the result of any college disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking;

• Require simultaneous notification in writing to both the accuser and the accused of college procedures for the accused and the victim to appeal the result of the proceeding;

• Require simultaneous notification in writing to both the accuser and the accused of college procedures for any change to the result and when the result becomes final.

MATC policies addressing sexual harassment and other professional misconduct apply to students, staff and faculty. These policies, as applicable, may be used to hear and determine sanctions in cases of alleged sexual harassment offenses. Sanctions or responsive actions will be determined by the hearing panel and Title IX Coordinator. Factors considered when determining a sanction/responsive action may include:

• The nature, severity of, and circumstances surrounding the violation
• An individual’s disciplinary history
• Previous complaints or allegations involving similar conduct
• Any other information deemed relevant by the hearing panel
• The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
• The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
• The need to remedy the effects of the discrimination, harassment and/or retaliation on the victim and the community

When an incident of any type of sexual harassment results in a disciplinary proceeding, both accuser and accused have certain rights. The accuser and the accused are entitled the same opportunity to have others present during a disciplinary proceeding. Each is entitled to be informed of the final determination made by MATC regarding the alleged offense, as well as any sanction imposed.
Disciplinary sanctions are outlined as follows:

**Student Sanctions**

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any college policy, procedure or directive will result in more severe sanctions/responsive actions.

- **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any college policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.

- **Suspension:** Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at the college. This sanction will be noted as a Conduct Suspension on the student’s official transcript.

- **Expulsion:** Permanent termination of student status, revoking rights to be on-campus for any reason or attend college-sponsored events. This sanction will be noted as a Conduct Expulsion on the student’s official transcript.

- **Withholding Diploma:** The college may withhold a student’s diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending, or as a sanction if the student is found responsible for an alleged violation.

- **Revocation of Degree:** The college reserves the right to revoke a degree awarded from the college for fraud, misrepresentation or other violation of college policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including registration), for a specified period of time.

- **Other Actions:** In addition to or in place of the above sanctions, the college may assign any other sanctions as deemed appropriate.

**Employee Sanctions**

MATC will take appropriate disciplinary action when employees violate college policies, procedures and/or work rules, or conduct themselves in an inappropriate or unprofessional manner. Supervisors and managers are expected to address corrective measures in an appropriate time frame and manner.
Disciplinary actions should be preceded by discussion or counseling with the employee, unless the infractions are of a severe nature. Disciplinary actions could include progressive measures such as verbal warnings, written warnings, suspension and termination. Depending upon the circumstances (i.e., time between instances or severity of conduct), disciplinary steps may be skipped or a disciplinary level may be repeated. Each situation will be addressed on a case-by-case basis.

Sexual Assault and Relationship Violence Awareness and Prevention Programs

The college engages in comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research, or assessed for value, effectiveness or outcome; and

- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines, using definitions provided both by the Department of Education as well as state law, domestic violence, dating violence, sexual assault and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Wisconsin and using the definition of consent found in MATC policy and procedures as well as the purposes of the MATC consent definition;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provide information regarding:
  - Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs;
o How the institution will protect the confidentiality of victims and other necessary parties;
o Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community;
o Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective; and
o Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking.

MATC’s Title IX Coordinator and Deputy Coordinators provide awareness programs in the form of presentations and workshops that take place throughout the year at student and employee orientations, departmental meetings, employee in-service training sessions and student advisory board meetings. These presentations also provide information concerning college policies as well as resources and discuss concerns related to equal opportunity issues, including sexual misconduct and sexual harassment prevention.

The programs listed below include a variety of strategies focused on educating new students and employees as well as current students and employees on the issues involving sexual assault, domestic violence, dating violence and stalking. Some of these programs may involve the distribution of educational materials, inviting guest speakers to campus, and providing programs and services to the college community.

**Bystander Intervention**

The MATC Bystander Intervention program provides students and employees with the tools and knowledge to intervene before, during or after a situation of violence or oppression. The program is designed to give members of the college community safe and positive ways to engage in the prevention of sexual and relationship violence that may occur in the campus community. The program focuses on “The Five Ds” of intervention.

- **Direct** – This technique includes evaluating the situation for safety and, when appropriate, directly confronting the issue by naming it and addressing the harasser. This action should be short and is not intended to create a debate or argument with the aggressor. Instead it should directly identify that a certain behavior is not okay or appreciated. It allows all involved to see that the victim is not alone and that negative behavior has not gone unnoticed.

- **Distract** – The aim of distraction is to derail an incident by interrupting it. Distraction is a subtle and creative way to intervene, by ignoring negative behavior and changing the subject to something unrelated. This technique gives everyone involved the chance to cool down, while gaining time and distance between the victim and aggressor.

- **Delegate** – Delegation is appropriate in those situations when intervening may not be a safe situation. The technique involves asking for assistance from a third
party or someone in authority. This tool also can be used when distraction has been utilized.

- Delay – When it is not possible to intervene at the moment, delayed intervention is still a good tool. Checking on a victim after an incident lets them know they have support.

- Document – Be an engaged witness. Report any incident of sexual or relationship violence to appropriate school officials. Write down what was seen or heard, who assisted and what happened. These actions can assist the victim in obtaining services or assistance at a later date.

Denim Days

MATC participates in and promotes the “Denim Day” sexual assault prevention campaign, which provides awareness to students and employees about the myths surrounding sexual assault.

Orientations

Information about the awareness and prevention of sexual assault, domestic violence, dating violence and stalking is shared with new students and employees at orientations conducted by Student Life and Human Resources. College policies and procedures are discussed.

Student Legal Clinic

The MATC Student Legal Clinic provides assistance to current MATC students in resolving personal legal matters that interfere with their studies. It is a one-stop resource for information and referrals regarding housing/shelter, landlord/tenant issues, domestic violence and harassment, legal aid/attorney referrals, available government programs, small claims court process, consumer/credit issues, employment matters, assistance with court filing, notary services and other non-criminal matters.

The MATC Student Legal Clinic is located at the Downtown Milwaukee Campus in Room M346 with clinic hours also held at the Oak Creek, West Allis and Mequon campuses. For information on hours and services, email gilmartk@matc.edu or call 414-297-6630.

Risk Reduction

MATC includes risk reduction strategies in all of its presentations and programs, as appropriate. With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

1. Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you do not know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.
6. Make sure your cellphone is with you and charged.
7. Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening and leave together.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911).
11. Don’t leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you have left your drink alone, just get a new one.
12. Watch out for your friends and vice versa. If a friend seems “out of it”, seems too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

MATC has procedures in place sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking. The procedures inform individuals of their right to file criminal charges, as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus. They also include additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, protective orders, transportation and working accommodations, if reasonably available. MATC will make such accommodations, at the victim’s request and if they are reasonably available, regardless of whether the victim chooses to report the crime to the MATC Public Safety or local law enforcement. Students and employees should contact Title IX Coordinator Mark Felsheim, 414-571-4616 or Deputy Title IX Coordinator Daniel McColgan, 414-297-7688.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedures MATC Will Follow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assault</td>
<td>✓ Depending on when reported (immediate or delayed report) assist in providing victim with access to medical care</td>
</tr>
<tr>
<td></td>
<td>✓ Assess immediate safety needs of complainant</td>
</tr>
</tbody>
</table>
| **Stalking** | ✓ Assist immediate safety needs of complainant  
✓ Assist complainant with contacting local police, if requested  
✓ Provide complainant with contact information for local police department  
✓ Provide written instructions on how to apply for a Protective Order  
✓ Provide written information to complainant on how to preserve evidence  
✓ Assess need to implement interim or long-term protective measures to protect the complainant, if appropriate  
✓ Provide the victim with a written explanation of the victim’s rights and options  
✓ Provide a “no trespass” directive to accused party if deemed appropriate |
| **Domestic Violence** | ✓ Assess immediate safety needs of complainant  
✓ Assist complainant with contacting local police, if requested  
✓ Provide complainant with contact information for local police department  
✓ Provide written instructions on how to apply for a Protective Order  
✓ Provide written information to complainant on how to preserve evidence  
✓ Assess need to implement interim or long-term protective measures to protect the complainant, if appropriate  
✓ Provide the victim with a written explanation of the victim’s rights and options  
✓ Provide a “no trespass” directive to accused party if deemed appropriate |
Dating Violence

- Assess immediate safety needs of complainant
- Assist complainant with contacting local police if requested
- Provide complainant with contact information for local police department
- Provide written instructions on how to apply for a Protective Order
- Provide written information to complainant on how to preserve evidence
- Assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
- Provide the victim with a written explanation of the victim’s rights and options
- Provide a “no trespass” directive to accused party if deemed appropriate

Rights of Victims and the Institution’s Responsibilities for Restraining Orders or Similar Lawful Orders Issued by a Criminal, Civil or Tribal Court or by the Institution

MATC complies with Wisconsin law in recognizing restraining orders. Students and employees should provide a copy of any orders to Public Safety and the Title IX Coordinator. A complainant may then meet with Public Safety or Title IX personnel to develop a Safety Action Plan, which serves to reduce risk of harm while on-campus or coming and going from campus. This plan may include, but is not limited to walking escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. MATC cannot apply for a restraining order for a victim. The victim is required to apply directly for these services. In Wisconsin, the following services may be available to victims of domestic violence, dating violence, sexual assault or stalking.

<table>
<thead>
<tr>
<th>Type of Order</th>
<th>Circumstances and Who Can Request</th>
<th>Where to File</th>
</tr>
</thead>
</table>
| Domestic Abuse Injunction | If you are an adult, you may be able to file against any of the following people who have committed domestic abuse against you (the abuser must also be an adult):  
  - a current or former spouse;
  - a parent;
  - an adult child;
  - a person related to you by blood or adoption;
  - a person with whom you currently live or formerly lived;
  - anyone with whom you have had a child, even if you were never married to him/her;
  - someone you are dating or have dated; or
  - a caregiver.  
  You will need to file the court forms in the circuit court in any of the following counties:  
  - where you live;
  - where you are temporarily living;
  - where the abuser (respondent) lives; or
  - where an incident of abuse took place (where the “cause of action arose”).  
  To file the forms, go to the clerk of court. The forms must be filed during business hours. Tell the clerk that you want to file for a domestic abuse injunction. |
You can also file for a domestic abuse injunction on behalf of an incapacitated adult who is the victim of domestic abuse if you are that adult's legal guardian.\(^2\)

1 Wis. Stat. § 813.12(1)(am), (1)(b), (1)(c)
2 Wis. Stat. § 813.12(5)(d)

You can ask for a temporary restraining order, a domestic abuse injunction, or both on the same form.

1 Wis. Stat. § 801.50(5s)

| Harassment Restraining Order | Anyone who is being physically or sexually abused, stalked, threatened, and/or harassed or intimidated repeatedly with no legitimate (valid) purpose by another person is eligible to file for a harassment order.\(^1\)
|                         | If the victim of harassment is a minor (under age 18), the minor can file on his/her own or the minor's parent, step-parent, or legal guardian can file on the minor's behalf.\(^2\) The judge may appoint a guardian ad litem to represent the minor, but appointment of a guardian ad litem is not necessary for a child victim to petition for a harassment restraining order.\(^3\)
|                         | 1 See Wis. Stat. § 813.125(1)
|                         | 2 Wis. Stat. §§ 813.125(2)(b), 813.122(1)(b)
|                         | 3 Wis. Stat. § 813.125(2g),(2)(b)
|                          | You will need to file the court forms in the circuit court in any of the following counties:
|                          | • where you live;
|                          | • where you are temporarily living;
|                          | • where the abuser (respondent) lives; or
|                          | • where an incident of abuse took place (where the "cause of action arose").\(^4\)
|                          | To file the forms, go to the clerk of court. The forms must be filed during business hours. Tell the clerk that you want to file a harassment restraining order.
|                          | 1 Wis. Stat. § 801.50(5s)

The College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the College receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

Other resources available to persons who report being the victim of domestic violence, dating violence, sexual assault or stalking include:

| Rape, Abuse and Incest National Network | [http://www.rainn.org](http://www.rainn.org) |
| Wisconsin Restraining Orders | [https://www.doj.state.wi.us/ocvs/victim-rights/restraining-orders](https://www.doj.state.wi.us/ocvs/victim-rights/restraining-orders) |
| Victims of Abuse | [https://www.womenslaw.org/](https://www.womenslaw.org/) |

**Notification to Victims of Crimes of Violence**

Upon written request, MATC will 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 the institution against a student who is the alleged perpetrator of such
crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

**STATEMENT ADDRESSING REGISTERED SEX OFFENDERS**

The Wisconsin Department of Corrections maintains a Sex Offender Registry at [http://offender.doc.state.wi.us/public/](http://offender.doc.state.wi.us/public/). The site contains detailed program information and an offender search capability by offender’s name or specific location.

**STATEMENT ADDRESSING EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The MATC Public Safety Department works in close collaboration with college partners and emergency first responders to establish, practice and test college emergency policies and procedures. Public Safety personnel maintain and update the MATC Emergency Operations Plan on an annual basis. This plan is designed to be an all-hazards crisis management plan and complies with FEMA guidelines for Institutions of Higher Education, including planning, mitigation, and response and recovery actions.

**Drills and Exercises**

MATC Public Safety conducts regular emergency drills at all four campuses, to test response procedures, and to train students and employees. Annually, eight drills are conducted at each campus, including two lockdown, one fire and one severe weather drill. Drills are conducted during day and evening classes.

Drill dates and times are announced and publicized, allowing the college community to both prepare for and practice campus evacuation procedures. They also allow Public Safety personnel to evaluate the effectiveness of emergency response procedures.

Additionally, the MATC Public Safety Department and the MATC Crisis Response Team participate in exercises (tabletop or functional) as necessary to test and evaluate the MATC Emergency Response Plan.

Results of drills and exercises are documented, including strengths, weaknesses and plans for necessary corrective measures.

In conjunction with other emergency agencies, the MATC conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on-campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and if it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.
Emergency Notification Process

In the event of a situation that poses an immediate threat to the college community, the MATC Public Safety Department has various systems in place for communicating information. One or all of these systems may be utilized for emergency notification to some or all of the college community. In the event of an emergency, MATC will initiate and provide without delay immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

These college communication tools include the mass notification system, fire monitoring public address system, RaveAlert, digital message boards and college email. (Face to face communication also may be used to notify the community).

Public Safety personnel may become aware of dangerous situations by reports from automated fire and security systems, by campus community members to the MATC District Emergency Response Center, or upon discovery during routine patrol. The Director of Public Safety or designee will be notified immediately.

The Director of Public Safety or designee will confirm the dangerous situation, such as violence on-campus, fire or severe weather, that involves an immediate threat to the health or safety of campus building occupants and will direct Public Safety personnel to begin appropriate evacuation procedures.

Public Safety personnel will without delay and taking into account the safety of the college community determine the appropriate communication tool, the content of a notification and initiate the notification system 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.

The content of mass notification messages will be determined based on the observed or suspected details of an incident and will include information about the nature of the emergency, the affected area(s) and appropriate steps to take to ensure personal safety. The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information. Public Safety personnel have developed template messages addressing the most common emergencies, but live messages also can be delivered. The Public Safety Department will use some or all of the systems described below to communicate the threat to the MATC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

After an emergency has been resolved, emergency notifications will be followed up with email messages to the entire college community. These follow-up messages will inform and advise the larger community regarding the nature of the incident, the college’s response and resolution, and any necessary safety precautions. Follow-up information will be distributed using some or all of the identified communication systems.
Contact information, including email and phone numbers, will be automatically imported from student and employee personnel records into the Rave Alert system. Students and employees will have to log into the Rave Alert system only if they want to change or delete contact information. Rave Alert can be accessed at www.getrave.com/login/mutc.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community also can access emergency information via the MATC homepage and/or social media.

**Evacuation Procedures**

Emergency response procedures are outlined in the MATC District Emergency Procedures Guide, which can be found in all classrooms and offices. Additional copies can be obtained from any Public Safety office, or online at:


Evacuation procedures listed in the MATC District Emergency Procedures Guide are highlighted below:

**Fire**

**BEFORE A FIRE: PLANNING AND PREPARATION**

- The nearest fire alarm pull station is located:
- The nearest fire extinguisher is located:
- The nearest back-up fire extinguisher is located:
- The nearest exit is:
- An alternative exit is:
- The designated relocation point for my location is:
- An alternate relocation point for my location is:
- Practice exiting your area by imagining you are in a dark and smoky environment, count the number of doorways, turns, etc.
- Report potential hazards and refer fire prevention questions to Public Safety at 414-297-6588

**DURING A FIRE: RESPONSE**

If you observe fire or smoke, immediately contact Public Safety at 414-297-6200.

If no alarm has been activated, locate and pull the nearest fire alarm.

If Public Safety has announced an evacuation due to a fire emergency or if you feel your location is unsafe:

- Remain calm. Provide further instructions to students or employees.
• Organize groups and prepare for evacuation, taking a head count.
• Prepare to assist anyone with disabilities. Ask for volunteers.
• Leave all nonessential belongings behind.
• Stay together as a group.
• Close doors upon leaving room. Turn off lights.
• Take predesignated routes to outside relocation points, in a calm and orderly manner.
• If predesignated routes are unsafe, re-evaluate and take alternate routes. Stay together.
• Move to the rear of the relocation point to allow space for those who may still be exiting the building.
• Upon arrival to the relocation point, take another head count.
• Notify Public Safety or first responders of anyone unaccounted for or left behind.
• Stay clear of any emergency vehicles that may be arriving on-campus.
• Remain in the designated relocation point until the “all clear” has been given, or until you have been given instructions by authorized MATC personnel to leave campus.

You may attempt to extinguish the fire using a campus extinguisher if:

• You have notified Public Safety
• You have been trained
• The fire is small and contained

Remember PASS = Pull, Aim, Squeeze, Sweep

Lock Down

BEFORE AN ACTIVE SHOOTER INCIDENT: PLANNING AND PREPARATION

• Plan ahead by discussing procedures with students and employees.
• Whenever possible, keep doors in a locked position. Prop doors open for access, so they can be quickly closed in the event of an emergency.
• Evaluate all locations that you occupy on-campus to determine how you would escape and where you would hide.
• Visualize the actions you would take if you were faced with this situation.

DURING AN ACTIVE SHOOTER OR VIOLENT EVENT: RESPONSE

In any active shooter or violence on-campus situation, you have three options: RUN, HIDE OR DEFEND. Only you can determine which option is best based on your situation and surroundings.

RUN

If you observe violence on-campus, or if Public Safety activates a lockdown, your first option is to run.
1. If you know where the hazard is and have a safe route to escape the building, you should run.
2. Warn other occupants as you leave the building.
3. Drop all belongings and keep your hands visible.
4. Once outside, get as far away from the building as possible.
5. Call 911 or contact Public Safety to notify them of what you observed.
6. DO NOT re-enter the building until you have been given the “all clear” by police or Public Safety.

HIDE

If you do not know where the hazard is or do not have a safe route to escape the building, your second option is to hide.

1. Stay in your current location or seek the nearest safe location.
2. If it is safe to do so, gather anyone stranded in the corridors into your classroom or office.
3. Lock, secure and barricade doors and windows.
4. Turn off lights and computer monitors, silence cellphones, etc.
5. Assist others as appropriate.
6. Get out of sight, away from doors/windows or behind/under furniture.
7. Remain calm and quiet.
8. After the door has been closed, locked or barricaded, DO NOT open it.
9. Monitor campus communication systems for further information or instructions. Contact Public Safety at 414-297-6200 or call 911, if needed.
10. Stay in your safe place until the “all clear” announcement has been given or your current location becomes unsafe.

DEFEND

If you cannot run or hide and an active shooter has entered your room, your last option is to defend.

1. Fight back only as a last resort and when your life is in imminent danger.
2. Organize others and formulate a plan.
3. As a group, throw books, furniture and electronics. Find anything you can use as a weapon against the shooter.
4. Act as aggressively as possible to overpower or disarm the shooter.
5. Do not be a victim! Use the options you have practiced.

REMEMBER

- A lockdown may be implemented for a variety of reasons, including weapons or intruders on-campus, hazards or police activity in or around the campus, a shooter on-campus or a terrorist attack.
- Public Safety will provide as much information as possible, as soon as possible.
You should be prepared to take the necessary actions based on what you observe. Do not hesitate!

Severe Weather

BEFORE A SEVERE WEATHER EVENT: PLANNING AND PREPARATION

- The nearest severe weather shelter is:
- An alternate severe weather shelter is:
- The nearest exit route to the shelter is:
- An alternative exit route to the shelter is:

DURING A SEVERE WEATHER EVENT: RESPONSE

If you observe severe weather approaching, immediately contact Public Safety at 414-297-6200.

If Public Safety has announced an evacuation due to a severe weather emergency or if you feel your location is not safe:

1. Remain calm. Provide further instructions to students or employees.
2. Organize groups and prepare for evacuation, taking a head count.
3. Prepare to assist anyone with disabilities. Ask for volunteers.
4. Leave all nonessential belongings behind.
5. Stay together as a group.
6. Close doors upon leaving room. Turn off lights.
7. Take predesignated routes to severe weather shelters, in a calm and orderly manner.
8. If predesignated routes are unsafe, re-evaluate and take alternate routes. Stay together.
9. Move to the rear of the severe weather shelter to allow space for those who may still be evacuating.
10. Upon arrival to shelter, take another head count.
11. Notify Public Safety or first responders of anyone unaccounted for or left behind.
12. Stay in the severe weather shelter until the “all clear” is given.

PEOPLE WITH DISABILITIES

All individuals at MATC, including those with disabilities, must prepare for emergencies before they occur. This includes reviewing the MATC Emergency Response Procedures and creating a personal plan.

Steps for creating personal emergency response plans:

1. At the beginning of each semester, faculty and staff should discuss the MATC Emergency Response Procedures with students and employees. Identify exits, two routes of evacuation, and relocation points for fire and severe weather shelters.
2. Ask if anyone will need assistance in the event of evacuation. Do not assume that someone who appears to have a disability will need assistance, or that someone who appears not to have a disability will not need assistance.
3. Determine what assistance will be needed. There is no need to know what specific disability a person has, instead ask what will be needed to assist.
4. Request volunteers to serve as evacuation assistants.
5. Share this information and practice your plan during campus drills.

Suggested Guidelines for Assisting People with Disabilities During an Evacuation

To Alert People with Visual Impairments:
- Announce the type of emergency.
- Offer your arm for guidance to lead them. Do not grasp their arm and do not push or pull them.
- Tell the person where you are going. Alert them to obstacles you encounter.
- Do NOT separate people with visual impairments from their guide dogs or mobility aids.
- When you reach safety, ask if further help is needed.

To Alert People with Hearing Limitations:
- Turn lights on/off to gain the person’s attention.
- Offer visual instructions, including directions and gestures.
- Write a note listing the type of emergency and evacuation.

To Evacuate People with Mobility Limitations:
- Always consult with the person to determine the best carry options. Non-ambulatory people have varied needs and preferences.
- In the case of fire, evacuate across a bridge or skywalk into a non-affected building whenever possible.
- It is not recommended that wheelchairs be used to evacuate people with disabilities, as they are often too heavy to carry down the stairs.
- Offer the use of MATC evacuation chairs. The location of the nearest chair should be listed in the person’s personal emergency plan.
- If no one is able to assist with the MATC evacuation chair, accompany the person to the nearest safe stairwell, well away from the emergency, where they can wait for assistance. These individuals will be the first priority of first responders.
- In the case of severe weather, accompany the person to the nearest interior room away from all doors and windows. Restrooms generally are a good option.
- Immediately notify Public Safety or first responders that someone needs assistance evacuating and give exact location.

To request assistance with creating a personal plan, please contact:

Public Safety 414-297-6588
Student Accommodations 414-297-6750
Human Resources 414-297-8960
STATEMENT ADDRESSING MISSING STUDENTS

If anyone has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify MATC Public Safety at 414-297-6200. Public Safety will generate a missing person report, contact the Vice President of Student Services and initiate an investigation.

After investigating the missing person report, if the college determines the student is missing and has been missing for more than 24 hours, Public Safety will notify the local law enforcement agency with jurisdiction. The Vice President of Student Services will notify the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Vice President of Student Services will notify the student’s parent or legal guardian immediately after it has been determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify a confidential contact, who will be notified by the Vice President of Student Services in the event the student is determined to be missing for more than 24 hours. This information is confidential, accessible by authorized campus officials and law enforcement only, and will not be disclosed outside of a missing person investigation. If a student has identified such an individual, the Vice President of Student Services will notify that individual no later than 24 hours after the student is determined to be missing. Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.

Students who wish to identify a confidential contact can do so by contacting Student Life Director Equan Burrows at 414-297-6870.

FIRE SAFETY REPORT

MATC publishes the annual fire safety report together with the annual security report in accordance with the Higher Education Opportunities Act of 2008 and as part of its annual Clery Act Compliance. This report contains information regarding the fire safety practices and standards for MATC on-campus housing, including statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. This report is available for review 24 hours a day on the MATC website at: http://www.matc.edu/public_safety/index.cfm. A physical copy is available from any Public Safety office during normal business hours.

Fire Safety

A daily fire log is available for review 24 hours a day on the MATC website or in person at any Public Safety Office during normal business hours. The fire log includes information about fires that occur in residential facilities, including the nature, date, time, and general location. A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. If a fire occurs in a residential hall, community members should immediately notify 911. When calling, please provide as much information as possible about the location, date, time and cause of the fire. If anyone finds evidence of a fire that has been extinguished, and the person
is not sure if the fire department has already responded, the individual should notify 911 immediately.

MATC takes fire safety seriously and has established fire safety programs for students living in on-campus residence halls. Fire evacuation plans have been developed for residence halls and copies of these plans are provided to students during the move in process. They also are posted in all common areas of the building. MATC additionally has specific fire safety programs that target all campus community members, such as fire safety and fire extinguisher training. Fire safety training can be provided upon request by calling MATC Public Safety at 414-297-6588.

Residence Hall Fire Statistics:
The following statistics are collected and reported by the Public Safety Department and are published in the Annual Security and Fire Safety Report and on the Public Safety Website at http://www.matc.edu/public_safety/index.cfm.

<table>
<thead>
<tr>
<th>Fire Statistics for Residential Facilities in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATC On-campus Housing Location</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>Eleven25 at Pabst</td>
</tr>
<tr>
<td>1125 N 9th Street</td>
</tr>
<tr>
<td>Milwaukee, WI 53233</td>
</tr>
</tbody>
</table>

Definitions
• Fire: Any instance of open flame burning or other burning in a place not intended to contain the burning or in an uncontrolled manner.
• Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
• Fire Related Injury: Any instance in which a person is injured as the 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 individuals.
• Fire Related Death: Any instance in which a person is killed as the 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, or who dies within one year of injuries sustained as a result of the fire.
• Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including contents damaged by fire and related damages caused by smoke, water and overhaul. Property damage does not include indirect loss, such as business interruption.
## Fire Safety Systems in MATC On-Campus Housing

<table>
<thead>
<tr>
<th>MATC On-campus Housing Location</th>
<th>On-site Building Fire Alarm Monitoring</th>
<th>Smoke Detection</th>
<th>Sprinkler System (full)</th>
<th>Fire Doors</th>
<th>Fire Extinguisher</th>
<th>Evac Plans and Door Placards</th>
<th>Number of Fire Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eleven25 at Pabst 1125 N 9th Street Milwaukee, WI 53233</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>0</td>
</tr>
</tbody>
</table>

### Building Fire Alarm System
MATC on-campus housing facilities are equipped with an interior fire alarm system with detection throughout the building, including smoke detectors in sleeping quarters, vestibules and hallways and CO2 detectors in student rooms. The building is monitored by both a 24-hour on-site monitoring service and a private off-site fire monitoring service that reports all alarms directly to the local fire department. However, never assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building. Always notify 911 in the event of a fire or fire alarm.

### Fire Sprinkler Systems
A fire sprinkler system is a system of pipes and sprinkler heads that, when triggered by the heat of a fire, automatically discharges water to extinguish the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

### Fire Safety Policies and Procedures
Students are provided with a fire safety and evacuation plan during the move-in process. Plans and emergency evacuation maps are posted in all common areas of the building.

Information included in the plan includes a description of building construction, means of egress, description of fire suppression systems, basic fire prevention and preparedness measures, evacuation instructions, use of fire extinguishers and residence hall fire safety policies.

### Emergency Fire Safety and Evacuation Instructions
To Report a Fire
If you discover a fire in a campus building, **IMMEDIATELY** pull the nearest fire alarm as you exit the building and follow Evacuation of Building procedures. To report a fire call 911.

In the event of a fire, follow the directions of Fire Department and Security personnel. If no first responders are on the scene and there is an emergency situation, you may be required to decide on a course of action to protect yourself and the other members of your room or suite.
This Fire Safety Plan is intended to assist you in selecting the safest course of action in such an emergency. No Fire Safety Plan can account for all possible factors and changing conditions, so you may have to decide the safest course of action under the circumstances.

In the Event of a Fire
Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Follow these procedures in the event of a fire:
- Stay calm and do not panic
- Pull the fire alarm
- Leave the building immediately using the nearest emergency exit
- Close doors behind you
- Call 911 when safe to do so and then contact Public Safety at 414-297-6200
- Assemble in a designated area
- Re-enter the building only when instructed by officials

Residence Hall Policies Regarding Portable Electrical Appliances, Smoking and Open Flames
There are no open flames allowed including candles, barn fires, fire pits or barbecues. Cooking is allowed only in authorized kitchens. The use of microwaves or any other type of cooking device in individual rooms is strictly prohibited.

Prohibited Electrical Appliances and Items
A complete list of Residence Hall rules and policies concerning portable electrical appliances, smoking, and open flames in resident housing is published in Exhibit C of the housing contract. Prohibited items include:
- Hot plates, cooking grills, or any item that has a heating element or open flame
- Halogen lamps
- Microwaves in bedrooms (may be used only in suite kitchens)
- Space heaters
- Appliances not provided by the landlord
- Live cut Christmas trees, wreaths or other live cut decorations
- Fireworks, firecrackers, or other explosives
- Hazardous or dangerous chemicals (gasoline, lighter fluid, flammables)

Smoking Policy
Smoking is prohibited in all areas of the Eleven25 facility.

Plans for Future Improvements in Fire Safety
MATC continues to assess and upgrade fire safety equipment in an ongoing process to ensure it meets National Fire Safety Association (NFSA) standards. Future improvements will be made as needed as part of the ongoing assessment process.
CAMPUS CRIME STATISTICS

Annual Disclosure of Crime Statistics
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current students and employees, and notice of its availability to prospective students and employees. Information is compiled from the contents of the MATC Daily Crime Log, a thorough review of all Public Safety Department incident reports for the applicable calendar years, information provided by Campus Security Authorities and information provided by local law enforcement agencies.

Campus Security Authorities are officials of the college who are members of the Public Safety Department with responsibilities for campus security; any member of the college designated as an individual to whom students or employees should report criminal offenses, including Student Life, Human Resources and Title IX Coordinators or Deputy Coordinators; or any individual who has a significant responsibility for student and campus activities.

The purpose of this report is to inform current and potential MATC community members of all reported crimes, arrests and referral statistics for the three most recent years that occurred on-campus, in certain off-campus buildings, or property owned or controlled by MATC, and on public property within or immediately adjacent to and accessible from the campus.

The responsibility to prepare and distribute the Annual Security Report rests with the Director of Public Safety or designee. This will be accomplished in coordination with a multidisciplinary team composed of members from various departments, including but not limited to: Student Services, Student Life, Human Resources, Public Safety, General Counsel, Title IX and Athletics.

The final Annual Security Report will be distributed by October 1 of each calendar year. The final document will be posted electronically on the MATC Public Safety webpage. An email notice announcing the availability of the report will be delivered to all current students and employees, at least three times per year, including October 1 of each calendar year and at the beginning of each subsequent semester. Email notices also will be sent to all current students and employees if the Annual Security Report is updated at any point during the year. The email will include a brief summary of the contents of the report and a direct link to the report.

Prospective students will be notified of the availability of the Annual Security Report via a link on the MATC Student Right to Know webpage, located at http://www.matc.edu/student/resources/right_to_know.cfm.

Prospective employees will be notified of the availability of the Annual Security Report via a link on the MATC Human Resources webpage, located at http://www.matc.edu/about/human_resources/index.cfm.
**Campus Environment**

Crime statistics in this report reflect incidents that occurred on individual MATC campuses. Each MATC campus includes the buildings and property owned and/or controlled by the college, facilities used in direct support of or in relation to educational purposes, and public sidewalks and streets immediately adjacent to the campus.

For the purpose of this report, geographical boundaries of the four individual college campuses are defined as follows:

**On-campus Locations**

Mequon-campus, 5555 West Highland Road, Mequon, WI 53092

North – Highland Road; South – Cairdel Lane; East – Meadow Circle W; West – Green Bay Road

Downtown Milwaukee Campus, 700 West State Street, Milwaukee, WI 53233

North – West Vliet Street; South – West State Street; East – North Sixth Street; West – North Ninth Street

Oak Creek Campus, 6665 South Howell Avenue, Oak Creek, WI 53154

North – College Avenue; South – Rawson Avenue; East – Howell Avenue; West – 13th Street

West Allis Campus, 1200 South 71st Street, West Allis, WI 53214

North – Washington Street; South – Greenfield Avenue; East – 70th Street; West – 71st Street, and Child Care Center located at 865 South 72nd Street

**On-campus Student Housing**

Eleven25 at Pabst, 1125 N 9th St, Milwaukee, WI 53233

**Non-campus Locations**

Education Center at Walker’s Square, 816 West National Avenue, Milwaukee, WI 53233

Photovoltaic Educational Laboratory, 810 East Capitol Drive, Milwaukee, WI 53211

**Definitions**

The following is a list of Clery Act definitions that may help in understanding the statistics included in this report:

**Crimes**

*Aggravated Assault:* The 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. (It is not necessary that injury result from aggravated assault when a
gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

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

**Burglary**: The unlawful entry of a structure to commit a felony or a theft.

**Consent**: The 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.

**Dating Violence**: 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.

**Domestic Violence**: A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner; 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; or 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.

**Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her age, or because of temporary or permanent mental incapacity.

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

**Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle.

**Murder and Non-negligent Manslaughter**: The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence**: The killing of another person through gross negligence.

**Robbery**: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.
Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Stalking: Engaging in a course of conduct (either directly, indirectly or through a third party) directed at specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

Hate Crimes

A hate crime is: any crime reported in the annual statistics, other crime involving bodily injury, and any of the following crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability. (Note: The following additional crimes are reported in the annual statistics only if the crime is considered a hate crime.)

Larceny-Theft: The unlawful taking of, carrying, leading or riding away property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault: 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.

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

Destruction/Damage/Vandalism of Property: 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.

Arrests and Referrals for Disciplinary Action

Included in the statistics are the number of arrests and referrals for disciplinary action for the following offenses:

Drug Abuse Violations: Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances, and equipment or devices utilized in their preparation and or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
Weapons – Carrying, Possessing, etc: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. Also, any building or property that is within or reasonably contiguous to the area identified in the first part of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On-Campus Student Housing: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Non-Campus Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution, or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks and parking facilities, within the campus, or immediately adjacent to and accessible from campus.

Crime Statistics

The following tables reflect the specific crime statistics mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as compiled by the MATC Public Safety Department.

Unfounded Crimes
2018: Four unfounded crimes.
2017: No unfounded crimes.
2016: Three unfounded crimes.

Hate Crimes
2018: No hate crimes.
2017: No hate crimes.
2016: No hate crimes.
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### VAWA OFFENSES
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## VAWA OFFENSES
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