

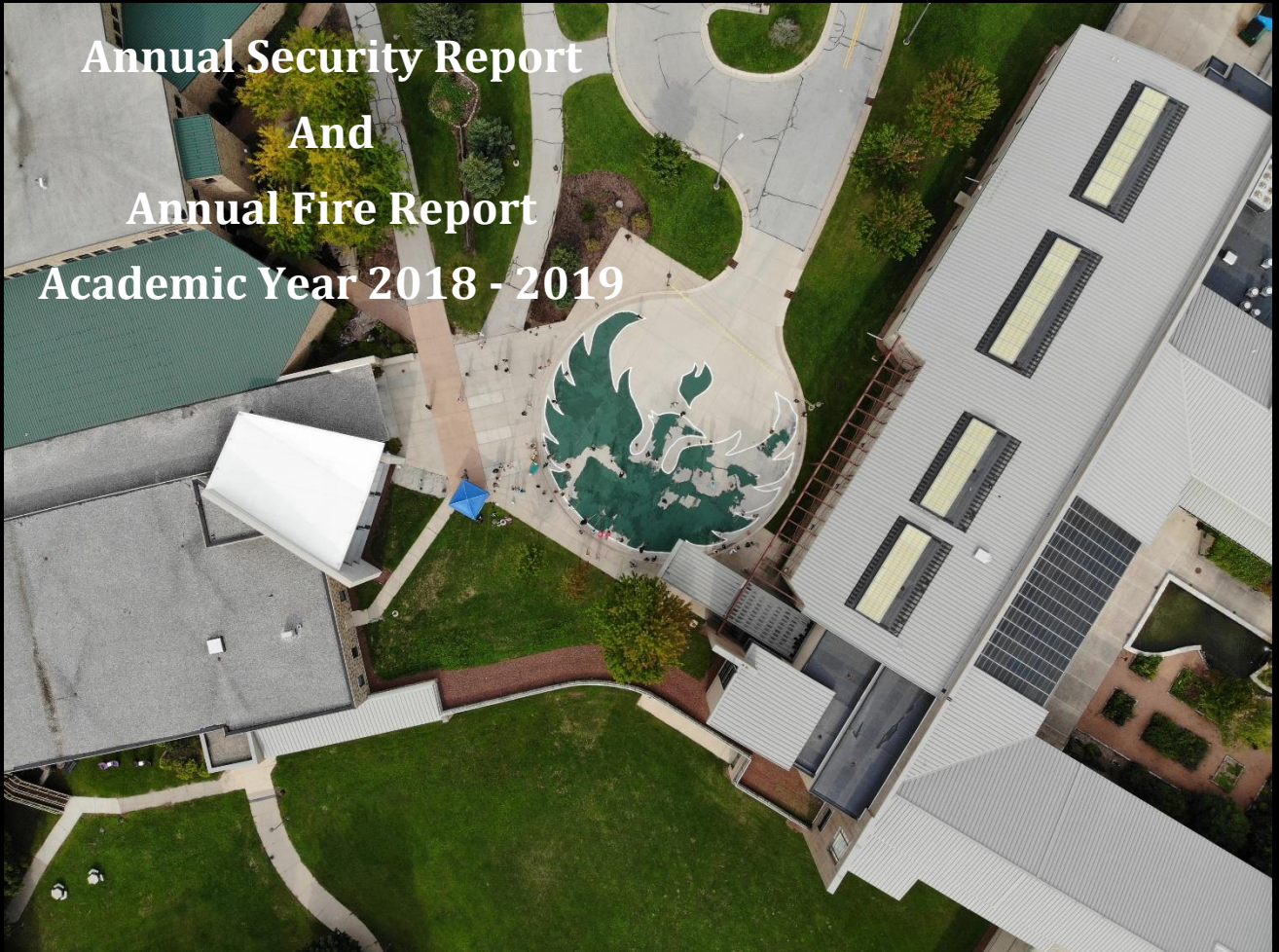


# UNIVERSITY *of* WISCONSIN

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# GREEN BAY

Annual Security Report  
And  
Annual Fire Report  
Academic Year 2018 - 2019



**Innovation**

Inspire ingenuity

**Transformation**

Change the world and yourself

**Place**

Grow in a global community

# UNIVERSITY OF WISCONSIN - GREEN BAY ANNUAL SECURITY REPORT AND FIRE SAFETY REPORT (2017)

\*This report is also available on our Public Safety website at:  
<http://www.uwgb.edu/publicsafety/Annalsecurityfiresafetyreport.pdf>

The University of Wisconsin – Green Bay is a safety leader among Wisconsin college campuses, and we work hard to keep safety a priority on our campus. Become an informed member of our campus community to protect yourself, and others, and to help keep UW-Green Bay a welcoming place. The following important information about safety, security, crime, crime prevention, housing fire safety policies, training and information regarding any fires that occurred in on-campus student housing are included in this report, no additional information regarding fire statistics is required and therefore is not recorded in this report.

**Report Preparation:** The Annual Security Report is prepared by the Office of Public Safety. Included in this report is crime, arrest and referral information from Public Safety, local police, Dean of Students Office, Residence Life, advisors to student organizations, Athletic Director, coaches and others, including confidential reports, that are shared with Public Safety for inclusion in this report.

**A Copy of this Document will be Available upon Request to the:**

**University of Wisconsin-Green Bay**  
**Office of Public Safety**  
Instructional Services, IS 1024  
2420 Nicolet Dr.  
Green Bay, WI 54311-7001  
(920) 465-2300 ext. 2  
[publicsafety@uwgb.edu](mailto:publicsafety@uwgb.edu)

*Chancellor's Welcome:*



We at UWGB are committed to providing a safe campus environment. Every member of our campus community must take ownership of our goal and act accordingly. Over the years UWGB has undertaken many important institutional efforts to address campus safety, including this, our annual security report. I urge you to familiarize yourself with its contents. You will find helpful information about reporting crimes and other as well as procedures to protect members of our University community.

The safety of our students, faculty, staff and volunteers is our highest priority and we are well served by a fine Public Safety Department. However, we all need to cooperate to provide the greatest degree of campus safety possible and I urge each of you to do so.

**From the Chief of Police and Director of Public Safety:**



On behalf of the staff of the Office of Public Safety, I extend our greetings. We are pleased to provide you with our 2017 Annual Security Report and Annual Fire Report (ASR). We encourage you to read this document, provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. In the report you will find information regarding our efforts to ensure the safety and security of our campus community.

Every member of Public Safety is committed to personal and professional excellence, uncompromising integrity and continuous improvement. Public Safety is dedicated to providing efficient safety, security and law enforcement services. We take pride in our accomplishments, our teamwork, and in all that we do to ensure the safety of all. Creating and maintaining a safe campus environment for students, staff, faculty, alumni and visitors is of paramount importance to the college and always our primary concern.

We take the issue of campus safety seriously, and we are determined to continue our efforts to ensure our campus is a place individuals feel safe to learn, work and visit. To do so requires the efforts, cooperation and understanding of every member of our campus community with a shared commitment to a safe campus community. A truly safe campus can only be achieved through the cooperation of its students, faculty and staff. Our goals are driven by principles of responsibility and respect, values that are essential to the foundation of a successful and productive campus community. We are indeed thankful for the cooperation and support given to us by the University Leadership and the University community.

**OFFICE OF PUBLIC SAFETY  
UNIVERSITY POLICE**

Tomas J. Kujawa

Chief of Police and Director of Public Safety

Instructional Services, Room 1024

2420 Nicolet Drive

Green Bay, WI 54311-7001

Phone: (920) 465-2300

Homepage: <http://www.uwgb.edu/publicsafety/>

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# QUICK VIEW OF RESOURCES

## Reporting Emergencies

**Call 911 in ALL emergencies or (920) 465-2300 (x2300 from campus phone)**

### WHEN REPORTING AN EMERGENCY:

- Stay on the line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

## Reporting Behavior Concerns

If you are a concerned community member (student, faculty, staff or visitor) who is in crisis or contemplating harming themselves or others, *or* about actions you believe may be bias motivated

### *We Encourage You to Report Such Incidents to:*

Dean of Students Office ..... (920) 465-2152 For student behaviors  
Human Resources..... (920) 465-2390 For employee behaviors  
University Police ..... (920) 465-2300 or 911 If you suspect possible immediate harm

## Counseling and Health

UW-Green Bay Counseling and Health..... (920) 465-2380  
St. Vincent Hospital ..... (920) 433-0111  
Bellin Hospital ..... (920) 433-3500  
Aurora Hospital..... (888)-863-5502  
Brown County Sexual Assault Center ..... (920) 436-8899  
Golden House (Domestic Abuse Shelter) ..... (920) 432-4244  
Brown County Crisis Center..... (920) 436-8888  
AODA Services ..... (920) 448-4300

## Off Campus Resources for Help:

Sexual Assault Center (24 hours)  
300 Crooks Street, Green Bay, WI  
920-436-8899

Green Bay Police Department (24 hours)  
307 S. Adams Street, Green Bay, WI  
920-448-3200

Brown County Sheriff Department (24 hours)  
2684 Development Drive, Green Bay, WI  
920-448-4219

## **Campus Offices for Help:**

### Dean of Students Office:

SS2000

2420 Nicolet Drive, Green Bay, WI 54311-7001

(920) 465-2152

### University Housing:

Office of Residence Life

2420 Nicolet Drive, Green Bay, WI 54311-7001

(920) 465-2040

### Public Safety:

IS 1024

2420 Nicolet Drive, Green Bay, WI 54311-7001

(920) 465-2300

### Human Resources:

CL 710

2420 Nicolet Drive, Green Bay, WI 54311-7001

(920) 465-2390

### Office of International Education:

CL 108

2420 Nicolet Drive, Green Bay, WI 54311-7001

(920) 465-2889

### Bursar:

SS 1300

2420 Nicolet Drive, Green Bay, WI 54311-7001

(920) 465-2224

### Counseling & Health Center:

SS 1400

2420 Nicolet Drive, Green Bay WI 54311-7001

920-465-2380

## **Non-Emergency Phone Numbers:**

The following phone numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the responsible agency and keep 911 lines free for emergencies. All 911 calls are voice and TTY.

Public Safety and Police .....	(920) 465-2300
Safety and Risk Management .....	(920) 465-2210
Facilities Management .....	(920) 465-2394
Green Bay Police .....	(920) 448-3200
Brown County Sheriff.....	(920) 448-4206

Vice Chancellor for Student Affairs and Campus Climate:

Eric Arneson, Vice Chancellor for Student Affairs and Campus Climate  
SS2000  
2420 Nicolet Drive, Green Bay, WI 54311-7001  
(920) 465-2152

Human Resources:

Christopher C. Paquet, Assistant Vice Chancellor for Policy & Compliance  
CL 830  
2420 Nicolet Drive, Green Bay, WI 54311-7001  
(920) 465-2210

Athletics:

Kassie Batchelor, Assistant Director for Compliance and Student-Athlete Welfare  
Kress Event Center  
2420 Nicolet Drive, Green Bay, WI 54311-7001  
(920) 465-2625

**Clery Act:**

Clery Compliance Officer: Christopher C. Paquet  
CL 830  
2420 Nicolet Drive, Green Bay, WI 54311-7001  
(920) 465-2210

**Interdisciplinary Team:**

Eric Arneson, VC of Student Affairs and Campus Climate..... (920) 465-2511  
Mark Olkowski, Associate Dean of Students ..... (920) 465-2511  
Tomas Kujawa, Chief of Public Safety ..... (920) 465-2300  
Jen Jones, Asst. Vice Chancellor for Enrollment Management.. (920) 465-2111  
Kassie Batchelor, Compliance Officer, Athletics ..... (920) 465-2625  
Amy Henniges, Counseling and Health..... (920) 465-2380  
Gail Sims-Aubert, Director, Residence Life ..... (920) 465-2040  
Joy Ruzek, Continuing Education and Community Engagement (920) 465-2102  
Greg Davis, Provost..... (920) 465-2234



# EMERGENCIES

## Campus Safety, Security and Law Enforcement

**Enforcement Authority:** In accordance with s. 36.11 (2), Wisconsin Statutes, UW-Green Bay Public Safety is staffed by police officers who meet the standards of the Wisconsin Law Enforcement Standards Board and have the power to arrest and bring before the proper courts, persons violating the law on University property. The Public Safety officers cooperate with local police authorities in the exercise of their responsibilities. Local police respond when requested. It is the policy of Public Safety to encourage accurate and prompt reporting of all crimes to Public Safety and the appropriate local police authorities, which includes Green Bay Police Department (920-448-3200) and Brown County Sheriff Department (920-448-4219). *Public Safety patrols facilities and grounds 24 hours every day.*

**Emergency Response:** UW-Green Bay Public Safety will respond to all emergencies, crimes, complaints or situations that may cause a significant emergency or dangerous situation in accordance with established law enforcement/public safety procedures to confirm, mitigate, investigate, document and summon appropriate resources as necessary. Assistance from Green Bay Police, Fire, Ambulance or other emergency services is provided upon request. The Richard Mauthe Center located at 2418 Leon Bond Drive Green Bay is non-campus property located within the campus geography and the listed emergency procedures do not apply.

## Making a Report

### Emergencies:

**Call 911 in ALL emergencies.**

### What Is An Emergency?

An emergency is any threat to life and/or property that requires immediate response from police, fire or ambulance. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, feel free to call 911 when an immediate response is needed.

### When Reporting an Emergency:

- Stay on the line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

### Reporting Crimes

All members of the campus community are urged to immediately report crimes, suspicious actions, fires, or other emergencies occurring on the campus to Public Safety. This includes crimes as defined by the Violence Against Women Act (sexual assault, stalking, domestic violence, dating violence). A sworn law enforcement officer will actively investigate all allegations of criminal acts, UWS violations, and incidents or service related calls that occur on University Lands to ensure safety of persons on University Lands. The investigation must be fair, objective, and specific. Clery reported crimes or policy violations involving students will be documented and forwarded to the appropriate campus stakeholders such as the Dean of Students Office. Crimes involving continued emergency threats or emergency situations can also result in timely or emergency notifications. Verification of the emergency threat or emergency situation will be made by Public Safety independently or in conjunction with other emergency services providers who process information required to make the determination of the existence of an emergency.

In response to an emergency the university may draw upon the resources of the Green Bay Police Department, Brown County Sheriff's Department, Green Bay Metro Fire Department, Brown County Emergency Management, Wisconsin State Patrol, UW-Police Departments and will make a request for law enforcement mutual aid if necessary. The coordination of these additional resources will be made through Public Safety.

For an emergency or for a crime in progress students, staff and campus visitors can call 911 or use emergency phones (blue lights), elevator emergency telephones or by calling Public Safety at (920) 465-2300. All other reports may be made by calling Public Safety at (920) 465-2300, or by reporting in person to Public Safety, located in the Instructional Services Building, Room 1024.

### **Reporting Suspicious Activity:**

One of the most effective ways to assist law enforcement would be to report suspicious activities to the Public Safety Office. Persons seeing suspicious individuals or activities can call (920) 465-2300 and speak with qualified personnel.

Inform Public Safety personnel of the incident, time and location. (i.e. a description of person or vehicle.)

- Remain calm
- Speak clearly
- Give as many details as possible

### **Voluntary Reporting:**

Victims or witnesses may report a crime on a voluntary basis to the Dean of Students Office (920-465-2152), Residence Life (920-465-2040) or online on the [Phoenix Cares](#) website. More contact information is included in the Resources for Help section below. Reports of this nature are filed with Public Safety for inclusion in the annual security report and the university's crime statistics. There will be no formal Public Safety investigation of the incident unless requested, or if the report creates a safety concern for self or others.

### **Confidential Reporting:**

Victims or witnesses may report a crime on a confidential basis to counselors at the Counseling & Health Center (920-465-2380), who are the only professional counselors on campus as defined under the Clery Act. UW-Green Bay does not have pastoral counselors on campus for Clery purposes. More contact information is included in the Resources for Help section below. Reports of this nature are filed with Public Safety for inclusion in the annual security report and the university's crime statistics. There will be no formal Public Safety investigation of the incident unless requested, or if the report creates a safety concern for self or others. Counselors at the Counseling & Health Center, informed by persons being counseled of a crime, are encouraged to inform the client that crimes can be reported to them or to the Dean of Students Office on a voluntary basis for inclusion in the university's crime statistics.

## Guidelines of when to call 911 or 2300?

<p><b>Call 911</b> in an emergency where there is an immediate threat to life or property that requires immediate response from ambulance, fire or police</p>	<p><b>Call 2300 &amp; press 1</b> To report a non-emergency crime that is not in progress, or a motor vehicle accident with no injuries</p>	<p><b>Call 2300 &amp; press 2</b> For all other assistance or to speak with an officer or other staff</p>
↓	↓	↓
<p><b>Examples of emergency situations can be:</b></p> <ul style="list-style-type: none"> <li>• An accident with possible injuries, or road blockage</li> <li>• Crimes in progress (one taking place right now or just took place) such as an assault, burglary, robbery, theft, etc.</li> <li>• Any situation where someone is seriously injured, ill or in immediate danger</li> </ul>	<p><b>Examples of when to press 1</b></p> <ul style="list-style-type: none"> <li>• Report a non-emergency crime that is not in progress (is not happening or did not just happen)</li> <li>• Motor vehicle accident with no injuries</li> <li>• It is not meant to be used for routine requests for assistance or service</li> </ul>	<p><b>Examples of when to press 2</b></p> <ul style="list-style-type: none"> <li>• Speak with an officer or staff</li> <li>• Keys</li> <li>• Workers Compensation</li> </ul>
↓	↓	↓
<p>Calling 911 puts you in contact with Brown County Public Safety Communications Center. They will in turn send the appropriate emergency services, including UWGB Public Safety. They may ask you questions like:</p> <ul style="list-style-type: none"> <li>• The nature of the emergency?</li> <li>• Where is the emergency? (building, room number, what is it near)</li> <li>• Is anyone injured, ill or in danger?</li> <li>• When did it happen?</li> </ul>	<p>Pressing 1 puts you in contact with Brown County Public Safety Communications Center. They will in turn send the appropriate services, including UWGB Public Safety. They may ask you questions like:</p> <ul style="list-style-type: none"> <li>• The nature of the crime or accident?</li> <li>• Where did it happen? (building, room number, what is it near)</li> <li>• Is anyone injured, ill or in danger?</li> <li>• When did it happen?</li> </ul>	<p>Pressing 2 puts you in contact with</p> <ul style="list-style-type: none"> <li>• Normal Business Hours - UW Green Bay Public Safety</li> <li>• After normal business hours - Heat / Chill Plant</li> </ul> <p>They will in turn send the appropriate assistance. They may ask you questions like:</p> <ul style="list-style-type: none"> <li>• The nature of the incident or assistance requested?</li> <li>• Where?</li> <li>• When?</li> </ul>

## Guidelines of when to call 911 or 2300?

<p><b>Call 911</b>  in an emergency where there is an immediate threat to life or property that requires immediate response from ambulance, fire or police</p>	<p><b>Call 2300 &amp; press 1</b>  To report a non-emergency crime that is not in progress, or a motor vehicle accident with no injuries</p>	<p><b>Call 2300 &amp; press 2</b>  For all other assistance or to speak with an officer or other staff</p>
<ul style="list-style-type: none"> <li>• Does anyone have access to any weapons?</li> <li>• Your name?</li> <li>• What phone number can you be reached at if we need to call you back?</li> </ul> <p>While the call taker is asking you information they are also entering the information into the computer aided dispatch (CAD) system, which allows another dispatcher to instantly process the call and send help.</p>	<ul style="list-style-type: none"> <li>• Does anyone have access to any weapons?</li> <li>• Your name?</li> <li>• What phone number can you be reached at if we need to call you back?</li> <li>• Where are you?</li> </ul> <p>While the call taker is asking you information they are also entering the information into the computer aided dispatch (CAD) system, which allows another dispatcher to instantly process the call and send help.</p>	<ul style="list-style-type: none"> <li>• Your name?</li> <li>• What phone number can you be reached at if we need to call you back?</li> </ul>

## **Emergency Response**

University Public Safety or University Communication will immediately notify the campus community upon the confirmation of significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus by one or more of the following: public address system, GB Alert emergency text messaging system, university computer network pop up message system, e-mail, emergency website at [www.emergency.uwgb.edu](http://www.emergency.uwgb.edu), and/or the University's main website at [www.uwgb.edu](http://www.uwgb.edu).

The university will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Immediately upon report of a significant emergency, Public Safety will be dispatched to assess and respond to the situation and shall make an initial determination if a significant emergency exists. If a significant emergency exists, Public Safety in consultation with one or more of the following offices: Marketing and University Communications, Vice Chancellor for Business and Finance, Chancellors Office and the Vice Chancellor for Student Affairs and Campus Climate, will immediately determine the content and send out an initial emergency notification as indicated by the nature of the emergency. *Policy and Protocols are available in Appendix "A"*

Emergency information is disseminated to the larger community by University Marketing and Communication to news media outlets, email distribution groups, University websites and by Public Safety through the joint Brown County countywide Public Safety Communication Center.

## **Emergency Communication**

Timely and accurate communication during an emergency is important. Depending upon the nature of the emergency, the University community will be alerted through the use of one or more of the following:

- Campus public address system
- Campus e-mail
- Computer network pop-up messages for those logged on to a UW-Green Bay networked computer
- University's website ([www.uwgb.edu](http://www.uwgb.edu))
- Phone
- Other means available
- When appropriate, the local media will also be notified. Periodic updates will be provided through the same means.

If the University releases an emergency warning or notification we ask you pass this information on to friends and family if it is safe to do so. It is our desire to use as many sources as possible to keep the community informed and you play a vital role in this communication process.

## **Types of Emergencies**

### **Criminal Activity**

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify University Police by calling **911**.

To report a non-emergency crime that is not in progress **call (920) 465-2300 ext. 2**

Please be prepared to provide as much of the following information as possible:

- Where is it happening?
- What is the person doing?
- How many people are involved?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number.
- Direction of travel if known.
- Has anyone been injured?

**DO NOT** approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher to provide additional information, until the police arrive.

***Report things that are unusual or suspicious!***

If you are dealing with a suspicious person:

- Remain calm, have a supervisor or co-worker assist you.
- If you need assistance, call Public Safety at (920) 465-2300 ext. 1.
- If threatened, call 911.

If a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within the building:

- If possible to do so safely, exit building, moving away from danger.
- If directly involved and exiting the building is not possible:
  - Seek cover and stay out of open areas.
  - Close doors and lock; if not possible, consider barricading the door.
  - Turn off lights and remain quiet.
  - Move out of sight, seek cover under or behind objects, e.g. desk, table, etc.

**Behavior Concerns**

***If you are Concerned:***

- A community member (student, faculty, staff or visitor) is in crisis or
- Contemplating harming themselves or others, ***or***
- About actions you believe may be bias motivated

***We Encourage You to Report Such Incidents to:***

Dean of Students Office .....	(920) 465-2152	For student behaviors
Human Resources.....	(920) 465-2390	For employee behaviors
UWGB Public Safety .....	(920) 465-2300 or 911	If you suspect possible
Call 911 immediate harm		

### ***Examples of Behaviors to Report Include:***

- Causing self-injury or threatening suicide
- Erratic and/or threatening behavior towards others
- Bias motivated incidents, which may include but not be limited to the use of degrading language or slurs, spoken or written.

*If you are unsure as to whether or not the behavior warrants reporting, we ask that you still call.*

The Dean of Students Office, Residence Life, Counseling, Human Resources and University Police work together as a team to provide assistance or early intervention and to address threatening behavior to help prevent incidents. Equally important is to help those in difficult times, and in crisis. Additional information is located on the [Dean of Students](#), [Human Resources](#) and [Public Safety](#) websites.

### ***Faculty and Staff — Student Confrontation***

A confrontation with a student can occur inside or outside the classroom, in person or electronically.

- If the situation is critical, someone is threatening to injure themselves or others, immediately call 911.
- If the situation has you concerned, but is not critical and you would like to discuss the incident and possible follow-up, consult with your unit chair, the appropriate academic dean's office or the Dean of Students office.
- If the confrontation constitutes a student disruption, which needs to be addressed, or possible violence or threat, the Dean of Students office is available to discuss options and next steps.

### **Bomb Threats**

If you receive a bomb threat by telephone, here are some helpful things to keep in mind:

1. **Remain calm.** When bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
  - a. **DO NOT HANG UP, even if caller is no longer on the line.**
  - b. **If possible, have someone call 911, while you are on the phone.**
  - c. **DO NOT put the caller on hold.**
  - d. **DO NOT attempt to transfer the call.**
2. Pay close attention to the caller and his/her words and speech:
  - a. Does the caller have any distinguishing voice characteristics such as an accent, stuttering, mispronunciation?
  - b. Is the caller angry, excited, irrational or agitated?
  - c. Is the caller a man or woman, young, middle-aged, old?
  - d. If you have caller ID, please note the phone number of the caller
3. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).
4. It is important that you document all that you know and hear. This should include filling out the [Bomb Threat Checklist](#).
5. If caller hangs up, **DO NOT** hang up your phone. Use another phone line to immediately notify Police at 911, the designated emergency response number. *Bomb threat checklist available in Appendix "B"*

## **Active Shooter/Active Killer**

Chances are, you'll never face an active shooter situation. But if you do, you need to be prepared. An active shooter is an individual(s) actively engaged in killing or attempting to kill people in a confined space or other highly populated area. In most cases, active shooters use firearms and display no pattern or method for selection of their victims. An active shooter's objective is that of mass murder. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent further harm to the community.

What you do matters, and we encourage you to remember these three key steps: RUN, HIDE, and FIGHT.

### **RUN**

If there is an accessible escape path, attempt to immediately evacuate the premises.

1. Pay attention to your surroundings.
2. Have an exit plan.
3. Move away from the threat as quickly as possible.
4. The more distance and barriers between you and the threat, the better.

### **HIDE**

If evacuation is not possible, find a secure place to hide where the shooter is less likely to find you.

1. Keep distance between you and the threat.
2. Create barriers to prevent or slow down the threat from getting to you.
3. Turn off the lights.
4. Remain out of sight and quiet by hiding behind large objects and silencing your phone.

### **FIGHT**

As a last resort — and only when your life is in imminent danger — attempt to disrupt and/or incapacitate the active shooter.

1. Be aggressive, yell, and commit to your actions—your survival depends on it.
2. Throw items and use improvised weapons.
3. Do not fight fairly — this is about survival.

## **WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS**

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns. Expect to see different uniforms and/or plainclothes officers, as units might be deployed from different departments. Do exactly as the officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

The objectives of responding police officers are:

- Immediately engage or contain the active shooter(s) in order to stop the life-threatening behavior.
- First, make sure the environment safe, and then help injured people.
- Identify victims to facilitate medical care, interviews and counseling.

Officers will take command of the situation by shouting orders and/or physically directing individuals to a safe place or the ground.



## **Fire**

### **Upon discovering smoke, fire, or flames in the building:**

- Evacuate and activate the fire alarm system by pulling the nearest fire alarm.
- Use nearest exit or alternate safe route.
- From a safe location (assembly point if one has been established for your office or building staff) **call 911** and be prepared to give:
  - ✓ Building Name
  - ✓ Floor
  - ✓ Room Number
  - ✓ Type of Incident

**Do not** use elevators during a fire emergency.

- When the fire alarm sounds:
  - Immediately evacuate the facility.
  - Walk, do not run to the nearest exit and proceed to ground level.
  - If an exit is blocked by smoke, fire or fumes, use an alternative exit.
  - If it is safe to do so, close all doors and windows as you leave.

**NOTE: The alarm may not sound continuously.** If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.

- Leave the building and move at least 500 feet away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter building until given the all clear from Public Safety or the Fire Department.
- Someone familiar with the situation and who knows the area involved should meet the Fire Department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make themselves available upon arrival of the Fire Department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

### **Before a Fire: Planning and Preparation**

- Fire alarm pull stations are located near exterior exits
- Know the location(s) of the nearest exit
- Know alternative evacuation routes out of building
- Practice exiting your area by imagining you are in a dark, smoky environment – count doorways, turns, etc.
- Report potential hazards or fire prevention questions to Public Safety at (920) 465-2300, ext. 2.

### **Know What to do in Case of Fire**

Take time to get prepared now – because there is no time in an emergency. Know the location of:

#### **Fire extinguishers:**

- ✓ Understand the types and how to use them.

#### **Fire alarms:**

- ✓ If an alarm is sounded immediately, it can protect property and save lives.

#### **Fire exit:**

- ✓ Know where they are, and be sure they open easily and are free of obstructions.

## **Medical Emergencies**

### **Remember!**

- **DO NOT** approach persons injured by electrocution or toxic exposure unless they are clearly away from the hazard.
- **DO NOT** move a seriously injured person unless he or she is in an unsafe area. If the victim must be moved, move as a unit, always supporting the head and neck.
- **DO NOT** bend or twist the injured person's body.

### **Call 911**

#### **Be Prepared to Give the 911 Dispatcher the Following Information:**

- Location of the emergency.
- What happened?
- Number of persons injured.
- Is the injured person conscious?
- Is the injured person breathing?
- Is there severe bleeding?
- After calling 911, stay with the victim until help arrives.
- Restore or maintain breathing and heartbeat.
- Stop severe bleeding with direct pressure when possible.
- Keep victim warm.

### **Minor Injuries or Illnesses**

- Students go to Counseling & Health Center (1400 Students Services).
- Employees and others contact personal medical care provider.

### **Remember Universal Precautions**

**Protect yourself from blood and bodily fluids.**

### **Auto Accidents**

- If you have an accident involving damage or injuries, notify the police immediately.
- Give location, number of vehicles and names of the parties involved.
- Exchange names, addresses, phone numbers, insurance information and license plate numbers.

### **Hazardous Materials Spill or Release**

If you create or discover a chemical spill or release **and**

- Type or quantity of chemical spilled poses an immediate risk to health, or
- Someone is injured or ill, or
- There is a fire or explosion

### **This is an Emergency and You Should:**

- Close off area to prevent further contamination and restrict access to the area.
- Activate the fire alarm. Evacuate the building or area. Move upwind.
- From a safe location, call 911 and provide:
  - Your name.
  - Name of material spilled, if known.
  - Estimated amount spilled.
  - Exact location of spill.
  - Report of injuries.
  - Actions you have taken.

Can I clean up the spill?

**Yes IF:**

- There are no injuries.
- No life or fire hazard.
- Not highly reactive or toxic.
- You have proper training and equipment.

## **Fuel Spills**

Report immediately to the Director of Facilities Management, (920) 465-2394.

## **Hazardous Odors or Leaks**

Report any hazardous gas leaks by calling 911.

### ***In the Event of Gas Leaks or Visible Fire from Gas Cylinders or Piping:***

- Evacuate the area, call 911, and follow all instructions given to you by the 911 dispatcher.
- If it is an explosive gas (e.g. natural gas), **DO NOT** use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc., are all sources that can initiate a spark, which could ignite explosive gas.
- Confine any fire or fumes to the extent possible (close off any doors to the affected area, if you can do as safely as you evacuate). This will help limit the impact of the leak or fire.
- Notify others in the immediate area, if you can do so safely.

### ***Evacuation:***

- If necessary to evacuate the building, use nearest available exit.
- **DO NOT** activate the fire alarm.
- **Do not use an elevator.**
- Confine any fire or gases to the extent possible by closing doors behind you as you leave.
- Upon exiting the building, get a safe distance from the building (at least 500 feet away).
- Move upwind of the leak.
- Leave adequate room for police and other emergency responders.
- **Do not** enter the building until given approval by fire, police or public safety.
- If you have information about the source of the odor or leak, give the information to police or fire personnel at the scene.

## **Utility Failures**

Report any utility failure, leaks or flooding to Facilities Management, (920) 465-2394; after business hours call (920) 465-2523.

### ***Electrical Failure:***

- Electricians will assess the situation and determine the appropriate course of action.
- In the event of a significant power failure, the building's emergency generator (if so equipped) will provide limited electricity to crucial areas of the building, including emergency lighting.
- Turn off all electrical equipment including computers. Do not turn any electrical equipment back on until given the approval of your supervisor.
- Most buildings are equipped with emergency lighting to allow for evacuation and not designed for normal operations.
- Remember: Elevators will not function in a power failure.
- If trapped in an elevator, use the elevator's emergency phone to notify Public Safety.

### ***Steam Leaks:***

- If the steam leak is inside the building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.
- A steam leak may cause the building's fire alarm to sound. Even if you have determined the problem is a steam leak, exit the building immediately.

### ***Water Leaks / Flooding:***

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the area where water has accumulated, and wait for help.
- Immediately cease use of all electrical equipment because water is an excellent conductor of electricity making electric shock a strong possibility.
- If the leak is from an unknown source, avoid contact with leaking material.
- It may be hazardous. In case of accidental contact, wash immediately and thoroughly with soap and water.

## **Weather Emergencies**

### ***Severe Thunderstorms***

***Watch:*** Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

***Warning:*** Severe thunderstorms are occurring. Be prepared to move to shelter if threatening weather approaches.

- Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek immediate shelter. Report any injuries by **calling 911** or damage by **calling (920) 465-2300 ext. 2**.

### ***Tornado***

***Watch:*** Conditions are right for a tornado to develop. Continue with normal activities, but continue to monitor the situation.

***Warning:*** Radar or weather spotters have identified a tornado. The emergency sirens will sound a steady tone for three minutes or longer if there is danger in the immediate area.

***Take the following actions:***

- **SEEK IMMEDIATE SHELTER** when the warning siren sounds, preferably in a basement or below-ground location.
- In a multi-story building, seek shelter in an interior hall, room or lower floor.
- Stay away from outside walls, exterior doors, and glass windows or partitions. **DO NOT** open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.
- In vehicles, get out and seek shelter in a nearby well-built structure. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay face down, with hands covering your head.
- After the all-clear signal, leave badly damaged buildings if it is safe to do so. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
- If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.
- **DO NOT** attempt to return to the building unless directed to do so by University Police.
- **DO NOT** attempt to turn on or off any utilities or other equipment.

## **Emergency Actions**

### **Shelter in Place**

If instructed to *Shelter in Place* (Tornado, Severe Weather, Building Intruder, etc.)

- Do not exit building.
- If you are in a classroom when the “shelter in place” directive is given, remain in the classroom.
- If you are in a hallway or office area when the “shelter in place” directive is given, move to an interior, windowless room if possible.
- Close all doors and windows.
- Seek shelter in a room with no windows, in the interior of the building if possible. Note the room number.  
**Call 911, if it is a building intruder.**
  - Answer all the dispatcher’s questions and they will relay your location to first responders.

### **Building Evacuation**

#### **Evacuate a Building When:**

- An alarm sounds.
- If notified by emergency personnel, or by other means inclusive of emergency notification.

#### **While Evacuating the Building:**

- DO NOT USE ELEVATORS during an evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
- Walk quickly to the nearest marked exit and ask others to do the same.
- Once outside, move clear of the building allowing others to exit. Keep streets and walkways clear for emergency vehicles and crews.
- DO NOT return to an evacuated building until advised by emergency personnel.
- Be aware of people with disabilities who may require assistance in an emergency evacuation.

#### **In Case of Building Evacuation (Fire Alarm, Chemical Spill, Bomb Threat, etc.):**

- EXIT the building immediately using the most direct route.
- If unable to do so on your own – Ask for assistance to the nearest EXIT or
- Ask someone leaving the building to notify emergency personnel of your location so that you can get the assistance you need.
- If a phone is available, call (920) 465-2300 ext. 2, or 911.
- Answer all the dispatcher’s questions and they will relay your location to first responders.
- In a fire, as soon as practical move into the stairwell and await fire personnel to assist you.
- In all other cases, if in imminent danger and no one can assist you - evacuate by any means possible.

#### **Persons with Disabilities:**

- Individuals who need assistance during an evacuation should identify and discuss with someone, in advance, who might assist them in leaving the building and/or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided.
- It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, faculty, and/or classmates of the best way to assist during an emergency.
- For more information about Persons with Disabilities and Planning for Emergency Situations, contact Disability Services at (920) 465-2841, or stop by their office located in Student Services Room 1700.

### **If You Have a Disability and Are Unable to Evacuate:**

- Stay calm and take steps to protect yourself. If there is a working telephone, call (920) 465-2300 and tell the dispatcher where you are or where you will be going.
- Move to an enclosed stairwell.
- Request persons exiting by stairwell to notify Public Safety or Emergency Personnel of your location.
- As soon as practical, move onto the stairway and await for Public Safety or Emergency Personnel.

## **Notifications**

### **Timely Warnings**

UW Green Bay is committed to insuring Timely Warnings are made in a manner that is timely to members of the community of the occurrence of Clery act crimes: Criminal homicide (murder, non-negligent manslaughter, negligent manslaughter), Sex offenses (rape, fondling, incest and statutory rape), robbery, Aggravated Assault, Burglary, Motor Vehicle theft and Arson or other serious crimes against people that occur on campus or near campus, where is determined that the incident may pose an on-going threat to the members of the campus community. Students and employees with information about Clery Crimes or other serious crimes against people on or near campus should immediately call 911 and/or contact UWGB Public Safety (920) 465-2300, Dean of Students Office (920) 465-2152, Residence Life (920) 465-2040, Counseling and Health (920) 465-2380, the University (920) 465-2000, Green Bay Police Department (920) 448-3200 or the Brown County Sheriff's Department at (920) 448-4219. When time permits, Public Safety will consult with one or more of the following offices in order to develop Timely Warning notices for the campus community and which segments of the campus are impacted and require notification: Marketing and University Communications, Vice Chancellor for Business and Finance, Chancellors Office and the Vice Chancellor for Student Affairs and Campus Climate. Public Safety or University Communications will distribute a notification by one or more of the following: public address system, GB Alert emergency text messaging system, university computer network pop up message system, e-mail, our emergency website at [www.emergency.uwgb.edu](http://www.emergency.uwgb.edu), and/or the University's main website at [www.uwgb.edu](http://www.uwgb.edu).  
*Protocols available in Appendix "A"*

### **Emergency Notifications**

UW Green Bay is committed to insuring Emergency Notifications are made in a manner that is timely to members of the community. Students and employees with information of an emergency situation, dangerous situation, or a crime which poses an immediate and/or continuing threat to the health or safety of students, employees or others on or near campus, should immediately call 911 and/or contact UWGB Public Safety (920) 465-2300, Dean of Students Office (920) 465-2152, Residence Life (920) 465-2040, Counseling and Health (920) 465-2380, the University (920) 465-2000, Green Bay Police Department (920) 448-3200 or the Brown County Sheriff's Department at (920) 448-4219. Upon confirmation of an emergency, dangerous situation, or a crime which poses an immediate and/or continuing threat to the health or safety of students, employees, or others, Public Safety or University Communications will, without delay, and taking into account the safety of the community, determine the content of the notification, determine who and what segments of the campus community to notify and initiate the notification system for the Emergency Notification message to the campus community, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Follow up information is provided as needed. Public Safety or University Communications will distribute a notification by one or more of the following: public address system, GB Alert emergency text messaging system, university computer network pop up message system, e-mail, our emergency website at [www.emergency.uwgb.edu](http://www.emergency.uwgb.edu), and/or the University's main website at [www.uwgb.edu](http://www.uwgb.edu). Public Safety will send Emergency Notification messages, without consultation, when emergency situations dictate that messages be sent immediately. The previously mentioned offices will assist with follow-up communications to the campus community.

The Vice Chancellor for Student Affairs and Campus Climate or his/her designee is authorized to activate the Emergency Notification when it is his/her professional opinion that a health emergency exists after consulting with one or more of the following offices in order to determine if a notice is required and to develop the notice for the campus community and which segments of the campus are impacted and require notification: Marketing and University Communications, Vice Chancellor for Business and Finance, Chancellors Office and Public Safety. The Vice Chancellor for Student Affairs and Campus Climate after consulting with one or more of the above will, without delay, and taking into account the safety of the community, determine the content of the notification, determine who and what segments of the campus community to notify and initiate the notification system for the Emergency Notification message to the campus community, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Follow up information is provided as needed. The Vice Chancellor for Student Affairs and Campus Climate or University Communications will distribute a notification by one or more of the following: public address system, GB Alert emergency text messaging system, university computer network pop up message system, e-mail, our emergency website at [www.emergency.uwgb.edu](http://www.emergency.uwgb.edu), and/or the University's main website at [www.uwgb.edu](http://www.uwgb.edu) Public Safety will assist in the issuance of these messages. *Protocols available in Appendix "A"*

### **Missing Student Notification**

If any member of the University community has reason to believe that a student who resides in on-campus housing is missing; immediately notify the Dean of Students office (920) 465-2152 Student Services Building, Room 2000, Residence Life Staff (920) 465-2040 Housing Community Center or Public Safety (920) 465-2300 Instructional Services Building Room 1024. They will initiate an investigation. Official missing person reports will be referred immediately to Public Safety.

If after investigating, it is determined that the student is missing and has been missing for more than 24 hours, the Dean of Students Office will notify the student's confidential contact, and if the student is under 18 years of age, and not an emancipated individual, immediately contact the custodial parent or legal guardian of such student no later than 24 hours after the student was determined missing. Public Safety will notify the appropriate law enforcement agencies no later than 24 hours after the time the student is determined missing (if the law enforcement agency did not make the determination that the student is missing).

In addition to registering an emergency contact, students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing for more than 24 hours. Students who move into residence housing during any part of the year can register an emergency contact and/or confidential contact. Students may register one or more confidential contact(s) annually by logging into their SIS account and following these steps: Click on the **Self Service Link** in the **Menu** box. Select **Campus Personal Information** in the **Menu** box. A list of 8 options will appear, click on **Emergency Contacts** in the middle of the screen and follow the instructions. Student contact information is: registered and confidential, accessible only to authorized campus officials and may not be disclosed except to law enforcement in furtherance of a missing person investigation.

# **SAFETY**

## **Crime Prevention**

### **Crime Prevention/Safety Tips:**

#### ***Path and Street Lights Not Working***

Please email [publicsafety@uwgb.edu](mailto:publicsafety@uwgb.edu) or call Building Facilities Management at (920) 465-2394 if you notice any on campus path or streetlights that are not working or going on and off. Please try to be as accurate as possible when describing the location of the path or street light. There is a number on each pole, and we ask that you include the number in your email or call. We will then contact Facilities Management. Thank you in advance for your assistance.

#### ***Crime Stoppers***

The Green Bay Area Crime Stoppers, Inc. is a program which involves the public, the media, and the police in a fight against crime.

#### ***Annoying Telephone Calls***

Receiving unwanted calls can be frustrating and sometimes frightening. However, in most cases, the calls can be stopped by using some simple but effective techniques.

##### **1. How to Handle Abusive, Harassing, or Obscene Calls:**

These calls are made for any number of reasons:

- Broken relationships.
- An unhappy employee or co-worker.
- Neighborhood disputes such as a barking dog or playing the stereo too loud.
- People who simply hang up if someone other than the person they're calling answers.
- Often they're placed by someone you know.

The key to handling the calls is:

**NOT TO REACT TO THEM. REACTING COULD ENCOURAGE THE CALLER.**

In addition you should:

- **HANG UP** when you realize the call is intended to harass you.
- **KEEP TRACK** of the date and time of the calls to determine the pattern. This can help us identify possible suspects.
- **CASUALLY SAY** that the phone company is going to trace your calls.

##### **2. How to Handle Threatening Calls**

If you receive a call threatening harm to your life, property or family:

- **HANG UP**
- **NOTE THE DATE AND TIME**
- **CALL PUBLIC SAFETY IMMEDIATELY**

#### ***Preventing Bike Crime***

- Always lock your bike, especially at home.
- Lock your bike to a fixed, immovable object, such as a bike rack.
- Be careful not to lock to items that can be easily cut, broken, or removed. Be careful that your bike cannot be lifted over the top of the object to which it is locked to.
- Lock in a visible and well-lit area.



- Lock in a location where there are other bikes.
- Thieves will usually go for the easiest lock.
- When using a U-lock, position your bike frame and wheels so that you fill or take up as much of the open space within the U-portion of the lock as possible. The tighter the lock up, the harder it is for a thief to use tools to attack your locks.
- Always position a U-lock so that the keyway is facing down towards the ground.
- Always secure your components and accessories, especially quick-release components, with a secondary cable lock.
- Don't lock your bike to itself (the front wheel locked to the frame). It can be easily lifted and carried away.
- Don't lock in the same location all the time. A thief may notice the pattern and target your bike.
- Don't lock to anything posted illegal. Check with area law enforcement agencies for local bike parking regulations.
- Always check your lock before leaving your bike to be sure you have secured it properly.
- For the greatest theft deterrence, use two locks such as a U-lock and a locking cable. The longer it takes a thief to get through your bike security, the less likely your bike will be stolen.

### ***Preventing Auto Theft or Theft from Auto***

- Always roll up your windows, lock your car, and take the keys, even if you'll only be gone a short time.
- Put valuables out of sight: lock in trunk.
- Try to park in a well-lit area.
- If you have a car alarm, use it!
- Never pick up hitchhikers.
- Don't resist. Give up your property; don't give up your life.
- Report the crime to the police.

### ***Preventing Theft of Personal Property***

- Don't leave money or valuables in the open.
- Don't bring expensive jewelry to school.
- Mark your personal items: An engraver is available for use at the Public Safety office.
- Make sure your room is locked when you leave.
- Don't leave your property unattended.

### ***Maintaining Personal Safety***

- Always walk in groups.
- Stick to well-lit and brush-free paths.
- Be aware of your surroundings.
- Report anything suspicious to Public Safety.
- Invest in self-defense courses or devices.
- Pepper spray and personal safety alarms are available at cost at the Corner Store located in the University Union.
- Carry a whistle to alert people of a potential problem.
- Know the location of blue light emergency phones.
- Be Aware of your surroundings. Listen to and trust your feelings. If a situation doesn't feel quite "right" LEAVE!!!
- Think "Safety." Don't jog alone or hitchhike. Keep your place safe by locking ALL doors and windows.
- Practice self-defense. Know how to yell and always have a whistle handy.
- Learn assertiveness skills.
- Take care of yourself, Don't Assume Others Will.
- Don't Assume "It can't happen to me!"

## ***Road Rage***

- If someone is tailgating you, pull into the slow lane and let them pass.
- Don't take traffic problems personally.
- Don't make obscene gestures.
- Avoid eye contact with an aggressive.

## ***Preventing ID Theft at College***

We want to offer some suggestions to help prevent you from becoming a victim of identity theft. According to the Wisconsin Office of Privacy Protection, young people, 18 to 29, continue to account for almost 30 percent of all identity theft complaints.

"Nowadays," says Janet Jenkins, Division of Trade and Consumer Protection Administrator, "it's not enough to send your college freshman to school with a laptop, cell phone, books and clean clothes. A cross-cut shredder and a locking box large enough to hold a laptop, loaded with current computer security software, are equally important. And a credit card offers more protection than a debit card. "Teaching students to protect their personal information and how to watch for fraud is very important to safeguarding their identity. Students are more at risk if they are not equipped with the information they need to keep their identity safe. Jenkins says protection is as simple as following these few safeguarding rules:

- Checking your report regularly is one of the best ways to protect against identity theft. Obtain your credit report FREE from each of the three major credit reporting agencies each year. You can get your free credit report from Equifax, Experian, and TransUnion by calling 877-322-8228 or online at [www.annualcreditreport.com](http://www.annualcreditreport.com).
- Safeguard your mail. Check it daily. If you receive junk mail, don't be so quick to throw it out without opening it first. It might contain personally identifiable information or it might be a pre-approved credit card offer that someone else can fill out to obtain a credit card in your name. Dispose of all mail securely.
- Stop pre-approved credit card offers by calling toll-free to 888-5OPTOUT (888-567-8688) or by visiting the Opt Out website at [www.optoutprescreen.com](http://www.optoutprescreen.com). Reduce junk mail by writing to Mail Preference Service, Direct Marketing Association, P.O. Box 643, Carmel, NY 10512. The service is good for five years and is also available online at a cost of \$5 at [www.dmchoice.org](http://www.dmchoice.org)
- Guard your social security number. Don't carry your social security card with you and don't use your social security number as a PIN or password if you can avoid it.
- Pay attention to internet security. Make certain you have firewall, virus, spam, and spyware protection on your computer. Check your browser security settings to make certain that they aren't too low.
- Check your bills and bank statements. Look at your statements as soon as you get them to see if there are any unauthorized charges or withdrawals. If there are, report them right away. If you bank online or pay bills online, don't wait for an entire month to review your statements. Review them periodically to make certain an identity thief is not using your accounts or your credit cards.

For more information, call the toll free hotline of the Wisconsin Department of Agriculture, Trade and Consumer Protection: 1-800-422-7128 or UW Green Bay Police at (920) 465-2300 ext. 2.

## ***Seven Ways to Reduce the Risk of Sexual Assault***

1. Communicate clearly with others about what you want and what you don't want.
2. Set your sexual limits and intentions. Determine what kind of intimacy, particularly touching, is okay with you.
3. Make A Safety P.L.A.N., when you go where there is alcohol, or anytime you go where there is RISK.
4. Partner with someone who will go with you or will know where you are going and when you will be back.
5. Limit your alcohol usage to an amount that allows you to make good decisions.
6. Avoid vulnerable situations, such as conflict, isolation from others, or dependence on strangers.
7. Never place your physical safety in the hands of someone who is drunk (including yourself).

### ***For the Survivor***

- Get to a place that is safe physically and emotionally.
- Get support. Call a friend or the Sexual Assault Center (920) 436-8899.
- Report it to Public Safety even if you don't want to prosecute now, you may want to later.
- Even if you do not report it, see a medical professional, such as the staff at the Counseling & Health Center, to assess injury, pregnancy and test for sexually transmitted diseases, including HIV.
- Consider getting a Sexual Assault Nurse Exam (SANE) at St. Vincent's hospital.

### **Fire Safety**

While the University of Wisconsin Green Bay and the surrounding community are relatively safe places, it is important to recognize that no place is without certain dangers. With this in mind, all students, staff and faculty of the residence life complex are encouraged to practice the following five safety recommendations.

#### ***Fire Safety Education and Training Programs for Students, Faculty and Staff***

Fire safety policies and evacuation procedures are shared with students and other residents through a number of methods that include sending an email to each resident at the beginning of each semester, posting the information on the Housing website, including it in resident's housing contract, the Housing handbook, hall meetings with all residents, fire drills and on building signage. Students and residents in violation of fire safety policies are sanctioned accordingly.

- Resident Assistants and Area Coordinators are trained in fire safety. Resident Assistants conduct fire drills for education and personal safety purposes at the start of each semester (in September, February and in June). An email is sent to each resident reminding them of housing fire safety policies and evacuation procedures.

### ***Exits***

Access to all room and apartment doors must be clear and unhindered, permitting doors to be fully opened. Furnishings may not be placed in a manner that blocks escape through a window in an emergency. Arrangements may not involve large amounts of burnable material between an exit door and the sleeping section of an apartment or room.

### ***Electrical Safety***

Total electrical requirements added to rooms and apartments may not exceed one power strip per electrical outlet. Multiple-socket plugs are prohibited. Extension cords may not be run under rugs or fastened through their insulation. Do not use frayed cords. Students may not rewire their residence by direct splicing into the electrical distribution system of the building. Black lights may not be placed in existing University light fixtures. For fire safety reasons, the only extension cords permitted in university housing facilities are those that are UL listed 3 wire/3 prong cords of a 16 gauge minimum weight. Power strips with an on/off switch, 15-20 amp circuit breaker/surge protector, and a 3-prong grounded plug-in are recommended. For students convenience, the UWGB Phoenix Bookstore carries this type of extension cord, which may be purchased upon students arrival or via their website at <https://www.bkstr.com/uwgbstore/home/en>.

## ***Fire Prevention and Safety***

Fire safety should be a major consideration as students design and furnish the room. Read the previous section on decorations. In addition to the cautions listed there, students may not store flammable liquids such as charcoal lighter fluid or gasoline or any other volatile materials in the room or apartment or storage areas. Tampering with any fire safety device is a violation of regulations.

- **Take responsibility for fire prevention and know how to protect yourself in the event of a fire:** Know where exits are located, and the location of fire extinguishers and fire alarm pull stations. Maintain a safe living environment by using 3-prong extension cords; not overloading electrical outlets; checking smoke detectors regularly; not leaving items on top of the cooking range; and confronting, participating in planned fire drills, or reporting others violating fire safety policies. Take all fire alarms seriously. In the event of a fire, survival is your top priority. If safe to do so, notify others near the fire; activate the fire alarm system; call 911; and quickly decide if you can extinguish the fire. If not, get out, closing all doors behind you. If you cannot get out, get someone's attention for help.
- **In the event of a fire:** Sound the alarm and call 911 for the Fire Department, and/or contact Public Safety at (920) 465-2300, leave the building, and do not attempt to re-enter the building. It is important that you be familiar with the exits and procedures for evacuating your building.
- **Extinguishers:** Each apartment unit and each hallway is equipped with a fire extinguisher. Learn the location of the fire extinguisher and the pull station nearest you as soon as you move in. If you have had to use your fire extinguisher or it loses pressure for any reason, notify your Resident Assistant immediately to arrange for recharge.

In the event you notice "after the fact", that a fire had previously occurred and there is no immediate danger, you should contact Public Safety at (920) 465-2300.

### ***False Alarms***

Anyone who causes a false alarm may be evicted immediately, and subject to civil penalties.

### ***Fire Alarm Testing***

Fire alarms are tested monthly, normally the first Wednesday of the month, between 12:30 pm and 3:30 pm.

### ***Fire Drills***

Drills are conducted at the start of each semester, fall, spring and summer.

### ***Fire Safety Inspections***

Green Bay Fire Department conducts monthly fire inspections of on campus Housing.

### ***Plans for Fire Safety Improvements***

The fire response systems (panel, alarms, beacons, etc.) were replaced in Ed Thompson and Robert Warren this year. No other improvements are planned over the next year.

### ***Smoke Alarms***

Each living unit is equipped with a smoke detector. By law, students are responsible for reporting malfunctioning detectors to the Residence Life Office.

## Fire and Electrical Safety Policy

For fire safety reasons, the following is strictly prohibited in all residential facilities on campus:

1. Smoking.
2. Any open flame.
3. Possessing or using candles or incense.
4. Overloading electric receptacles or using two-prong non-grounded extension cords or multiple-socket plugs.
5. Any portable electrical appliance to include cooking and heating appliances with open coils, exposed heating elements, or open-flames are prohibited. This includes, but is not limited to convection ovens, hot plates, indoor grills, propane-powered appliances, toaster/pizza ovens, cup-type immersion heating coils, space heaters, or any other appliance deemed by Residence Life staff to be unsafe or of excessive wattage. George Foreman grills and like appliances are allowed. Small refrigerators (no larger than 4 cubic feet) and small microwaves are permitted. Energy Star-rated appliances are strongly encouraged. Stand-alone freezers, window air conditioners, dishwashers, and personal clothes washers/dryers are prohibited.
6. Disconnecting smoke detectors or removing fire-resistive draperies.
7. Possessing fireworks, explosives or accelerants (e.g. gasoline, propane).
8. Engaging in any activity which presents a fire safety hazard (e.g. leaving items on top of the cooking ranges).
9. Tampering with fire safety equipment (e.g. fire alarms, sprinkler systems, fire extinguishers, exit signs).
10. Triggering activation of false fire alarms.
11. Locked covers are placed over the apartment air conditioners each fall semester and will remain locked unless overnight temperatures remain above 55 degrees for three consecutive nights and the long range forecast predicts the daytime temperatures consistently above 30 degrees.
12. Anything that presents a danger to self and/or others.

## Procedures for Evacuation

All residents, staff and faculty, including those with disabilities, are responsible for developing personal evacuation and escort plans for their use in the event of a fire. Should a fire occur, residents are advised to: 1) make survival your top priority; 2) notify others near the fire - if safe to do so; 3) activate the fire alarm system; 4) call 911 or Public Safety at (920) 465-2300. **The below procedures should be followed in all residence halls or apartments.**

- **FIRE AND OTHER EMERGENCY PROCEDURES** are posted on the inside of the entrance door to each on campus student residence hall or apartment. Those procedures are:
  - **IF YOU DISCOVER A FIRE:** Sound alarm and leave building by nearest exit; Call 911 or contact Public Safety at (920) 465-2300; Give as much information as you can to dispatcher; Do not hang up until dispatcher says he/she has all needed information; Do not try to put out fires or rescue others unless you can do so safely; Do not throw water on grease or electrical fires;
  - **WHERE TO GO WHEN ALERTED TO THE POSSIBILITY OF FIRE:** If there is smoke in the room, drop to the floor and stay low; Smoke inhalation is often fatal; Feel knob before opening the door; if it is hot, don't open. If it is cool, brace against door and open slowly. If heat or heavy smoke is outside, close door and stay in the room; Call 911.
  - **IF YOU CANNOT LEAVE YOUR ROOM OR EXIT SAFELY:** Stay calm. Seal cracks around door using wet sheets, towels, or clothing to prevent smoke from entering the room; Hang an object out the window (sheet, jacket, shirt) to attract Fire Department attention. Call 911. Report that you are trapped, and give your location; Stay near window and low to floor. A wet cloth over nose and mouth will aid in breathing if there is smoke;
  - **IF YOU CAN LEAVE YOUR ROOM:** Take a wet cloth to aid in breathing if you encounter smoke; Close door behind you and take your keys; Go to nearest exit. If it is blocked with smoke or fire proceed to another exit; Keep low to floor if there is smoke; Cover nose and mouth with wet cloth and take short breaths; Stand clear of building after evacuating; Follow directions of fire, police, and residence hall personnel. NEVER re-enter a burning building.

- **Special Needs:** Students with special evacuation needs should report those needs to Disability Student Services and the Office of Residence Life. The address of those students with special evacuation needs is shared with University Police, who shares this information with the 911 Communication Center. Students are responsible for developing their own evacuation plan.
- The fire systems described in this report are current as of the publication of this report.

## Safety Tips

### *Safety Tips for Computers*

- Never leave your laptop computer unattended in a public place. Use a portable locking device or motion sensor alarm at all times.
- Carry your computer in an inconspicuous bag rather than one that announces its contents to would-be-thieves.
- When going through airport security, try to avoid placing your computer on the belt until it is your turn to walk through the checkpoint so that it is never out of your sight.
- If you happen to be traveling without a portable locking device, keep your laptop with you at all times, leave it in a hotel safe, or a last resort hide it in a drawer in your room.
- Students should remember to use portable locking devices on their laptops in libraries, labs and general study areas on campus as well in dorm rooms.
- Use a lock to secure your laptop computer to your desk at the office.
- If using a cable lock, always choose one made of braided steel strands and the largest cable thickness possible because it will be more difficult to cut through.
- When securing your laptop to a desk, hotel or dorm room furniture make sure you cinch the cable around furniture that is not easily lifted or moved.
- Etch or engrave your name and telephone number onto your laptop for identification purposes.
- Record the serial number and detailed description of your laptop, give to police and insurance company in the event of a theft. Keep this information in a safe place at your home.
- Regularly back up your data and store back-up somewhere else in the event of theft.

### *Shopping in Cyberspace*

- Do business with companies you know and trust.
- Understand the offer. Look carefully at the product or services the company is offering.
- Use a secure browser that will encrypt or scramble purchase information.
- Never give a bank account or credit card number or other personal information to anyone you don't know or haven't checked out.

### *Street Smarts*

- Stick to well-lighted, well-traveled streets and pathways. Know locations of blue light emergency phones.
- Stay alert and tuned into your surroundings.
- Don't flash large amounts of cash.
- Keep jewelry out of sight.
- Carry your purse close to your body.
- Put your wallet in an inside coat or front pants pocket, not a back pocket.
- Wear shoes or clothing that don't restrict your movement.
- Use ATMs in the daytime, if possible. Have your card in hand and don't approach the machine if you're uneasy about people nearby.
- Have your car or house key in hand before you reach the door.

## ***Walking and Running Safety Tips***

- Carry a phone for emergencies, but never walk or run while texting or talking on the phone.
- Do not wear headphones or earbuds.
- Walk with a friend
- Let someone know where you are going when to expect you back
- Have a plan and think about how you will respond in a difficult situation
- Try to wear light colored or reflective clothing. During hours of diminished natural lighting the use of flashlights or other lights is a good idea.
- Avoid tick bites when using the trails by covering up with long sleeves, long pants and hat that covers your ears and hair.
- Vary your route to prevent anyone else from predicting your whereabouts or routine.
- Be aware of your surroundings, watch for ice, water, bike riders or any hazard in your path.
- Be prepared to accurately provide your location if you need to call for help.
- See something, say something- Report any suspicious activity to Public Safety (920) 465-2300.

## ***Winter Driving Tips***

Most crashes in winter are caused by motorists driving too fast for conditions during, or shortly after winter storms. So here are a few safety tips to improve your winter driving skills.

- Clear snow and ice from all windows and lights-even the hood and roof-before driving.
- Pay attention. Don't try to outdrive the conditions. Remember the posted speed limits are for dry Pavement. Leave plenty of room for stopping.
- Leave room for maintenance vehicles and plows-stay back at least 200 feet (It's the law!) and don't pass on the right.
- Know the current road conditions. Call (800)ROADWIS or log onto: <http://www.511wi.gov/web/map.aspx?region=winterroads&show=1>
- Use brakes carefully. Brake early. Brake correctly. It takes more time to stop in adverse conditions.
- Watch for slippery bridge decks, even when the rest of the pavement is in good condition. Bridge decks will ice up sooner than the adjacent pavement.
- Cruise without your cruise control in wintry conditions. Even roads that appear clear can have sudden slippery spots and the short touch of your brakes to deactivate the cruise control feature can cause you to lose control of your vehicle.
- Remember that your four-wheel drive vehicle may help you get going quicker than other vehicles but it won't help you stop any quicker. Many 4x4 vehicles are heavier than passenger vehicles and actually may take longer to stop. Don't get overconfident in your 4x4 vehicle's traction. Your 4x4 can lose traction as quickly as a two-wheel drive vehicle.
- GO SLOW & ALWAYS buckle up!

## **Safety Training and Resources**

### ***Voluntary Text Messaging Emergency Notification System***

The GB Alert emergency text messaging system is voluntary. GB Alert allows students, faculty, and staff to register to be notified via text message or email in the event of a campus emergency. GB Alert is voluntary, and will be used for emergency notification purposes only. Emergencies include credible, on-going incidents that pose a threat to the University Community. At no time will GB Alert be used to distribute advertising or other unsolicited content. Subscribers to GB Alert will pay no fees for service, other than the normal fees charged by their mobile service provider for receiving text messages. The university strongly recommends that students and staff participate in this emergency notification system. Sign up for GB alert at <http://www.uwgb.edu/public-safety/emergency-information/gb-alert-emergency-notification-system/> or contact Public Safety at (920) 465-2300 for assistance in signing up.

## ***Evacuation Drills and Tests of Procedures***

Each year UW Green Bay conducts a fire drill in the fall of each year and a tornado drill in the spring of each year for the purpose of notifying all students and staff of our emergency notification systems, evacuation and sheltering procedures, along with testing those procedures and emergency notification and timely warning systems.

Each drill is documented to include: the description of the test, date held, start time/end time, whether the test was announced or unannounced. Each drill will meet the following criteria: scheduled, contain drill that test a single procedural operation, contain exercises that test the coordination of efforts, contain follow-through activities designed to review the test and designed to assess and evaluate emergency plans and capabilities. Documentation of the drill will be forwarded to UW Madison Emergency Management department which is part of UW Madison Police Department.

The campus notification of each drill will provide emergency response and evaluation procedures.

## ***Security Awareness and Crime Prevention Programs***

UW-Green Bay provides information to students and employees about campus security procedures and practices, protecting themselves and their property, and encourages them to be responsible for their own security and the security of others, and informs them about the prevention of crimes through the following programs and literature distributions:

- ***“Dealing with Disruption Training”*** - Is offered at least twice a year and can be/has been requested and offered for individual groups on campus. Mental health issues, stressful life circumstances, or odd behaviors do exist in our own lives and as part of the campus community regardless of our best efforts to prevent or control them. This training helps to recognize when to be concerned, what to do, or not do, and who you can call for help. This professional development opportunity will encourage discussion between you and your officemates on plans of action for personal safety. Members from the Counseling and Health Center, Public Safety and the Dean of Students office provide this PowerPoint presentation and is available on the [Dean of Students Office website](#).
- ***International Student Training*** - is offered at least twice a year to all new international students to discuss Public Safety Services and Roles, Personal Safety, Identity Theft, all forms of Relationship Violence, University and Housing Policies and Enforcement of Those Policies, How Wisconsin/ USA laws affect them and Biased Incidents and Hate Crimes. This is a PowerPoint presentation provided by Public Safety and the Dean of Students Office.
- ***Personal Safety Training*** - Public Safety offers, at least twice a year, free self-defense workshop for any UWGB student, staff or faculty. This hands-on training provides self-defense tips and instruction in strikes, kicks and ground defense techniques. This class includes physical activity and participants are encouraged to wear workout style type. Participants will have an opportunity to utilize the trained techniques to respond to a simulated "attack".
- ***Residence Life (Housing) programs*** - including presentations or sponsoring programs to their residents on sexual assault, date rape, how to support the victim of a sexual assault, and what services are available.
- ***Annual Chancellor's Security Walk*** - where students, faculty and staff engage in open dialog and walk with the Chancellor and University Leadership for the purpose of discussion and observation of areas of concern that may affect campus security and safety.
- ***Security Alerts*** - regular news releases, annual sexual assault awareness programs, Health and Safety Committee meetings each semester, and training on emergency procedures.



- ***On-line Crime Prevention Information*** - The Public Safety Homepage contains crime preventions tips and resource information including personal safety, preventing theft, registering personal property, operation ID, emergency action guidelines and much more. Located at: <http://www.uwgb.edu/publicsafety/>
- ***Home Safe Program*** - The University of Wisconsin - Green Bay Police and Public Safety Office strives to make your safety our priority. In order to ensure you always feel safe here on campus, our officers are available to walk with students or faculty who may feel unsafe walking alone from any place on the UWGB campus 24 hours a day, 7 days a week.

### **Additional Services Available from Public Safety:**

Public Safety regularly responds to a training or presentation request by students, staff or faculty on a specific crime prevention or personal safety topic. These training are offered throughout the year.

Public Safety offers at least twice a year CPR/First Aide training to students, staff and faculty.

Office Safety reviews are offered by Public Safety upon request to individuals or office areas. This walkthrough by Public Safety looks at office layouts and office procedures with security as the main focus point. Public Safety then meets with the individual or the group of employees and provides specific security and safety recommendations. These reviews take place at least twice a year.

Public Safety sends crime prevention and safety email reminders to the campus community on specific items of interest – computer safety, identity theft protection, travel safety and prepare for winter weather. These types of emails go out at least 6 times a year. If an emerging situation of trend is realized that negatively impacts the campus community an email detailing the concern and recommended response will be sent out by the appropriate campus representative.

Emergency Guidelines are posted in each classroom, residence, student planner, and on the Public Safety web site.

Emergency phones are strategically located throughout campus, and are clearly identifiable by signage and during the hours of darkness are identifiable by an illuminating blue light. These emergency phones are connected directly to Public Safety.

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

General access to and use of UW-Green Bay facilities is governed by Chapter UWS 21 of the Wisconsin Administrative Code, and institutional policies on file in the Office of the Chancellor. Security is provided in the maintenance of the university facilities through a number of mechanisms including limitations on hours of operation, policies on keys, restricting access to those bearing proper identification as university staff or students, provisions of adequate lighting, and making available telephone call boxes for emergency assistance. Specific security mechanisms may vary with the type of university facility. Security precautions in place for the various types of facilities at UW-Green Bay are:

- Access to non-university housing buildings, keys and card swipe access is controlled by Public Safety.
- Access to buildings, keys and card swipe access in University Housing are controlled by Residence Life.
- Entrances to Residence Halls are locked at all times and controlled by card access. Temporary ID's in cases where an ID is lost or stolen are provided at the Residence Life Community Center after confirming the individual's identity.
- Some campus buildings, including university housing have camera's mounted to view common or public areas such as hallways and entrances/exits which are not monitored, but do record activity which can be accessed by Public Safety.
- University Buildings are closed from 11:00 pm to 6:00 am, except for special activities. Afterhours access is limited and controlled by Public Safety.

- Guests in university housing are required to be registered by their host and to remain with their host while in university housing.
- University Housing sets and controls move in and move out dates and procedures, including card swipe access.
- No additional security measures are added during break periods.
- All campus fire, intrusion and panic alarms are monitored by Public Safety.

## Other Resources

### Campus Facilities Maintenance

The Facilities Department oversees and maintains all campus outdoor lighting and door locks. Issues can be reported by calling (920) 465-2394 or via online work order available on [www.uwgb.edu/facilities](http://www.uwgb.edu/facilities). University Housing concerns can be reported by calling (920) 465-2040. The campus community is invited to attend and bring concerns the Chancellor’s annual security walk which surveys campus security and facility concerns. Public Safety responds to arising security concerns in coordination with the Facilities Department.

### Local Police

UW-Green Bay encourages cooperation with local police authorities to monitor and record information concerning criminal activity occurring away from campus, but involving university students or university-recognized student organizations. Public Safety works in cooperation with local police regarding crimes involving students or impacting the campus community and requests their cooperation by informing Public Safety about crimes reported to them that may warrant a timely warning. Clery Act and citation sharing memorandum of understanding have been circulated to local law enforcement agencies as well as an interagency agreement with the Brown County Sheriff’s department. Mutual aid agreements exist with the surrounding law enforcement agencies. No recognized student organizations have off campus locations or housing facilities.

## Crime and Fire Statistics

### Crime Statistics

All crimes are classified using the FBI Uniformed Crime Reporting Handbook, the National Incident Based Reporting System Handbook and The Handbook for Campus Safety and Security Reporting. Wisconsin law is used to define drug, liquor and weapons law violations, as well as incidents of domestic violence. Public Safety requests crime statistics from outside law enforcement agencies that may have jurisdiction over UW-Green Bay’s non-campus property. Public Safety and the Dean of Students Office collaborate in compiling the crime, arrest and referral statistics to ensure statistics are not missed or double counted. A “Second Eye” review to ensure accuracy of the report is completed by the Clery Compliance Officer and Public Safety Police Lieutenant prior to the reports submission. A copy of this report is disseminated to faculty, staff, and students in an e-mail sent in early October of each fall semester.

OFFENSES	VENUE	2015	2016	2017
Murder and non-negligent manslaughter	On Campus ***	1	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	1	0	0
	Total	1	0	0

OFFENSES	VENUE	2015	2016	2017
Negligent manslaughter	On Campus ***	0	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	0	0	0
Sex Offenses – forcible *	On Campus *** - **	8	6	1
	**In Residence Halls	8	6	1
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	8	6	1
Sex Offenses- Fondling	On Campus ***	3	4	0
	In Residence Halls	1	4	0
	In or on a non campus bldg/property	0	0	0
	On public property	2	0	0
	Total	3	4	0
Robbery	On Campus ***	0	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	0	0	0
Arson	On Campus ***	0	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	0	0	0
Aggravated Assault	On Campus ***	2	0	2
	In Residence Halls	1	0	2
	In or on a non campus bldg/property	0	0	0
	On public property	1	0	0
	Total	2	0	2
Burglary	On Campus ***	0	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	0	0	0
Motor Vehicle Theft	On Campus ***	0	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	0	0	0

<b>VAWA Reporting</b>	<b>VENUE</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	On Campus ***	2	1	1
	In Residence Halls	2	1	1
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	2	1	1
Dating Violence	On Campus ***	1	0	3
	In Residence Halls	1	0	2
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	1	0	3
Stalking	On Campus ***	1	1	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	1	1	0
	Total	1	1	0

<b>ARRESTS</b>	<b>VENUE</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Liquor Law Violations	On Campus ***	0	0	0
	In Residence Halls	0	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	0	0	0
Drug Violations	On Campus ***	13	6	5
	In Residence Halls	9	1	1
	In or on a non campus bldg/property	0	1	0
	On public property	4	4	1
	Total	13	6	5
Weapons Possessions	On Campus ***	1	0	0
	In Residence Halls	1	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	1	0	0

<b>UNIVERSITY DISCIPLINE</b>	<b>VENUE</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Liquor Law Violations	On Campus ***	182	181	100
	In Residence Halls	176	173	98
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	182	181	100
Drug Violations	On Campus ***	38	32	41
	In Residence Halls	33	29	39
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	38	32	41

Weapons Possessions	On Campus ***	4	1	0
	In Residence Halls	3	0	0
	In or on a non campus bldg/property	0	0	0
	On public property	0	0	0
	Total	4	1	0

## Fire Statistics

ON CAMPUS HOUSING		FIRE SAFETY SYSTEMS					
Bldg. No.	STREET	Smoke Detection	Alarm Monitoring On Site	Suppression System (Sprinkler)	Fire Extinguisher Devise	Evacuation Placards	No. of Fire Drills
3312	Walter Way	X	X	NO	X	X	3
3314	Walter Way	X	X	NO	X	X	3
3316	Walter Way	X	X	NO	X	X	3
3318	Walter Way	X	X	NO	X	X	3
3322	Walter Way	X	X	NO	X	X	3
3324	Walter Way	X	X	NO	X	X	3
3326	Walter Way	X	X	NO	X	X	3
3332	Walter Way	X	X	NO	X	X	3
3334	Walter Way	X	X	NO	X	X	3
3342	Lenfestey Court	X	X	X	X	X	3
3344	Lenfestey Court	X	X	X	X	X	3
3346	Lenfestey Court	X	X	X	X	X	3
3348	Lenfestey Court	X	X	X	X	X	3
3352	Leon Bond Drive	X	X	X	X	X	3
3354	Leon Bond Drive	X	X	X	X	X	3
3356	Leon Bond Drive	X	X	X	X	X	3
3362	Schaefer Court	X	X	X	X	X	3
3364	Schaefer Court	X	X	X	X	X	3
3366	Schaefer Court	X	X	X	X	X	3
3374	Downham Court	X	X	X	X	X	3
3372	Downham Court	X	X	X	X	X	3
3376	Downham Court	X	X	X	X	X	3
3306	Thompson Court	X	X	X	X	X	3
3304	Thompson Court	X	X	X	X	X	3
3302	Thompson Court	X	X	X	X	X	3
2407	Bay Settlement Rd	X	NO	NO	X	X	3
3294	N. Circle Dr	X	X	X	X	X	3

ON CAMPUS HOUSING		FIRES					
Bldg. No.	STREET	No. of Fires	Date of Fire	Cause of Fire	No. of Injuries	No. of Deaths	Value of Property Damage***
3312	Walter Way						
3314	Walter Way						
3316	Walter Way						
3318	Walter Way						
3322	Walter Way						
3324	Walter Way						
3326	Walter Way						
3332	Walter Way						
3334	Walter Way						
3342	Lenfestey Court						
3344	Lenfestey Court						
3346	Lenfestey Court						
3348	Lenfestey Court						
3352	Leon Bond Drive						
3354	Leon Bond Drive						
3356	Leon Bond Drive						
3362	Schaefer Court						
3364	Schaefer Court						
3366	Schaefer Court						
3374	Downham Court						
3372	Downham Court	1	10/21/2017	Cooking	1	0	\$100
3376	Downham Court						
3306	Thompson Court						
3304	Thompson Court						
3302	Thompson Court						
3294	3294 N. Circle Drive						
2407	Bay Settlement Rd						

\* Denotes the number of Injuries that required treatment at a medical facility.

\*\* Number of deaths related to a fire

\*\*\* Value of property damage caused by a fire

\*The fire systems described in this report are current as of the publication of this document.

# **Enforcement & Prevention**

## **Illegal Drugs**

UW-Green Bay is a drug free campus; the possession, use, and sale of illegal drugs are regulated at UW-Green Bay in accordance with the Drug-free Schools Act, the Drug-free Workplace Act, applicable provisions of state and federal law, and Chapter UWS 18, Wisconsin Administrative Code. UW-Green Bay Public Safety enforce violations of state and federal laws regulating the possession, use and sale of illegal drugs.

## **Alcohol**

The possession, use, and sale of alcohol are regulated at UW-Green Bay in accordance with applicable provisions of state and federal law, and Chapter UWS 18 of the Wisconsin Administrative Code. UW-Green Bay Public Safety and/or the Dean of Students Office enforce violations of possession, use and sale of alcohol, to include underage drinking laws. UW-Green Bay permits alcohol consumption in the following areas: Shorewood Golf Course, University Union, Kress Event Center, Weidner Center of the Performance Arts, and in university operated apartments and subject to approval of the Chancellor. At all times it is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or a place open to the public is illegal.

## **Registered Sex Offenders**

If you seek information regarding the sex offender status of any individual employed or enrolled at the University of Wisconsin Green Bay you can contact Public Safety at telephone (920) 465-2300, email Public Safety at [publicsafety@uwgb.edu](mailto:publicsafety@uwgb.edu), or stop by the Public Safety Office located at Instructional Services Building, Room 1024, 2420 Nicolet Drive, Green Bay, WI 54311-7001 and request this information. You may also visit the [Wisconsin Sex Offender Registry website](#). If there is a change to the process to obtain sex offender information related to the campus Public Safety will notify the campus community by email.

## **Violence Against Women Act (“VAWA”) Crimes**

### ***Sexual Assault, Domestic Violence, Dating Violence and/or Stalking***

UW-Green Bay is committed to maintaining a safe and secure work and academic environment for our students, staff and faculty, free of any form of sexual misconduct, including domestic violence, dating violence, sexual assault, stalking and sexual harassment, and enforces all policies and laws to prohibit these actions. Violations can constitute grounds for disciplinary action, up to and including dismissal from the University.

The Clery Act and the Violence Against Women Act mandate universities and colleges provide domestic violence, dating violence, sexual assault and stalking definitions applicable in its jurisdiction. Wisconsin statutes recognize that sexual assault, domestic violence, dating violence, and stalking are serious criminal offenses. It is important for all members of the campus community to understand how these offenses are defined in law and to be aware of the penalties. Excerpted below are the definitions and penalties of sexual assault, domestic/dating violence and stalking. Also included are the definitions of consent, sexual contact, and sexual intercourse. Wisconsin statutes delineate guidelines for the use of evidence in court. Wisconsin Statutes section 972.11 prohibits the use in court of evidence of the victim’s past sexual conduct. There are three exceptions to this prohibition. The judge may allow evidence of the victim’s past conduct with the assailant; evidence that could show the source or origin of semen, pregnancy or disease; or evidence of prior untruthful allegations of sexual assault made by the victim. Recent revisions in the law have allowed for further exceptions to be made at the judge’s discretion. For more information on Wisconsin state law visit: <http://legis.wisconsin.gov/rsb/stats.html>

## **Violence and Threats**

### ***Policy***

UW–Green Bay will not tolerate any act or threat of violence made in the workplace, on university lands, or while in work status. After receiving a report of threats or violence, the University will conduct an immediate investigation and respond with the appropriate action. *A copy of this policy is available in Appendix “D” of this report.*

### ***Reports***

All students, faculty and staff are encouraged to report behaviors which are of concern or in crisis, contemplating or threatening harm to themselves or others; or actions you believe may be bias motivated.

## **Victim Assistance**

**If you are a victim of sexual assault, domestic violence, dating violence and/or stalking it is not your fault!** Seek support and help immediately. TALK TO SOMEONE rather than trying to erase the incident from memory. This is the first step in regaining control of one's life.

### ***Report the Incident:***

Reports of sexual assault, domestic violence, dating violence, stalking and/or any form of relationship violence or harassment received by Public Safety are investigated in cooperation with the local police, when applicable. Several avenues are available to report sexual assault, domestic violence, dating violence and/or stalking. A victim or witness can file a private, but not anonymous report with the Dean of Students Office, Public Safety, the Counseling and Health Center, Residence Life Staff, and/or a Campus Security Authority (CSA) all of whom will assist the victim in notifying law enforcement if the victim so chooses. Anonymous and confidential reports can be made to the Counseling and Health Center.

For more information see Resources of Help at the end of this document. This does not obligate the victim to press charges. Reports can be made [online](#). The Dean of Students Office will comply with a student's request for assistance in contacting support agencies on or off campus, notifying proper law enforcement authorities including UW-Green Bay Public Safety and/or local police, and discussing the various options available to the victim. The victim has the right to decline reporting the incidents to authorities. The Dean of Students Office and UWGB Public Safety will provide assistance with facilitating and enforcing orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal, civil or tribal courts or the institution. Victims will be provided written notification about options for support and assistance at time of contact. Any employee who witnesses or receives a report of a sexual assault, domestic violence, dating violence and/or stalking is required to report the incident to the Dean of Students Office, or Public Safety. The Dean of Students Office and Public Safety compile reports for disseminating statistical information to the campus and public as required by state and federal law.

### ***Get Medical Care***

As soon as possible, the victim of a sexual assault, domestic violence or dating violence should get medical care. The victim will benefit from being examined for physical injury and disease, and from a discussion of options. In order to preserve physical evidence of the crime, do not bathe, shower, douche, use the bathroom, drink anything or change clothes before the medical exam. Evidence of this type would be vital if the victim decides to pursue criminal charges, proving that the alleged offense did occur or may be helpful in obtaining a protection order.



## ***Confidentiality***

UW-Green Bay will make publicly available records as required by the Clery Act, without the inclusion of personally identifying information about the victim. UW-Green Bay will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality will not impair the ability of the institution to provide the accommodations or protective measures.

## **Wisconsin State Laws**

### **Alcohol and Other Drugs**

#### ***UWS 18.09 Alcohol and Drug Prohibitions***

- (1) ALCOHOL BEVERAGES:
  - a. The use or possession of alcohol beverages is prohibited on all university premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative officer may generally permit the use or possession of alcohol beverages by promulgating institutional regulations in consultation with appropriate staff and students, or in specific instances by written permission.
  - b. No person may procure, sell, dispense or give away alcohol beverages to any person contrary to the provisions of ch. 125, Stats.
  - c. In this subsection, “alcohol beverages” means fermented malt beverages and intoxicating liquors containing 0.5% or more of alcohol by volume.
  - d. Notwithstanding s. UWS 18.14, institutional regulations developed pursuant to this subsection shall be reported to the president of the system for review and approval.
- (2) POSSESSION OF DRUG PARAPHERNALIA:
  - a. No person may use, or possess with the primary intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance or controlled substance analog in violation of ch. 961, Stats.
  - b. In this subsection, the term “drug paraphernalia” has the meaning specified in s. 961.571 (1), Stats.; the term “controlled substance” has the meaning specified in s. 961.01 (4), Stats.; and the term “controlled substance analog” has the meaning specified in s. 961.01 (4m), Stats.
  - c. In determining whether an object is drug paraphernalia under this subsection, the factors listed in s. 961.572, Stats., and all other legally relevant factors, shall be considered.
- (3) POSSESSION OF MARIJUANA:
  - a. No person may intentionally use or possess marijuana on university lands, except when such use or possession is authorized under ch. 961, Stats., or is permitted under s. 961.34, Stats.
  - b. In this subsection, the term “marijuana” has the meaning specified in s. 961.01 (14), Stats.

#### ***UWS 18.15 Additional Statutory Penalty Provisions Regulating Conduct on University Lands***

(1) CONTROLLED SUBSTANCES. The use or possession of controlled substances as defined in s. 961.01 (4), Stats., is prohibited on all university property with the specific exemptions set forth in ch. 961, Stats., and as permitted under s. 961.34, Stats. The penalty provisions of ch. 961, Stats. and chs. UWS 17 and 18 may apply to violations occurring on university lands.

#### ***Wis. Stats. 125.07***

Underage drinking by persons 21 and under is a civil law violation and is subject to the following legal sanctions under Ch. 125.07(4) Wisconsin State Code:

125.07 Underage persons; presence on licensed premises; possession; penalties.

(1) Alcohol beverages; restrictions relating to underage persons.

(a) Restrictions.

1. No person may procure for, sell, dispense or give away any alcohol beverages to any underage person not accompanied by his or her parent, guardian or spouse who has attained the legal drinking age.
2. No licensee or permittee may sell, vend, deal or traffic in alcohol beverages to or with any underage person not accompanied by his or her parent, guardian or spouse who has attained the legal drinking age.
3. No adult may knowingly permit or fail to take action to prevent the illegal consumption of alcohol beverages by an underage person on premises owned by the adult or under the adult's control. This subdivision does not apply to alcohol beverages used exclusively as part of a religious service.
4. No adult may intentionally encourage or contribute to a violation of sub. (4) (a) or (b).

(b) Penalties:

1. In this paragraph, "violation" means a violation of this subsection or of a local ordinance that strictly conforms to par. (a) if the violation results in an imposition of a forfeiture or a conviction. For purposes of determining previous violations under subd. 2., the 30-month period shall be measured from the dates of violations that resulted in an imposition of a forfeiture or a conviction. For the purpose of determining whether or not a previous violation has occurred, if more than one violation occurs at the same time all those violations shall be counted as one violation.
2. A person who commits a violation may be:
  - a. Required to forfeit not more than \$500 if the person has not committed a previous violation within 30 months of the violation.
  - b. Fined not more than \$500 or imprisoned for not more than 30 days or both if the person has committed a previous violation within 30 months of the violation.
  - c. Fined not more than \$1,000 or imprisoned for not more than 90 days or both if the person has committed 2 previous violations within 30 months of the violation.
  - d. Fined not more than \$10,000 or imprisoned for not more than 9 months or both if the person has committed 3 or more previous violations within 30 months of the violation.
3. A court shall suspend any license or permit issued under this chapter to a person for:
  - a. Not more than 3 days, if the court finds that the person committed a violation within 12 months after committing one previous violation;
  - b. Not less than 3 days nor more than 10 days, if the court finds that the person committed a violation within 12 months after committing 2 other violations; or
  - c. Not less than 15 days nor more than 30 days, if the court finds that the person committed the violation within 12 months after committing 3 other violations.
4. The court shall promptly mail notice of a suspension under this paragraph to the department and to the clerk of each municipality which has issued a license or permit to the person.
5. A person who holds a Class "A" license, a Class "B" license or permit, a "Class A" license or a "Class B" license or permit who commits a violation is subject to subd. 3. but is not subject to subd. 2. or s. 125.11.
6. Only one penalty may be imposed under this paragraph for each underage person who is provided alcohol beverages contrary to this section or a local ordinance in conformity with this section

(4) UNDERAGE PERSONS; PROHIBITIONS; PENALTIES.

(a) Any underage person who does any of the following is guilty of a violation:

1. Procures or attempts to procure alcohol beverages from a licensee or permittee.
2. Unless accompanied by a parent, guardian or spouse who has attained the legal drinking age, possesses or consumes alcohol beverages on licensed premises.
3. Enters, knowingly attempts to enter or is on licensed premises in violation of sub. (3) (a).
4. Falsely represents his or her age for the purpose of receiving alcohol beverages from a licensee or permittee.

- (b) Except as provided in par. (bm), any underage person not accompanied by his or her parent, guardian or spouse who has attained the legal drinking age who knowingly possesses or consumes alcohol beverages is guilty of a violation. (bg) Paragraphs (a) and (b) do not apply to an underage person employed by or assisting a law enforcement agency in carrying out enforcement activities to determine compliance with, or investigate potential violations of, the provisions of this section. (bm) An underage person may possess alcohol beverages in the course of employment during his or her working hours if employed by any of the following:
1. A brewer or brewpub.
  2. A fermented malt beverages wholesaler.
  3. A permittee other than a Class "B" or "Class B" permittee.
  4. A facility for the production of alcohol fuel.
  5. A retail licensee or permittee under the conditions specified in s. 125.32 (2) or 125.68 (2) or for delivery of unopened containers to the home or vehicle of a customer.
  6. A campus, if the underage person is at least 18 years of age and is under the immediate supervision of a person who has attained the legal drinking age. (bs) Any person violating par. (a) is subject to the following penalties:
    1. For a first violation, a forfeiture of not less than \$250 nor more than \$500, suspension of the person's operating privilege as provided under s. 343.30 (6) (b)
    1. Participation in a supervised work program or other community service work under par. (cg) or any combination of these penalties.
    2. For a violation committed within 12 months of one previous violation, either a forfeiture of not less than \$300 or more than \$500, participation in a supervised work program or other community service work under par. (cg) or any combination of these penalties. In addition, the person's operating privilege may be suspended as provided under s. 343.30 (6) (b) 2. except that if the violation of par. (a) involved a motor vehicle the person's operating privilege shall be suspended as provided under s. 343.30 (6) (b) 2.
    3. For a violation committed within 12 months of 2 previous violations, either a forfeiture of not less than \$500 or more than \$750, participation in a supervised work program or other community service work under par. (cg) or any combination of these penalties. In addition, the person's operating privilege may be suspended as provided under s. 343.30 (6) (b) 3. except that if the violation of par. (a) involved a motor vehicle the person's operating privilege shall be suspended as provided under s. 343.30 (6) (b) 3.
    4. For a violation committed within 12 months of 3 or more previous violations, either a forfeiture of not less than \$750 or more than \$1,000, participation in a supervised work program or other community service work under par. (cg) or any combination of these penalties. In addition, the person's operating privilege may be suspended as provided under s. 343.30 (6) (b) 3. except that if the violation of par. (a) involved a motor vehicle the person's operating privilege shall be suspended as provided under s. 343.30 (6) (b) 3.
- (c) Any person violating par. (b) is subject to the following penalties:
1. For a first violation, a forfeiture of not less than \$100 nor more than \$200, suspension of the person's operating privilege as provided under s. 343.30 (6) (b) 1., participation in a supervised work program or other community service work under par. (cg) or any combination of these penalties.
  2. For a violation committed within 12 months of one previous violation, either a forfeiture of not less than \$200 or more than \$300, participation in a supervised work program or other community service work under par. (cg) or any combination of these penalties. In addition, the person's operating privilege may be suspended as provided under s. 343.30 (6) (b) 2, except that if the violation of par. (b) involved a motor vehicle the person's operating privilege shall be suspended as provided under s. 343.30 (6) (b) 2.
  3. For a violation committed within 12 months of 2 previous violations, either a forfeiture of not less than \$300 or more than \$500, participation in a supervised work program or other community service work under par. (cg) or any combination of these penalties. In addition, the person's

operating privilege may be suspended as provided under s. 343.30 (6) (b) 3. except that if the violation of par. (b) involved a motor vehicle the person's operating privilege shall be suspended as provided under s. 343.30 (6) (b) 3.

4. For a violation committed within 12 months of 3 or more previous violations, either a forfeiture of not less than \$500 or more than \$1,000, participation in a supervised work program or other community service work under par. (cg) or any combination of these penalties. In addition, the person's operating privilege may be suspended as provided under s. 343.30 (6) (b) 3. except that if the violation of par. (b) involved a motor vehicle the person's operating privilege shall be suspended as provided under s. 343.30 (6) (b) 3. (cd) For purposes of par. (bs) or (c), all violations arising out of the same incident or occurrence shall be counted as a single violation.

## **Amnesty Law (125.07(5)(a))**

### **(a) In this subsection:**

1. "Bystander" means a person who is present with a crime victim at the time of or immediately following the alleged crime.

2. "Crime victim" means a person who claims to have been the victim of a crime constituting a violation under s. [940.22 \(2\)](#), [940.225](#), [940.302](#), [948.02 \(1\)](#) or [\(2\)](#), [948.025](#), or [948.05](#) to [948.095](#).

(b) Subject to par. (c), an underage person may not be issued a citation for, or convicted of, a violation of sub. [\(4\) \(a\)](#) or [\(b\)](#) if all of the following apply:

1. The underage person is a crime victim or bystander and either the crime victim or the bystander requested emergency assistance, by dialing the telephone number "911" or by other means, in connection with the alleged crime or the underage person encountered a law enforcement officer at a medical facility at which the crime victim received treatment in connection with the alleged crime.

2. The underage person remains at the scene until emergency assistance arrives and thereafter cooperates with providers of emergency assistance, including furnishing any requested information, unless the underage person lacks capacity to cooperate when emergency medical assistance arrives. If the underage person encounters a law enforcement officer at a medical facility, the underage person cooperates with the officer and furnishes any requested information, unless the underage person lacks capacity to cooperate with the officer.

(c) Paragraph [\(b\)](#) does not apply to an underage person who requests emergency assistance, by dialing the telephone number "911" or by other means, with an intention to claim the protections under par. [\(b\)](#) and knowing that the fact situation that he or she reports does not exist.

## **Controlled Substance**

### ***State of Wisconsin Uniform Controlled Substances Act***

The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and 961.41 outlines specific penalties for the violation of the regulations. 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. The distribution of a controlled substance to a minor can lead to the doubling of an authorized sentence term. Sec. 961.46, Stats.

## **Sexual Assault, Stalking, Domestic Violence (VAWA Crimes)**

### ***Sexual Assault - Wis. Stat. s. 940.225:***

#### **First Degree Sexual Assault**

Whoever does any of the following is guilty of a Class B felony. A person who commits a Class B felony can be imprisoned for up to 60 years:

- Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
- 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 to reasonably believe it to be a dangerous weapon.
- 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.

#### **Second Degree Sexual Assault**

Whoever does any of the following is guilty of a Class C felony. The penalty a Class C felony is a fine of up to \$100,000 and/or imprisonment for up to 40 years:

- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- 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.
- Has sexual contact or sexual intercourse with a person who suffers from 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.
- 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.
- Has sexual contact or sexual intercourse with another person who the defendant knows is unconscious.
- 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.
- 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.
- 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.
- 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.
- 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.

### **Third Degree Sexual Assault**

Whoever has sexual intercourse with a person without consent of that person is guilty of a Class G felony. A person who commits a Class G felony can be fined not more than \$25,000 and/or imprisoned not more than 10 years.

### **Fourth Degree Sexual Assault**

Whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor. A person who commits a Class A misdemeanor can be fined up to \$10,000 and/or imprisoned for up to 9 months in the county jail.

#### ***Consent - WIS. STAT. 940.225(4)***

“Consent” means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence:

- A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.
- A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

A person under 16 years of age is incapable of consent as a matter of law. Teens 16 and 17 years old can legally consent to sexual contact; however, they are deemed incapable of consenting to sexual intercourse as a matter of law. People who have a mental illness or deficiency, and people who are unconscious or physically unable to communicate, are assumed to be incapable of consent, but that assumption can be challenged in court.

***Marriage:*** Marriage is not a defense to sexual assault. A person may be prosecuted for assaulting his or her spouse. (Wis. Stat. 940.225 (6))

#### ***Sexual Contact - Wis. Stat. S. 940.225(5)(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:
  - 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 for 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.

#### ***Sexual Intercourse - Wis. Stat. S. 940.225(5)(B)***

“Sexual intercourse” includes the meaning assigned under s. 939.22 (36) (requiring only vulvar penetration and not emission) 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.

***Domestic Abuse - Wis. Stat. S. 813.12(1)(am)***

(am) “Domestic abuse” means any of the following engaged in by an adult family member or an 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 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). (Sexual assault).
4. A violation of s. 940.32. (Stalking).
5. A violation of s. 943.01, involving property that belongs to the individual. (Damage to property).
6. A threat to engage in the conduct under subd. 1., 2., 3., 4., or 5. (See 1-5 above).
  - (a) “Family member” means a spouse, a parent, a child or a person related by blood or adoption to another person.
  - (b) “Household member” means a person currently or formerly residing in a place of abode with another person.
  - (c) “Reasonable grounds” means more likely than not that a specific event has occurred or will occur.
  - (d) “Regular and direct contact” means face-to-face physical proximity to an individual that is planned, scheduled, expected, or periodic.
  - (e) “Tribal court” means a court established by any federally recognized Wisconsin Indian tribe or band, except the Menominee Indian tribe of Wisconsin.
  - (f) “Tribal order or injunction” means a temporary restraining order or injunction issued by a tribal court under a tribal domestic abuse ordinance adopted in conformity with this section.
  - (g) “Dating relationship” means a romantic or intimate social relationship between 2 adult individuals but “dating relationship” does not include a causal relationship or an ordinary fraternization between 2 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.

***Stalking - Wis. Stat. S. 940.32***

1. In this section:
  - (a) “Course of conduct” means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:
    1. Maintaining a visual or physical proximity to the victim.
    2. Approaching or confronting the victim.
    3. Appearing at the victim’s workplace or contacting the victim’s employer or coworkers.
    4. Appearing at the victim’s home or contacting the victim’s neighbors.
    5. Entering property owned, leased, or occupied by the victim.
    6. Contacting the victim by telephone or causing the victim’s telephone or any other person’s telephone to ring repeatedly or continuously, regardless of whether a conversation ensues. 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 subds. 1. to 9.
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.
  - 2e. Whoever meets all of the following criteria is guilty of a Class I felony:
    - (a) After having been convicted of sexual assault under s. 940.225 (sexual assault), 948.02 (sexual assault of a child), 948.025 (repeated acts of sexual assault to the same child), or 948.085 (sexual assault of a child placed in substitute care) or a domestic abuse offense, the actor engages in any of the acts listed in sub. (1) (a) 1. to 10. (see above) if the act is directed at the victim of the sexual assault or the domestic abuse offense.
    - (b) The actor knows or should know that the act will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household.
    - (c) The actor's act causes the specific person to suffer serious emotional distress or induces fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.
  - 2m. Whoever violates sub. (2) is guilty of a Class H felony if any of the following applies:
    - (a) The actor has a previous conviction for a violent crime as defined in s. 939.632(1)(e)1., or a previous conviction under this section or s. 947.013 (1r), (1t), (1v), or (1x) (harassment).
    - (b) The actor has a previous conviction for a crime, the victim of that crime is the victim of the present violation of sub. (2), and the present violation occurs within seven years after the prior conviction.
    - (c) The actor intentionally gains access or causes another person to gain access to a record in electronic format that contains personally identifiable information regarding the victim in order to facilitate the violation.
    - (d) The person violates s. 968.31 (1) (interception and disclosure of wire, electronic or oral communications) or 968.34 (1) (use of pen register or trap and trace device) in order to facilitate the violation.
    - (e) The victim is under the age of 18 years at the time of the violation.
  3. Whoever violates sub. (2) is guilty of a Class F felony if any of the following applies:
    - (a) The act results in bodily harm to the victim or a member of the victim's family or household.
    - (b) The actor has a previous conviction for a violent crime defined in s. 939.632(1)(e)1., or a previous conviction under this section or s. 947.013 (1r), (1t), (1v) or (1x) (harassment), the victim of that crime is the victim of the present violation of sub. (2), and the present violation occurs within seven years after the prior conviction.
    - (c) The actor uses a dangerous weapon in carrying out any of the acts listed in sub. (1) (a) 1 to 9.
  - 3m. A prosecutor need not show that a victim received or will receive treatment from a mental health professional in order to prove that the victim suffered serious emotional distress under sub. (2) (c) or (2e) (c).
  4.
    - (a) This section does not apply to conduct that is or acts that are protected by the person's right to freedom of speech or to peaceably assemble with others under the state and U.S. constitutions, including, but not limited to, any of the following:



1. Giving publicity to and obtaining or communicating information regarding any subject, whether by advertising, speaking or patrolling any public street or any place where any person or persons may lawfully be.
2. Assembling peaceably.
3. Peaceful picketing or patrolling.

## **Preventative Education and Training**

### **Sexual Assault, Domestic Violence & Dating Violence**

Awareness and prevention measures are key elements in reducing the risk of sexual assault, domestic violence, dating violence and/or stalking. UW-Green Bay's efforts to promote awareness and prevention of these issues includes programs and literature distributions during student and employee orientation, programs provided by the Healthy Choices Task Force, and personal safety programs taught by Public Safety Officers. These activities address how to reduce the risk of becoming a victim, report suspicious activity or a crime, emergency and non-emergency reporting, services available on campus, bystander intervention and personal safety. The Healthy Choices Task Force is comprised of students, faculty and staff, working together to address issues of relationship violence, and contributing factors such as substance abuse and mental health.

### **Healthy Choices Task Force Activities**

Healthy Choices programs and educational materials are open to the entire campus, including all students and employees.

*Denim Day/Clothes Line Project* (annual campus activity). Jeans and T-shirts designed by students were displayed during Sexual Assault Awareness Month (April) in the Union to bear witness to the survivors as well as the victims of the war against women. Bystander tips and resources were also posted.

*Walk a Mile in Her Shoes Event* (annual community event in downtown Green Bay). Students, staff members and alumni walked the event. This was a playful opportunity where participants walk a mile in high heel shoes to raise awareness of the impact of sexualize violence against women. Proceeds from the event went to the Local Sexual Assault Center and the Golden House for Domestic Violence.

*“Sex Signals”* (annual program offered at first year orientation) by Catharsis Productions used humor and improvisation in their educational presentation on topics of dating, consent and sex. Bystander intervention was stressed, encouraging students to help protect each other from possible sexual harassment or violence. “Sex Signals” offers more than just their presentation. They maintain a website with information and an active blog for questions/answers and information postings. They have a Facebook page and a Twitter account and students are given this contact information.

In addition to the “Sex Signals” program, STOP signs were placed under each chair and on the flip side of the STOP sign, students were given Title IX information such as a definition, the Title IX campus coordinator contact information and the campus sexual assault coordinator contact information. The program opened with a PowerPoint presentation that included safety tips, Title IX information, statistics, available campus resources and information on how to report a sexual assault. A Public Safety Officer, Health Educator for Sexual Violence Prevention, Associate Dean of Students, Assistant Dean of Students and advocates from the local Sexual Assault Center were available after the program for questions and answers. A packet of orientation materials, which included a brochure on consent, resources and how to report a sexual assault, was also highlighted by student ambassadors in their small group meetings with new students. 385 Students attended.

### ***One Love Escalation Workshop***

The Student Affairs **Healthy Choices Task Force** in collaboration with **Athletics** and the **Golden House** sponsored this engaging 1.5-hour film workshop, which is designed to transform the way students view and discuss relationship abuse. The One Love Foundation was developed in memory of Yearly Love, a senior at UVA who was killed by her ex-boyfriend, designed the workshop. Student leaders were trained to facilitate the small group discussions that occurred after the film. The Healthy Choices Task force and Golden House provided handouts re: how to define healthy and unhealthy relationships, how to help a friend who may be in an abusive relationship as well as local and national resources.

Impact/Benefit: 235 + total participants attended the two programs. All athletes were required to attend. Per written evaluation feedback:

99.5% (205/206) reported they were more aware of campus and community resources

99.1% (209/211) felt they could develop healthy relationship goals for their future

99.1% (209/211) were able to identify signs of an unhealthy relationship

98.6% (204/207) felt empowered to take action when they see signs of violence in a relationship

Staff members from the nearby St. Norbert College were also invited and present.

***Think About It online training*** by Everfi- All students at UW- Green Bay were required to complete the Think About It Training starting in fall 2016. Additionally, since fall 2017, all new freshman and transfer students were subsequently invited each semester. More than 90% of freshman students invited during the 2017-2018 have completed the training. Holds were placed on individual student accounts starting in spring 2018, until training was completed.

### **Alcohol and Drug Abuse Education**

UW-Green Bay offers alcohol and other drug programming, counseling, assessments, referrals, employee assistance program, dissemination of informational materials, and mandatory programming attendance for violators of alcohol and other drug violations. Below is a sampling of programs offered:

***Alcohol and Other Drug Assessments*** - Student and employee alcohol and other drug assessments and consultations are available through the Counseling and Health Center. Assessments are provided by a state licensed counselor and Substance Abuse Specialist. Follow up recommendations are provided for services on campus or in the community. Self-referrals can be made by calling (920) 465-2380. Employees may obtain resource and referral assistance to community providers as part of the EAP Program.

***Think about It-Alcohol*** - An online alcohol education class normally used as a first offense sanction. The course takes about 60-90 minutes to complete.

***Insight*** - Insight is a six hour alcohol education program, normally used as a sanction for a second offense. Curriculum was developed by Prevention Research Institute based on the Lifestyle Risk Reduction Model, the Trans theoretical model, and persuasion theory; emphasizes changing participants' perceptions of the risks of drug and alcohol use and related attitudes and beliefs. This course is currently taught by state licensed professional counselors from the campus' Counseling and Health Center. Classes are scheduled by the Dean of Students office.

***THC (Marijuana)*** - A 1:1 discussion with a state licensed counselor and Substance Abuse Specialist incorporating research based and individualized information about cannabis (Marijuana). The objective of

the session is to provide an opportunity for students to self-evaluate their personal use of cannabis, determine their personal risk factors and identify how their choice (s) may impact their personal or academic goals and health. Sessions are scheduled by the Dean of Students office.

***DUI Simulator Car Event***– As part of the Inclusivity Health Fair a car was driven into Union and connected to a computer to simulate what it is like to drive under the influence of alcohol. 48 students participated. Evaluation: N=39. 100% reported that the event should be offered again. 85% strongly agreed/agreed that the virtual driving experience was helpful.

***Inclusivity Health Fair*** is offered yearly and includes the Pour Me Booth - How to measure by standardized drink amounts and safe ride resources. More than 210 students attended.

***Don't Get Baked Brownie Event*** and ***Oxygen Bar***- Edible brownies individually wrapped with messages on the packages on the effects of marijuana edibles were distributed in advance of 4/20 "National Pot Day". Additionally, on 4/20 the task force sponsored an Oxygen Bar at GB Nites that gave students the opportunity to sample various scents of oxygen through individual nasal cannulas as a drug free alternative. More than 400 students attended this event.

## **Training for New Employees**

### ***New Employee Onboarding:***

(<http://www.uwgb.edu/onboarding/>)

Onboarding is a continuum of activities that occur during the first six months of a new staff member's employment. These activities may include job-specific orientation, personal benefits orientation, Human Resources orientation, formal mentor programs, and assistance from peers, all with the goal of helping employees acclimate to a new professional environment. All new employee online training must be completed within the first 30 days of employment.

### ***Campus Connection Program:***

(<https://www.uwgb.edu/onboarding/your-first-week/mentor-program-catl/>)

The Campus Connection Program matches new employees with an existing employee (called a "Campus Resource Person") to help with any questions and assist you as you transition into their new position at UWGB.

### ***Harassment Prevention Online Training:***

(<http://www.uwgb.edu/human-resources/learning-development/required-training/?viewmode=0>)

This program provides learning opportunities for understanding, preventing, and responding to harassment and discrimination and takes approximately one to two hours to complete. Successful completion of this training is required and must be recorded online.

### ***Keeping Children Safe, Executive Order 54 Online Training:***

(<http://www.uwgb.edu/human-resources/learning-development/required-training/?viewmode=0>)

This training helps the employee understand their obligations for reporting suspected child abuse and neglect. New employees are required to achieve 100% on the quiz to complete the training, but may take the quiz more than once. The results of the test are recorded.

### ***Campus Security Authority Training:***

[\(http://www.uwgb.edu/public-safety/clery/clery-csa-training/\)](http://www.uwgb.edu/public-safety/clery/clery-csa-training/)

All new employees who are designated as “Campus Security Authority” must complete the Campus Security Authority (CSA) online training. The results of this training are recorded.

## **Investigation, Adjudication and Sanction**

The UW-Green Bay student conduct system supports a campus community which is welcoming, safe and supportive of academic and personal growth. The student conduct system accomplishes this by providing students a prompt fair and impartial process from the initial investigation to the final result while being aware of campus expectations, addressing complaints and holding students accountable for their actions. Maintaining fairness, objectivity and respect for each individual is also part of this process. Through the student conduct process students will learn critical thinking skills and inclusivity of other viewpoints so individuals can make the personal choices right for themselves and the campus community.

### **Reporting VAWA Crimes**

#### ***Sexual Assault, Stalking, Domestic Violence, Dating Violence***

All members of the campus community are urged to immediately report crimes, suspicious actions, occurring on the campus to Public Safety, including crimes as defined by the Violence Against Women Act (sexual assault, stalking, domestic violence, dating violence). A sworn law enforcement officer will actively investigate all allegations of criminal acts, UWS violations, and incidents or service related calls that occur on University Lands to ensure safety of persons on University Lands. The investigation must be fair, objective, and specific. Clery reported crimes or policy violations involving students will be documented and forwarded to the appropriate campus stakeholders such as the Dean of Students Office.

For VAWA crimes in progress, students, staff and campus visitors can call 911 (from campus phones) or 911 use of emergency phones (blue lights), elevator emergency telephones or by calling Public Safety at (920) 465-2300 ext. 1. All other reports may be made by calling Public Safety at (920) 465-2300 ext. 1, or by reporting in person to Public Safety, located in the Instructional Services Building, Room 1024.

Victim or witnesses may report a VAWA crime on a voluntary basis to the Dean of Students Office (920-465-2152), or Residence Life (920-465-2040). More contact information is included in the Resources for Help section below. Reports of this nature are filed with Public Safety for inclusion in the Annual Security Report and the University’s crime statistics. There will be no formal Public Safety investigation of the incident unless requested, or if the report creates a safety concern for self or others.

Victim or witnesses may report a VAWA crime on a confidential basis to counselors at the Counseling & Health Center (920-465-2380), who are the only professional counselors on campus as defined under the Clery Act. UW-Green Bay does not have pastoral counselors on campus for Clery purposes. More contact information is included in the Resources for Help section below. Reports of this nature are filed with Public Safety for inclusion in the Annual Security Report and the University’s crime statistics. There will be no formal Public Safety investigation of the incident unless requested, or if the report creates a safety concern for self or others. Counselors at the Counseling & Health Center, informed by persons being counseled of a crime, are encouraged to inform the client that crimes can be reported to them or to the Dean of Students Office on a voluntary basis for inclusion in the University’s crime statistics.

## Disciplinary Procedures

Over the course of an investigation of sexual assault, domestic violence, dating violence and/or stalking allegations, the following steps will be taken. The order of these steps may vary depending on the nature or severity of the incident or pattern of incidents.

- Initial complaint (may or may not be from the victim)
- Initial interview of victim
- Collection of evidence
- Notice of charges provided to accused
- Initial interview with accused
- Interviews of witnesses
- Follow-up interviews with both victim and accused
- Case summary compiled
- Case reviewed by the Title IX Coordinator and the Sexual Assault Response Team
- Statement of charges for suspension provided to accused
- Hearing date set
- Settlement offered to the accused by the university
- Final results provided to both accused and victim
- Notice of appeal process provided to both accused and victim

For more detail, please see the [Student Non-Academic Disciplinary Procedures \(UWS Chapter 17\)](#)

### *Timeline*

The University strives to respond to all cases of this nature in a timely fashion so as to minimize the negative impacts it may have on all parties. The timeline for cases of any form of relationship violence varies depending on the nature of the incident, the number of witnesses, cooperation of all related parties and amount of supporting evidence to gather. In general all evidence and interviews are conducted in 14 days or less. Final hearings and appeals will extend beyond the 14 days if they are to take place. An investigation may be temporarily postponed while law enforcement gathers evidence, then will be promptly resumed. Any postponements or extensions will be communicated to the complainant and respondent.

### *Decision Making*

Few, if any, decisions are made by one person. All investigators and decision makers in the process undergo annual training in relation to VAWA related cases. Investigations often involve co-investigators, who report their findings to the appropriate Title IX Coordinator for review of thoroughness and acceptable levels of evidence. If a case is moved forward to a suspension hearing, a committee of three members of the Student Misconduct Committee will hear the case. All final results of an investigation must be supported by a preponderance level of evidence in order for the accused to be held responsible for any charge of sexual assault, domestic violence, and dating violence or stalking. If the accused is a university employee, the process will be defined by the appropriate employment handbook and investigated by the Human Resources staff. For more see the related handbooks for further details:

[Faculty Handbook](#)

[Academic Staff Handbook](#)

[University Staff Handbook](#)

## ***Prohibition on Retaliation***

An institution, or an officer, employee, or agent of the institution may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities after reporting a situation involving sexual assault, domestic violence, dating violence and/or stalking. Retaliation against a complainant or respondent for exercising his or her rights under these procedures is prohibited and may be subject to disciplinary action pursuant to UWS Chapter 17.09. A complainant or respondent who has experienced retaliation should notify one of the investigating officer, a Title IX official, Public Safety or the Dean of Students Office.

## **Rights of the Victim/Complainant**

The following rights are provided to victims/complainants of sexual assault, domestic violence, dating violence or stalking regardless of whether the victim/complainant chooses to file a complaint or the incident happened on or off campus. The following rights are provided in writing to the victim/complainant:

- To seek or not to seek criminal charges and/or file a University disciplinary complaint.
- To request protection from harm or threat of harm arising out of cooperation with law enforcement and prosecution efforts and to be provided information on the level of protection available.
- Not be required to keep the outcome of the university's results confidential, or be prohibited from discussing the case.
- To appeal the outcome of a disciplinary proceeding.
- Be informed of their options to notify law enforcement.
- To receive written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, financial assistance and other social services available to victims, both within the institution and in the community including how to apply for all of these services.
- UW-Green Bay will provide written notification to victims of options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The University will identify all available living and academic options to the victim. UW-Green Bay will make such accommodations as requested by victim if they are reasonably available; regardless of whether or not the victim chooses to report the crime to campus or local law enforcement; and UW-Green Bay must provide all available options to victim. UW-Green Bay must comply with victim's request for living/academic change. All protective measures will be kept confidential to the extent possible.
- To obtain a free forensic exam from a Sexual Assault Nurse Examiner (SANE) without filing a police report or involving the police in any way. Other hospital charges may apply.
- The right to a victim advocate of their choosing.
- To access STI (sexually transmitted infection) testing and treatment, emergency contraception, and pregnancy testing either on campus or in the community.
- To request and have access to their own medical, mental health, Sexual Assault Nurse Examiner (SANE), campus disciplinary, and/or victim advocacy services.
- To have options for offering their testimony in a campus disciplinary hearing, including via phone, video conferencing, written statement or with a room partition between the parties.
- Regardless of whether offense occurred on or off campus all of the above options are available.

For more information, please visit the [Dean of Students](#) or [Counseling and Health Center](#) websites.

## **Rights of Parties**

The following rights are provided to both the victim/complainant and the accused/respondent:

- Interim, protective, and supportive measures will be offered to both parties starting with initial contact. This may include, but is not limited to: change in living environment, no contact orders, adjustments to academic courses, counseling and health services, safe walks, change in on campus work schedules, restrictions from areas of campus, assistance with immigration status.
- The university treats all cases of this nature to be highly confidential in nature. Only parties with a determined need to know will be provided information, and only the minimum information necessary for their assistance in the case.
- The process of investigation and final decision will be a prompt, fair, and impartial process with a goal of achieving the final result in 60 days or less.
- University officials in this process will not have a conflict of interest. Officials will also have undergone annual training in procedures to help protect the safety of victims and promotes accountability for behaviors harmful to the university community. Topic specific trainings on dating violence, domestic violence, sexual assault and stalking will also be provided to all appropriate officials.
- Parties are allowed to be accompanied by an advisor of their choice to all meetings, conferences or hearings. This advisor can be a family member, friend, advocate and even an attorney. The advisor may have restrictions on the level in which they may participate in the proceedings. The university will share this in advance if notified an advisor is attending.
- Any and all results of any proceedings will be shared with each party at all steps and/or levels of the process. This includes initial and interim measures as well as final results of a conference or hearing. Results will include any findings of policy violations and resulting sanctions should any be assigned. If appropriate, next steps such as instructions on how to request an appeal will be included in the notice. Notice can be done by email, phone or in person.
- Notification of any changes made to the results of the proceedings prior to those results becoming final.
- All parties to the disciplinary proceedings shall have the right to access the record of the disciplinary proceedings. No other individuals shall have the ability to access this information. In the event that the crime or violation results in death of the victim, the right to disclosure shall pass to the victim's next of kin.

## **Sanctions**

The disciplinary sanctions that may be imposed for nonacademic misconduct by a student, in accordance with UWS 17.11 to 17.13, are any of the following:

- (a) A written reprimand.
- (b) Denial of specified university privileges.
- (c) Payment of restitution.
- (d) Educational or service sanctions, including community service.
- (e) Disciplinary probation.
- (f) Imposition of reasonable terms and conditions on continued student status.
- (g) Removal from a course in progress.
- (h) Enrollment restrictions on a course or program.
- (i) Suspension.
- (j) Expulsion.

As per UWS Chapter 17.12(4)(b), at all times, the respondent shall have the opportunity to hear and respond to the information presented against her or him and be afforded the opportunity to present questions to adverse witnesses, including the complainant. Hearing procedures may be modified to allow the complainant to provide information in a manner that prevents a hostile environment. Such modifications may include, but are not limited to, having the complainant and respondent pose questions to each other through their respective advisors or the hearing committee.

### ***VAWA Sanctions***

For non-academic disciplinary violations which are based on VAWA violations (sexual assault, stalking, domestic violence, and dating violence) the sanction is subject to the circumstance and finder of fact. The disciplinary sanctions may include in accordance with UWS 17.11 to 17.13, are any of the following:

- (a) A written reprimand.
- (b) Denial of specified university privileges.
- (c) Payment of restitution.
- (d) Educational or service sanctions, including community service.
- (e) Disciplinary probation.
- (f) Imposition of reasonable terms and conditions on continued student status.
- (g) Removal from a course in progress.
- (h) Enrollment restrictions on a course or program.
- (i) Suspension.
- (j) Expulsion.



***Alcohol or Drug Violations Sanctions***

The following guidelines are the agreed upon minimum sanctions for the listed policy violations. Factors related to the incident and the individual will impact the actual sanction assigned to a student. These guidelines serve to provide consistency as different individuals serve as hearing administrators or hearing bodies.

Alcohol violations include: underage possession or consumption, hosting, providing or possession in an area of campus where alcohol is not allowed (i.e. residence halls, campus grounds). Students over the age of 21 may be found responsible for violation of alcohol policies and will be sanctioned similarly to students **under the legal drinking age**.

<b>VIOLATION</b>	<b>SANCTION</b>
1 <sup>st</sup> Alcohol	Think About It: Alcohol (1 hr) <b>AND</b> warning
2 <sup>nd</sup> Alcohol	Insight (6 hrs) <b>AND</b> 6 mo. probation <b>AND</b> 10 Hours of Community Engagement  *Community Engagement can include community service, attending programs or planning events. Board must specify what students will do.  ** Parental notification after 2 <sup>nd</sup> alcohol offense (if student under the age of 21)
3 <sup>rd</sup> Alcohol	Alcohol Assessment <b>AND</b> 12 months' probation  *housing termination if residential student

***Marijuana or Drug Paraphernalia***

<b>VIOLATION</b>	<b>SANCTION</b>
1 <sup>st</sup> Marijuana/ Paraphernalia	Think About It - Drugs, the THC Course and 6 months disciplinary probation. Parent notification if the student is under 21 years of age.
2 <sup>nd</sup> Marijuana/ Paraphernalia	Drug Assessment with a Certified Substance Abuse Counselor. Termination of student housing contact if living on campus. Suspension from all of University Housing for 12 months.
3 <sup>rd</sup> Marijuana/Paraphernalia	Suspension from all UW Campuses for 12 months.
Drug Dealing or Providing	Ranges from 18 month suspension from all UW campuses to expulsion from all UW campuses.

## **Wisconsin Statutes and Administrative Code UWS 17**

UWS Chapter 17 is a part of the University of Wisconsin Administrative Code and was adopted by the Board of Regents as a set of disciplinary procedures for the University System. It defines conduct by students that may result in University discipline because it causes harm either to another member of the University community or to the University itself. UWS Chapter 17 also describes the sanctions which may be imposed and the procedures for carrying out disciplinary actions. Due process for students accused of misconduct is an important part of these procedures. (Note: Academic misconduct is covered in UWS Chapter 14. UWS Chapters 17 and 18 apply to nonacademic student misconduct; faculty and academic staff are governed by UWS Chapters 4, 7, and 11.)

Nonacademic misconduct policies cover a broad spectrum of conduct involving students' behavior wherever it takes place. A student may be subject to discipline for conduct that is or already has been the subject of criminal action. This means that a student ticketed or arrested by law enforcement may also be subject to misconduct proceedings. A student may also be subject to discipline for conduct occurring in University Housing. (Note: See the UWS Chapter 17 policies for a complete description of offenses & penalties; see the UWS Chapter 17 procedures for campus specific implementation guidelines.)

### ***UWS 17.09 Conduct Subject To Disciplinary Action***

In accordance with s. UWS 17.08, the university may discipline a student for engaging in, attempting to engage in, or assisting others to engage in any of the following types of nonacademic misconduct:

- (1) **DANGEROUS CONDUCT.** Conduct that endangers or threatens the health or safety of oneself or another person.
- (2) **SEXUAL ASSAULT.** Conduct defined in s. 940.225, Stats. (See the State of Wisconsin Crime Statutes and Definitions section of this document).
- (3) **STALKING.** Conduct defined in s. 940.32, Stats. (See the State of Wisconsin Crime Statutes and Definitions section of this document).
- (4) **HARASSMENT.** Conduct defined in s. 947.013, Stats. (See the State of Wisconsin Crime Statutes and Definitions section of this document).
- (5) **HAZING.** Conduct defined in s. 948.51, Stats.
- (6) **ILLEGAL USE, POSSESSION, MANUFACTURE, OR DISTRIBUTION OF ALCOHOL OR CONTROLLED SUBSTANCES.** Use, possession, manufacture, or distribution of alcoholic beverages or of marijuana, narcotics, or other controlled substances, except as expressly permitted by law or university policy.
- (7) **UNAUTHORIZED USE OF OR DAMAGE TO PROPERTY.** Unauthorized possession of, use of, moving of, tampering with, damage to, or destruction of university property or the property of others.
- (8) **DISRUPTION OF UNIVERSITY-AUTHORIZED ACTIVITIES.** Conduct that obstructs or impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a person to participate in university-run or university-authorized activities.
- (9) **FORGERY OR FALSIFICATION.** Unauthorized possession of or fraudulent creation, alteration, or misuse of any university or other governmental document, record, key, electronic device, or identification.
- (10) **MISUSE OF COMPUTING RESOURCES.** Conduct that involves any of the following:
  - (a) Failure to comply with laws, license agreements, and contracts governing university computer network, software, and hardware use.
  - (b) Use of university computing resources for unauthorized commercial purposes or personal gain.
  - (c) Failure to protect a personal password or university-authorized account.
  - (d) Breach of computer security, invasion of privacy, or unauthorized access to university computing resources.

- (11) **FALSE STATEMENT OR REFUSAL TO COMPLY REGARDING A UNIVERSITY MATTER.** Making a knowingly false oral or written statement to any university employee or agent of the university regarding a university matter, or refusal to comply with a reasonable request on a university matter.
- (12) **VIOLATION OF CRIMINAL LAW.** Conduct that constitutes a criminal offense as defined by state or federal law.
- (13) **SERIOUS AND REPEATED VIOLATIONS OF MUNICIPAL LAW.** Serious and repeated off-campus violations of municipal law.
- (14) **VIOLATION OF CH. UWS 18.** Conduct that violates Ch. UWS 18, including, but not limited to, provisions regulating fire safety, theft, and dangerous weapons.
- (15) **VIOLATION OF UNIVERSITY RULES.** Conduct that violates any published university rules, regulations, or policies, including provisions contained in university contracts with students.
- (16) **NONCOMPLIANCE WITH DISCIPLINARY SANCTIONS.** Conduct that violates a sanction, requirement, or restriction imposed in connection with previous disciplinary action.
- (17) **DATING VIOLENCE.** Violence committed by a student against another person with whom they are in a “dating relationship” as defined in s. 813.12 (1) (ag), Stats.
- (18) **DOMESTIC VIOLENCE.** Conduct defined as “domestic abuse” in ss. 813.12 (1) (am) and 968.075, Stats.
- (19) **SEXUAL HARASSMENT.** Conduct defined in s. 111.32 (13), Stats., or as defined in Board of Regent Policy that addresses sexual harassment

***UWS 17.11 Disciplinary Procedure***

- (1) **PROCESS.** The investigating officer may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed in s. UWS 17.10 (1).
- (2) **CONFERENCE WITH RESPONDENT.** When the investigating officer concludes that proceedings under this section are warranted, the investigating officer shall promptly contact the respondent in person, by telephone, or by electronic mail to offer to discuss the matter, review the investigating officer’s basis for believing that the respondent engaged in nonacademic misconduct, and to afford the respondent an opportunity to respond. If the respondent fails to respond to the investigating officer, the investigating officer may proceed to make a determination on the basis of the available information. A complainant shall have all the rights provided to the respondent in this subsection
- (3) **.DETERMINATION BY THE INVESTIGATING OFFICER THAT NO DISCIPLINARY SANCTION IS WARRANTED.** If, as a result of a discussion under sub. (2) or review of available information, the investigating officer determines that nonacademic misconduct did not in fact occur, or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action. The investigating officer shall simultaneously notify the respondent and the complainant of this outcome and offer to discuss it separately with either one. If the investigating officer determines that nonacademic misconduct did not occur or that no disciplinary sanction is warranted, the complainant may appeal this decision in accordance with s. [UWS 17.13](#).
- (4) **PROCESS FOLLOWING DETERMINATION BY THE INVESTIGATING OFFICER THAT NONACADEMIC MISCONDUCT OCCURRED.** (a) If, as a result of a discussion under sub. (2) or review of available information, the investigating officer determines that nonacademic misconduct did occur and that one or more of the disciplinary sanctions listed under s. UWS 17.10 (1) should be recommended, the investigating officer shall prepare a written report which shall contain all of the following:
  - 1. A description of the alleged misconduct.
  - 2. A description of all information available to the university regarding the alleged misconduct. Such information shall be available to the complainant and the respondent, except as may be precluded by applicable state or federal law.
  - 3. Specification of the sanction sought.
  - 4. Notice of the respondent’s right to a hearing.
  - 5. A copy of this chapter and of the institutional procedures adopted to implement this section.

(b) The written report shall be delivered simultaneously to the respondent and complainant, excluding any information that may be precluded by applicable state or federal law.

(c) A respondent who receives a written report under this section has the right to a hearing under s. [UWS 17.12](#) to contest the determination that nonacademic misconduct occurred, the choice of disciplinary sanctions, or both.

**History: CR 08–099: cr. Register August 2009 No. 644, eff. 9–1–09; correction to (1) (title) made under s. 13.92 (4) (b) 2., Stats., Register August 2009 No. 644**

### **UWS 17.12 Hearing**

(1) A respondent who requests a hearing, or for whom a hearing is scheduled under s. UWS 17.11 (4) (c) (2) shall have the right to decide whether the matter will be heard by a hearing examiner or a hearing committee. In cases of sexual assault, dating violence domestic violence, stalking, or sexual harassment the university shall have the right to decide whether the matter will be heard by a hearing examiner or a hearing committee.

(2) If a respondent requests a hearing under s. UWS 17.11 (4) (c) 1., or a hearing is required to be scheduled under s. UWS 17.11 (4) (c) 2., the student affairs officer shall take the necessary steps to convene the hearing and shall schedule it within 15 days of receipt of the request or written report. The hearing shall be conducted within 45 days of receipt of the request or written report, unless a different time period is mutually agreed upon by the respondent and investigating officer, or is ordered or permitted by the hearing examiner or committee.

(3) No less than 5 days in advance of the hearing, the hearing examiner or committee shall obtain from the investigating officer, in writing, a full explanation of the facts upon which the determination of misconduct was based, and shall provide the respondent with access to or copies of the investigating officer's explanation, together with any other materials provided to the hearing examiner or committee by the investigating officer, including any additional available information of the type described in s. UWS 17.11 (4) (a) 2.

(4) The hearing shall be conducted in accordance with the following guidance and requirements:

(a) The hearing process shall further the educational purposes and reflect the university context of nonacademic misconduct proceedings. The process need not conform to state or federal rules of criminal or civil procedure, except as expressly provided in ch. UWS 17.

(b) The respondent shall have the right to question adverse witnesses, the right to present information and witnesses, the right to be heard on his or her own behalf, and the right to be accompanied by an advisor of the respondent's choice. The advisor may be a lawyer. In cases where the recommended disciplinary sanction is identified in s. [UWS 17.10 \(1\) \(a\) to \(h\)](#), the advisor may counsel the respondent but may not directly question adverse witnesses, present information or witnesses, or speak on behalf of the respondent except at the discretion of the hearing examiner or committee. In cases where the recommended disciplinary sanction is identified in s. [UWS 17.10 \(1\) \(i\) or \(j\)](#), or where the respondent has been charged with a crime in connection with the same conduct for which the disciplinary sanction is sought, the advisor may question adverse witnesses, present information and witnesses, and speak on behalf of the respondent. In accordance with the educational purposes of the hearing, the respondent is expected to respond on his or her own behalf to questions asked of him or her during the hearing. The complainant shall have all the rights provided to the respondent in this subsection.

(c) The hearing examiner or committee:

1. Shall admit information that has reasonable value in proving the facts, but may exclude immaterial, irrelevant, or unduly repetitious testimony.
2. Shall observe recognized legal privileges.
3. May take reasonable steps to maintain order, and to adopt procedures for the questioning of a witness appropriate to the circumstances of that witness's testimony, provided, however, whatever procedure is adopted, the student is allowed to effectively question the witness.

(d) The hearing examiner or committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. The respondent and the complainant may access the record, except as may be precluded by applicable state or federal law.

(e) The hearing examiner or committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.

- (f) A hearing examiner's or committee's finding of nonacademic misconduct shall be based on one of the following:
  1. Clear and convincing evidence, when the sanction to be imposed is one of those listed in s. UWS 17.10 (1) (h) to (j).
  2. A preponderance of the evidence, when the sanction to be imposed is one of those listed in s. UWS 17.10 (1) (a) to (g).
  3. A preponderance of the evidence, regardless of the sanction to be imposed, in all cases of sexual harassment and sexual assault.
- (g) The hearing examiner or committee may impose one or more of the disciplinary sanctions listed in s. UWS 17.10 (1) (a) to (g) that differs from the recommendation of the investigating officer. Sanctions under s. UWS 17.10 (1) (h) to (j) may not be imposed unless previously recommended by the investigating officer.
- (h) The hearing shall be conducted by the hearing examiner or committee, and the university's case against the respondent shall be presented by the investigating officer or his or her designee.
- (i) The decision of the hearing examiner or committee shall be prepared within 14 days of the hearing, and delivered simultaneously to the respondent and the complainant, excluding information that may be precluded by state or federal law. The decision shall become final within 14 days of the date on the written decision, unless an appeal is taken under s. UWS 17.13.
- (j) If a party fails to appear at a scheduled hearing and to proceed, the hearing examiner or committee may either dismiss the case or, based upon the information provided, find that the student committed the misconduct alleged.
- (k) Disciplinary hearings are subject to the Wisconsin open meetings law and may be closed if the respondent or complainant requests a closed hearing or if the hearing examiner or committee determines that it is necessary to hold a closed hearing, as permitted under the Wisconsin open meetings law. Deliberations of the committee shall be held in closed session, in accordance with s. 19.85, Stats. As such, proper notice and other applicable rules shall be followed.

### ***UWS 17.13 Appeal to the Chancellor***

- (1) Where the sanction prescribed by the hearing examiner or committee is one of those listed in s. UWS 17.10 (1) (h) to (j), the respondent may appeal to the chief administrative officer within 14 days of the date of the written decision to review the decision of the hearing examiner or committee, based upon the record. In cases involving sexual assault, dating violence, domestic violence, stalking or sexual harassment, the complainant shall be notified of the appeal.
- (2) In cases involving sexual assault, dating violence, domestic violence, stalking or sexual harassment, the following appeal rights shall be provided
  - (a) The complainant may appeal in writing to the chief administrative officer within 14 days of the date of the decisions of the investigating officer pursuant to s. UWS 17.11 (3) or the hearing committee or examiner pursuant to s. UWS 17.12 (4) (i). The appeal shall be based upon the record. The respondent shall be notified of the appeal.
  - (b) The respondent may appeal in writing to the chief administrative officer within 14 days of the date of the decision of the hearing committee, or examiner pursuant to s. UWS 17.12 (4) (i). The appeal shall be based upon the record. The complainant shall be notified of the appeal.
- (3) The chief administrative officer has 30 days from receipt of an appeal to respond and shall sustain the decision unless the chief administrative officer finds any of the following:
  - (a) The information in the record does not support the findings or decision.
  - (b) Appropriate procedures were not followed which resulted in material prejudice to the respondent or complainant.
  - (c) The decision was based on factors proscribed by state or federal law.
- (4) If the chief administrative officer makes a finding under sub. (3), the chancellor may return the matter for consideration, or may invoke an appropriate remedy of his or her own. The chief administrative officer's decision shall be communicated simultaneously to the respondent and the complainant.

### ***UWS 17.14 Discretionary Appeal to the Board of Regents***

Institutional decisions under ss. UWS 17.11 to 17.13 shall be final, except that the board of regents may, at its discretion, grant a review upon the record, upon written request submitted by any party within 14 days of the final institutional decision. In cases involving sexual assault, dating violence, domestic violence, stalking, or sexual harassment, the non-appealing party shall receive notice of the appeal.

### ***UWS 17.15 Settlement***

The procedures set forth in this chapter allow the university and a respondent to enter into a settlement agreement regarding the alleged misconduct, after proper notice has been given. Any such agreement and its terms shall be in writing and signed by the respondent and the investigating officer or student affairs officer. The case is concluded when a copy of the signed agreement is delivered to the respondent. The investigating officer shall confer with the complainant regarding the proposed settlement and provide notice of the outcome.

### ***UWS 17.16 Effect of Discipline within the Institution***

A respondent who, at the time of commencement, is subject to a continuing disciplinary sanction under s. UWS 17.10 (1) or unresolved disciplinary charges as a result of a report under s. UWS 17.11, shall not be awarded a degree during the pendency of the sanction or disciplinary proceeding.

### ***UWS 17.17 Effect of Suspension or Expulsion within the University System***

- (1) Suspension or expulsion shall be system wide in effect and shall be noted on an individual's transcript, with suspension noted only for the duration of the suspension period.
- (2) A student who is suspended from one institution in the University of Wisconsin System may not enroll in another institution in the system until the suspension has expired by its own terms, except as provided in s. UWS 17.18.
- (3) A student who is expelled from one institution in the University of Wisconsin System may not enroll in another institution in the system, except as provided in s. UWS 17.18.
- (4) A person who is in a state of suspension or expulsion from the university under this chapter, or who leaves or withdraws from the university while under nonacademic misconduct charges under this chapter, may not be present on any campus without the written consent of the chief administrative officer of that campus.
- (5) Upon completion of a suspension period, a student who is academically eligible may re-enroll in the institution which suspended him or her, provided all conditions from previous disciplinary sanctions have been met.

### ***UWS 17.19 Emergency Suspension***

- (1) The chief administrative officer may impose an emergency suspension on a respondent, pending final institutional action on a report of nonacademic misconduct, in accordance with the procedures of this section.
- (2) The chief administrative officer of each institution may impose an emergency suspension on a respondent when all of the following conditions are met:
  - (a) The investigating officer has made a reasonable attempt to offer the respondent the opportunity for discussion, either in person or by telephone.
  - (b) The investigating officer recommends a sanction of suspension or expulsion.
  - (c) The chief administrative officer concludes, based on the available information, that the misconduct occurred and that the respondent's continued presence on campus meets one or more of the following conditions:
    1. Would constitute a potential for serious harm to the respondent.
    2. Would constitute a potential for serious harm to others.
    3. Would pose a threat of serious disruption of university-run or university-authorized activities.
    4. Would constitute a potential for serious damage to university facilities or property.
- (3) If the chief administrative officer determines that an emergency suspension is warranted under sub. (2), the chief administrative officer shall promptly have written notification of the emergency suspension delivered to the respondent. The chief administrative officer's decision to impose an emergency suspension shall be effective immediately when delivered to the respondent and is final.

- (4) Where an emergency suspension is imposed, the hearing on the underlying allegations of misconduct shall be held, either on or outside of university lands, within 21 days of the imposition of the emergency suspension, unless the respondent agrees to a later date.
- (5) An emergency suspension imposed in accordance with this section shall be in effect until the decision in the hearing on the underlying charges pursuant to s. UWS 17.12 is rendered or the chief administrative officer rescinds the emergency suspension. In no case shall an emergency suspension remain in effect for longer than 30 days, unless the respondent agrees to a longer period.
- (6) If the chief administrative officer determines that none of the conditions specified in sub. (2) (c) are present, but that misconduct may have occurred, the case shall proceed in accordance with s. UWS 17.12.

## **APPENDIX “A”**

### **UW-Green Bay Clery**

### **Emergency Notification and Timely Warning Policy**

#### **PURPOSE:**

To establish the parameters for Timely Warnings and Emergency Notifications for compliance with the “*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*” as amended in 2008 (commonly referred to as the “*Clery Act*”) for the University of Wisconsin – Green Bay.

#### **Definitions**

**Emergency Notification** An announcement to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. “Immediate threat” is defined as an imminent or impending threat which could include a significant fire, outbreak of a serious illness, extreme weather conditions, gas leak, armed suspect, terrorist incident, bomb threat, civil unrest, explosion, chemical spill, or other dangerous situation. More information can be found on the Public Safety website.

**Timely Warning** UWGB is required to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. This includes crimes where the circumstances indicate that there may be a serious or continuing threat to students or employees. The decision to issue a timely warning must be decided on a case-by-case basis in light of all the facts surrounding a crime, including such factors as:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

#### **POLICY:**

##### **Timely Warnings**

UW–Green Bay is committed to insuring Timely Warnings are made in a manner that is timely to members of the community of the occurrence of Clery act crimes: Criminal homicide (murder, non-negligent manslaughter, negligent manslaughter), Sex offenses (rape, fondling, incest and statutory rape), robbery, Aggravated Assault, Burglary, Motor Vehicle theft and Arson or other serious crimes against people that occur on campus or near campus, where is determined that the incident may pose an on-going threat to the members of the campus community. When time permits, Public Safety will consult with one or more of the following offices in order to develop Timely Warning notices for the campus community and which segments of the campus are impacted and require notification: Marketing and University Communications, Vice Chancellor of Business and Finance, Chancellors Office and the Vice Chancellor for Student Affairs and Campus Climate. Public Safety or University Communications will distribute a notification.

##### **Emergency Notification**

UW–Green Bay is committed to insuring Emergency Notifications are made in a manner that is timely to members of the community. Upon confirmation of an emergency, dangerous situation, or a crime which poses an immediate and/or continuing threat to the health or safety of students, employees, or others, Public Safety or University Communications will, without delay, and taking into account the safety of the community, determine the content of the notification, determine who and what segments of the campus community to notify and initiate the notification system for the Emergency Notification message to the campus community, unless the notification will, in the



professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Follow up information is provided as needed. Public Safety will send Emergency Notification messages, without consultation, when emergency situations dictate that messages be sent immediately. The previously mentioned offices will assist with follow-up communications to the campus community.

The Vice Chancellor for Student Affairs and Campus Climate or his/her designee is authorized to activate the Emergency Notification when it is his/her professional opinion that a health emergency exists. The Vice Chancellor for Student Affairs and Campus Climate after will, without delay, and taking into account the safety of the community, determine the content of the notification, determine who and what segments of the campus community to notify and initiate the notification system for the Emergency Notification message to the campus community, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Follow up information is provided as needed.

### **Protocols**

Appropriate protocols will be developed and followed to ensure Emergency Notifications and Timely Warnings are appropriately issued. The Clery Compliance Officer will receive and properly store information related to the decision making process and the notification process related to Emergency Notification and Timely Warning determination.

### **Further Information:**

For questions, additional detail, or to request changes to this policy, please contact the Campus Clery Compliance Officer at (920) 465-2110, Public Safety at (920) 465-2300 ext. 2 or Dean of Student Office at (920) 465-2152.

# **UW-Green Bay Protocols for Emergency Notification and Timely Warning Under the Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires institutions of higher education to provide notification of certain types of emergencies or crimes to all members of the campus community. Under the law, there are two different categories of notifications; the Emergency Notification and the Timely Warning.

## **Emergency Notification**

The Clery Act requires institutions to **immediately notify** the campus community upon confirmation of a significant emergency, dangerous situation or crime which poses an immediate and/or continuing threat to the health or safety of students, employees or others occurring on the campus. “Immediate threat” is defined as an imminent or impending threat which could include a significant fire, outbreak of a serious illness, extreme weather conditions, gas leak, armed suspect, terrorist incident, bomb threat, civil unrest explosion, chemical spill or other dangerous situation. Taking into account the safety of the community, determine the content of the notification, determine who and what segments of the campus community will be notified.

The Director of Public Safety or his/her designee or University Communications is authorized to activate the Emergency Notification, without delay, when it is his/her professional opinion that a criminal, facility, or weather emergency exists that satisfies the above criteria. Any member of Public Safety will send Emergency Notification messages, without consultation, when emergency situations dictate that messages be sent immediately. The Vice Chancellor for Student Affairs and Campus Climate or his/her designee is authorized to activate the Emergency Notification when it is his/her professional opinion that a health emergency exists that satisfies the above criteria. If time permits the following may be consulted prior to the issuance of an emergency message:

- Director of Public Safety or police supervisor in Director’s absence
- Marketing and University Communication Director or his/her designee
- Vice Chancellor for Student Affairs and Campus Climate or his/her designee
- Chancellor or his/her designee
- Vice Chancellor of Business and Finance or his/her designee

Notification, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, will be provided through one or more of the following: GB Alert, NetNotify, email, website banner, loud speakers and/or campus phone systems as appropriate to the particular situation. Follow up information is provided as needed.

Every effort will be made to notify the Chancellor’s Office and the Office of Marketing and Media Relations prior to issuing an Emergency Notification, however some serious and imminent threats may not allow for that.

## **Timely Warning**

The Clery Act requires institutions to alert the campus community to the occurrence of Clery act crimes: Criminal homicide (murder, non-negligent manslaughter, negligent manslaughter), Sex offenses (rape, fondling, incest and statutory rape), robbery, Aggravated Assault, Burglary, Motor Vehicle theft and Arson or other serious crimes against people that occur on campus or near campus, where is determined that the incident may pose an on-going threat to the members of the campus community certain crimes in a manner that is timely and will aid in the prevention of similar crimes. This includes crimes where the circumstances indicate that there may be a serious or continuing threat to students or employees. The decision to issue a timely warning must be decided on a case-by-case basis in light of all the facts surrounding a crime, including such factors as:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

## **UW-Green Bay Protocol**

When time permits a timely warning will be issued when at least two of the following are in agreement that such warning should be issued:

- Director of Public Safety or police supervisor in Director's absence
- Marketing and University Communication Director or his/her designee
- Vice Chancellor for Student Affairs and Campus Climate or his/her designee
- Chancellor or his/her designee
- Vice Chancellor of Business and Finance or his/her designee

Notification for the campus community and which segments of the campus are impacted need require notification will be done through email, flyers and/or postings as appropriate to the situation. Depending on the circumstances GB Alert, NetNotify, website banner, loud speakers and/or campus phone systems may also be appropriate to the particular situation for the notification.

The Chancellor's Office and the Office of Marketing and Media Relations will be notified prior to issuing a Timely Warning.

## **Record Keeping**

Notification decisions will be documented and forwarded to the Clery Compliance Officer.

## **Annual Updates**

The Chief of University Police Services, Director of Marketing of Media Relations, Vice Chancellor for Student Affairs and Campus Climate and their designees will meet annually to review this protocol, ensure compliance, and evaluate any warnings or notifications that were made.

## APPENDIX "B"

### Checklist – When You Receive a Bomb Threat

The Checklist should be immediately available. Keep one under your phone or other accessible location. (See next page.)

All personnel should become familiar with the following Bomb Threat Checklist (see other side). It may become the only means of determining what happened and may be the only way to determine the validity of a call and could aid in identifying and apprehending the caller.

#### **Bomb Threat Checklist - (*stay calm and collect all the information you can*)**

Name of person who received threat: \_\_\_\_\_

Date and time threat received: \_\_\_\_\_

How was threat reported:     Telephone     E-mail     Voice-mail     In person

Fax: \_\_\_\_\_ *Give phone number (include area code)*

By Mail Carrier (*e.g. Fed Ex*):     Campus     US Mail     Courier

Location threatened (*give name of bldg/dept/site/agency, etc.*): \_\_\_\_\_

Exact words used to make the threat (if possible): \_\_\_\_\_

#### ***Questions to ask the person who is making the threat:***

1. When is the bomb going to explode? \_\_\_\_\_

2. Where is the bomb located? \_\_\_\_\_

3. What kind of bomb is it? \_\_\_\_\_

4. What does it look like? \_\_\_\_\_

5. Who placed the bomb? \_\_\_\_\_

6. Why was the bomb placed? \_\_\_\_\_

7. Where are you calling from? \_\_\_\_\_

#### ***Description of the caller's voice (give identity if known):***

Caller's name \_\_\_\_\_  Male     Female

Young     Old     Middle-aged     Accent

Race \_\_\_\_\_

Tone of voice (*e.g. excited, calm angry, loud, stuttered*)

Was Voice/Language:     Taped     Well-spoken     Irrational     Is voice familiar?

If yes, who did it sound like? \_\_\_\_\_

Other voice characteristics: \_\_\_\_\_

Background or other noises: \_\_\_\_\_

Remarks: \_\_\_\_\_

Completed by: \_\_\_\_\_ Phone: \_\_\_\_\_

## **APPENDIX “C”**

### **Home Safe Protocols**

The free service is provided on a first come, first served basis unless officers are on another call Public Safety Office at (920) 465-2300 (ext. 2), or 2300 (ext. 2) from a campus phone.

1. Tell the dispatcher your name, where you are, what you are wearing (for identification purposes), and your phone number (in the event we need to call you back).
2. Stay where you said you would be.
3. If your needs change prior to Public Safety arriving, call the dispatcher back and let them know.

If you have an immediate safety concern when calling please tell the dispatcher to allow our officer to respond accordingly. If you have any questions about the Home Safe Program, please contact our office.

Victim Information and Notification Everyday (VINELINK): The WI Statewide VINE system is a service through which victims of crime can use the telephone or Internet to search for information regarding the custody status of their offender and to register to receive telephone and e-mail notification when the offender's custody status changes.

The VINE toll-free number for the WI Statewide VINE system is 888-868-4631. This service is provided to assist Victims of Crime who have a right to know about their offender's custody status.

<https://www.vinelink.com/vinelink/siteInfoAction.do?siteId=50100>

## **APPENDIX “D”**

### **Policy on Violence and Threats**

#### **PURPOSE:**

The University of Wisconsin-Green Bay is committed to maintaining for its employees, students and visitors an environment that is free from intimidation, threats and violent acts. A safe and secure environment is a fundamental prerequisite for fulfilling UW-Green Bay’s mission of teaching, research and public service.

#### **POLICY:**

UW-Green Bay will not tolerate any act or threat of violence made in the workplace, on university lands, or while in work status. After receiving a report of threats or violence, the University will conduct an immediate investigation and respond with the appropriate action.

#### **PROHIBITED CONDUCT:**

No person may engage in violent conduct or make threats of violence, implied or direct, on university lands or in connection with university business. This includes but is not limited to:

- The use of force with the intent to cause harm, e.g. physical attacks, any unwanted contact such as hitting, fighting, pushing, or throwing objects;
- Acts or threats which are intended to intimidate, coerce, or cause fear of harm;
- Acts or threats made directly or indirectly by words, gestures or symbols.

No person may carry, possess or use any dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer or for law enforcement purposes. No person may display or portray as real any object that resembles a dangerous weapon. UWS 18.06(10).

#### **REPORTING PROCEDURES:**

Employees and students are expected to report any threat or act of violence which they have witnessed, received, or have been informed of, to University Police and:

- If an employee is involved, also notify the supervisor;
- If a student is involved, also notify the Dean of Student Office.

All employees and students are expected to notify University Police whenever a protective restraining order is granted which mentions university lands, or involves a University employee or student, or a person working at the University, and provide a copy of the order. Employees should also notify their supervisor. Students should also notify the Dean of Student Office. Appropriate effort will be made to protect the privacy and sensitivity of the information provided.

**APPENDIX “E”**

**University Of Wisconsin-Green Bay  
Off Campus Property\***

<b><u>County:</u></b>	<b><u>Location:</u></b>	<b><u>Owner:</u></b>	<b><u>Jurisdiction:</u></b>
<b>Brown:</b>	3181 Highwood Lane Green Bay, WI 54311	PREF <sup>1</sup>	GB Police Dept. (GBPD)
	3177 Highwood Lane Green Bay, WI 54311	PREF	GBPD
	3179 Highwood Lane Green Bay, WI 54311	Foundation <sup>2</sup>	GBPD
	3302 Scottwood Drive Green Bay, WI 54311	Foundation	GBPD
	#21-250-4 Bay Settlement Green Bay, WI 54311	Foundation	Brown County Sheriff
	#SC-211 Bay Settlement Green Bay, WI 54311	Foundation	BCSD
	2603 Nicolet Drive Green Bay, WI 54311	BOR <sup>3</sup>	GBPD
	Pont au Sable Nicolet Drive Town of Scott	BOR	BCSD
<b>Door:</b>	Toft Point Area Ridges Road Baileys Harbor, WI 54202	BOR	Door County Sheriff

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<sup>1</sup> Phoenix Real Estate Foundation

<sup>2</sup> University of Wisconsin Foundation o.b.o. UW-Green Bay

<sup>3</sup> The Board of Regents of the University of Wisconsin System o.b.o. UW-Green Bay



<b><u>County:</u></b>	<b><u>Location:</u></b>	<b><u>Owner:</u></b>	<b><u>Jurisdiction:</u></b>
<b>Door:</b>	Peninsula Sanctuary Cty Rd. E Peninsula Center, WI 54202	BOR	DCSD
<b>Forest:</b>	Wabikon Lake Forest Dynamic Plot Crandon, WI 54520	DNR <sup>4</sup>	Forest County Sheriff
<b>Manitowoc:</b>	The King Fisher Farm 11319 Kingfisher Ln. Cleveland, WI 53015	BOR	Manitowoc Cty. Sheriff

\*Pursuant to the Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, non-campus property is defined as property used in direct support of or in relation to the University’s educational purposes and is frequently used by students or faculty but are not adjacent or within the University’s primary campus. All aforementioned properties fall under that definition.

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<sup>4</sup> This property is owned by the US Forest Service and vested for use to UW-Green Bay through the Wisconsin Department of Natural Resources

## **APPENDIX “F”**

### **Brown County Coordinated Community Response Team For Sexual Assault and Domestic Violence**

#### **Mission:**

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The purpose of the Sexual Assault Response Team or SART case review process is to provide best services for victims along with completeness of investigations.

The SART Case Review Team seeks to improve Brown County’s response to sexual assault/stalking. The case review will identify cases within Brown County and provide, identify, and make recommendations for change through prevention, intervention, training, education, and policy.

#### **Purpose and Responsibilities:**

1. Aiding the partner agency to be self-reflective and analytical about its response to sexual assault victimization.
2. Improving the collaborative investigation process, prosecution, and healing of victims.
3. Providing an area for multidisciplinary joint decision making and cross-training.
4. Stimulating system improvement.

#### **Goals:**

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- Provide opportunity for community collaboration that creates a systematic approach to domestic violence and sexual assault.
- Develop and annually review an accepted uniform community response protocol and policies for sexual assault and domestic violence in Brown County.
- Make recommendations to address identified system gaps, needs, and improvements through regular partner discussions and system data collection and review.
- Promote public awareness of domestic violence and sexual assault.
- Develop strategies that address primary prevention of sexual assault and domestic violence.
- Recognize and evaluate local, state, and federal initiatives that address domestic violence and sexual assault.

**Brown County  
Coordinated Community Response Team  
Memorandum of Understanding**

September 2013

WHEREAS, there are a significant number of families in the County of Brown that are affected by domestic violence and sexual assault;

WHEREAS, the best response for these families is one where the resources and philosophies of the several community agencies involved with the families are coordinated and focused in a collaborative effort; and

WHEREAS, the Agencies wish to join together in an alliance to address the difficult and important issue of domestic abuse and sexual assault;

NOW, THEREFORE, in consideration of these premises, the Agencies, as evidenced by their signatures to this Cooperation Agreement, hereby agree as follows:

- An alliance to be known as the Coordinated Community Response Team (CCR) is established as a forum for interagency collaboration.
- The agencies hereby endorse the Mission Statement and Goals of the CCR, a copy of which attached hereto and made a part hereof.
- Each of the undersigned agree to actively participate in and support the efforts of the CCR by regularly attending meetings and participating in committees.

IN WITNESS WHEREOF, the undersigned have signed this Cooperation Agreement, effective as of September, 2013.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_