

## College Crime and Security Information

The College works to maintain a high level of safety and security at all of its campuses and outreach centers. The following information is provided in conjunction with that commitment and in conformance with the guidelines of the **Crime Awareness and Campus Security Act of 1990**, known as the Clery Act.

### Campus Law Enforcement:

The College does not have its own security force. No formal memorandum of understanding (MOU) exists with local law enforcement, however, a cooperative and professional relationship exists between the College and the police departments in each of the cities where facilities are located. Information is exchanged with law enforcement agencies regarding security reports in order to maintain informed cooperative efforts in preventing campus crime and resolving crime-related problems.

It is the policy of the College to encourage accurate and prompt reporting of all crimes to the appropriate law enforcement agency. Northwood Tech personnel will assist any student, employee, and/or campus guest with the notification of law enforcement and requesting law enforcement assistance. The prosecution of all criminal offenses are through the appropriate, local district attorney's office. The College does not prosecute crimes, but can provide appropriate support through the process.

### Reporting Criminal Actions:

Each Northwood Tech campus provides information to students and employees about campus security procedures and practices. Students and employees are encouraged to be responsible for personal security as well as others. In an emergency situation, dial 911 from any phone and provide appropriate information. To report a crime or security situation contact local law enforcement, the Campus Administrator, or Dean of Students at the location (campus or administrative office) at which the incident occurred as quickly as possible.

Incidents occurring outside of the normal school day should be reported to the local law enforcement as soon as possible.

Members of the community are helpful when they immediately report crimes or emergencies to Campus Administrators or Dean of Students for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notice, when deemed necessary. Contact information for each campus is listed below:

#### Ashland Campus/Hayward Outreach Center

Campus Administrator: Steve Bitzer, 715.685.3034 or [steve.bitzer@NorthwoodTech.edu](mailto:steve.bitzer@NorthwoodTech.edu)  
Dean of Students: Benita Allen, 715.685.3041 or [benita.allen@NorthwoodTech.edu](mailto:benita.allen@NorthwoodTech.edu)

#### New Richmond Campus/Balsam Lake Outreach Center

Campus Administrator: Susan Lockwood, 715.246.1871 or [susan.lockwood@NorthwoodTech.edu](mailto:susan.lockwood@NorthwoodTech.edu)  
Dean of Students: Steve Dus, 715.246.1822 or [steve.dus@NorthwoodTech.edu](mailto:steve.dus@NorthwoodTech.edu)

#### Rice Lake Campus/Ladysmith Outreach Center

Campus Administrator: Steve Decker, 715.788.7113 or [steve.decker@NorthwoodTech.edu](mailto:steve.decker@NorthwoodTech.edu)  
Dean of Students: Justin Johnson, 715.788.7184 or [justin.johnson@NorthwoodTech.edu](mailto:justin.johnson@NorthwoodTech.edu)

#### Superior Campus

Campus Administrator: Jena Vogtman, 715.319.7181 or [jena.vogtman@NorthwoodTech.edu](mailto:jena.vogtman@NorthwoodTech.edu)  
Dean of Students: Kris Vesel, 715.319.7184 or [kris.vesel@NorthwoodTech.edu](mailto:kris.vesel@NorthwoodTech.edu)

Northwood Tech has partnered with Rave Mobile Safety, the leader in mobile safety, to offer an emergency notification system, capable of sending users text, voice, and email messages. In addition, Alertus Desktop works in conjunction with the Rave system to provide a full screen message on all PCs and Macs on campus.

Northwood Tech students, faculty, and staff will receive an email in the case of a campus emergency. Depending on the phone numbers provided, you may also receive a text message and/or a voice message.

All students and staff are responsible for updating their mobile or landline phone numbers at [MyNorthwoodTech.edu](http://MyNorthwoodTech.edu).

For more information about the Emergency Notification System and for instructions on updating your phone number, please visit Safety and Security on the Northwood Tech website <http://www.NorthwoodTech.edu/about-NorthwoodTech/college-policies>

## Crime Information

On request, Northwood Tech will provide information relating to community crime statistics, over the past three years, for murder, non-negligent and negligent manslaughter, forcible and non-forcible sex offenses, robbery, burglary, aggravated assault, motor vehicle theft, and arson to anyone interested. Information relating to campus arrests liquor law, drug abuse, weapons violations, larceny-theft, simple assault, intimidation, destruction/damage/vandalism, domestic violence, dating violence, and stalking during the most recent school year is also available. To obtain this information, contact Human Resources, 1900 College Drive, Rice Lake WI 54868.

## Equal Opportunity Statement

Northwood Technical College (Northwood Tech) (College) and its Board of Trustees does not discriminate on the basis of race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions or status in any group protected by federal, state or local law in employment, admissions or its programs, services or activities in compliance with Title VI and VII of the Civil Rights Act of 1964 (Title VI, VII), Title IX of the Education Amendments of 1972 (Title IX) and Section 504 and Section 508 of the Rehabilitation Act of 1973 and Title II of The Americans with Disabilities Act of 1990, as amended (Section 504/ Title II) and The Americans with Disabilities Act Amendments Act of 2008 (Amendments Act), Clery Act, as amended, Sexual Violence Elimination Act (SaVE Act) as authorized by Violence Against Women Reauthorization Act, and the Higher Education Act of 1965, §485(f) (20 U.S.C. 1092 (f)).

### Compliance Contact

The following position has been designated to oversee compliance with federal and state statutory and regulatory requirements related to equal employment and equal educational opportunities including Title IX, Title VI, Title VII, Section 504, Section 508, Title II, Clery Act, as amended, Sexual Violence Elimination Act (SaVE Act) as authorized by Violence Against Women Reauthorization Act, the guidance supplied by Department of Education, Office of Civil Rights and to handle inquiries, investigations and resolve complaints regarding the College's equal opportunity and non-discrimination/non-harassment policies for students, employees and student/employee applicants, vendors/customers, anyone associated with Northwood Tech or other members of the public: Amanda Gohde, Director, Human Resources, 1900 College Drive, Rice Lake WI 54868, 715.645.7042, [amanda.gohde@NorthwoodTech.edu](mailto:amanda.gohde@NorthwoodTech.edu). Employees and students may also report complaints to law enforcement as appropriate.

1900 College Drive  
Rice Lake WI 54868  
800.243.6482 TTY: 711

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# Your Right to Know Annual Campus Safety and Security Information Clery Act



## Northwood Technical College

### Alcohol and Drug Policy

Unlawful Discrimination/Harassment/  
Sexual Harassment/Sexual Misconduct/  
Sexual Violence

College Crime and Security Information

## Why this Information ...?

The Wisconsin Legislature and U.S. Congress have passed numerous laws which require colleges and universities to disclose written information about their policies and experiences regarding alcohol and drugs, safety and security, student misconduct and campus crime, including sex offenses. These laws were passed to inform students and staff about the environment in which they study and work.

Northwood Tech strives to maintain a campus environment which is supportive of the educational process. Please take a few minutes to read the information contained in this pamphlet. Hopefully it will contribute to the successful achievement of your academic goals by alerting you to potential problems before they occur and/or directing you to helpful resources if and when problems do occur.

Your assistance in helping Northwood Tech to maintain a safe and supportive learning environment is always appreciated. If you have questions concerning any of the information contained in this pamphlet, please contact Amanda Gohde, Director, Human Resources & Title IX Coordinator/Equal Opportunity Officer at 715.645.7042, amanda.gohde@NorthwoodTech.edu.

## Alcohol and Drug Policy

Northwood Tech believes the use and abuse of alcohol and other drugs interferes with a person's ability to learn and grow in the college environment. To that end, the College has established the following alcohol and drug policy for students, staff and visitors.

- A. The use, possession, manufacture, delivery or sale of illegal drugs is prohibited at all Northwood Tech campuses and other instructional sites as well as at all Northwood Tech sponsored activities.
- B. The possession and/or use of any beverage containing alcohol, including beer and other malt beverages, wine, wine coolers or distilled beverages on College property is prohibited except when approved by the President or designee under special very limited circumstances where use of alcoholic beverages is appropriate.
- C. The possession and/or use of alcohol as a part of any on-campus, off-campus, College-sponsored activity without prior approval from the President (or designee) is prohibited. If alcoholic beverages are present with authorization at any Northwood Tech-sponsored activities, provisions must be made to accommodate any student under 21 years of age. All College sponsored student activities (using tax dollars and/or activity fees) must be open to all students regardless of age.
- D. The consumption of alcoholic beverages is prohibited during the program/activity portion of any educational field trip or while in transit to/from the campus.
- E. The use of alcoholic beverages in any Northwood Tech Conference Center is not to be encouraged and will be authorized only in rare and unusual circumstances with the prior approval of both the local Campus Administrator and the President.

- F. The expenditure of student activity fees for alcoholic beverages is not allowed.
- G. The advertising of alcoholic beverages is prohibited on Northwood Tech property and in College publications.
- H. Any student or employee who violates this policy or exhibits disruptive/abusive behavior while on Northwood Tech property, while at other Northwood Tech instructional sites or while attending any Northwood Tech-sponsored activity may be asked to leave/be escorted from the premises. In the case of serious behavioral problems, law enforcement personnel will be called.
- I. Please refer to the policies and procedures that govern international educational activities for guidelines and requirements regarding standards of conduct while participating as a student, employee or visitor of any Northwood Tech sponsored/affiliated international program.
- J. Staff or students found in violation of this policy will be subject to disciplinary action which may include written reprimand, suspension, expulsion, or loss of employment, and/ or referral to law enforcement authorities. Rehabilitation may be a condition for continued association with the College.

## Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence

Northwood Tech prohibits and will not tolerate unlawful discrimination, harassment or sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, and/or stalking by or against any student, employee, student/employee applicant, vendor/customer, anyone associated with Northwood Tech or other members of the public.

### Definitions

1. Student means a person who has gained admission and is participating or attempting to participate in a College education program or activity.
2. Admission means selection for part-time, full-time, special, associate, transfer, exchange, or any other enrollment, membership, or matriculation in or at an education program or activity operated by the College.
3. Unlawful discrimination shall mean a difference in treatment in any employment related action, service, program, course, or facility of Northwood Tech on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by federal, state or local law in employment, admissions or its programs, services or activities. Unlawful discrimination may be in the form of harassment such as:
  - a. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
  - b. Any attempt to penalize or punish a person because of his/her protected status.

4. Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:
  - A College employee conditioning the provision of an aid, benefit, or service offered by the College on an individual's participation in unwelcome sexual conduct;
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education programs or activities; or
  - Sexual assault, dating violence, domestic violence, or stalking.

Sexual Harassment could include, but is not limited to, unwelcome sexual advances, unwelcome/inappropriate physical contact that may be sexual or non-sexual in nature, unwelcome request for sexual favors, requests to take/taking photos/posting photos that are unwelcome/inappropriate based on the circumstances and other verbal or physical conduct of a sexual nature (including, but not limited to, deliberate or repeated unsolicited gestures or comments, or the deliberate or repeated display of offensive, sexually graphic materials, not necessary for educational purposes), when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status as a student or employee;
  - b. Submission to or rejection of such conduct by an individual is used as a basis for enrollment, rating, or grading of a student or any employment related action for an employee;
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work progress, or creating an intimidating, hostile, or offensive academic or working environment.
5. Sexual misconduct/sexual violence is also sexual harassment and, as such, is prohibited. Sexual misconduct/sexual violence could include sexual acts against a person's will or where a person is incapable of giving consent. The term "sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  6. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person with whom the individual shares a child, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
  7. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

8. "Stalking" means a pattern of repeated and unwanted attention, harassment, contact, or other action directed at a specific person that could cause a reasonable person to feel fear or suffer substantial emotional stress.
9. "Formal Complaint" means a written document which is either (i) filed by a complainant with the Title IX Coordinator in person, by mail, or by electronic mail; or (ii) signed by the Title IX Coordinator which alleges Sexual Harassment against a respondent and requests that the College investigate the allegations. A complaint will not be considered a Formal Complaint if the complainant is not participating in or attempting to participate in a College education program or activity at the time the complaint is filed. Unless signed by the Title IX Coordinator, a Formal Complaint may be submitted in paper or by electronic submission, but must contain indicia of the person who is filing the complaint (either a signature, digital signature, or another mark which indicates that the complainant is filing the complaint).
10. "Supportive Measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent, which are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter Sexual Harassment. Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

## Reporting/Complaints

Any student, employee, or student/employee applicant who believes that he/she has observed or experienced a violation of college policy or procedure is urged to report the incident to Amanda Gohde, amanda.gohde@NorthwoodTech.edu, the Director, Human Resources, 1900 College Drive, Rice Lake WI 56868, 715.645.7042. Employees and students may also report complaints to any member of College Leadership Team or to law enforcement as appropriate.

All complaints or reports of alleged acts or charges of unlawful discrimination/harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking and/or similar unwelcomed conduct determined to deny a person equal access to the college's educational programs or activities.