



# Northwood Technical College

(Formally known as Wisconsin Indianhead Technical College)

## Annual Security Report 2024

Includes information for the 2024/2025 academic year and contains crime statistics for 2023, 2022, and 2021



Ashland



New Richmond



Rice Lake



Superior

Ashland Campus  
2100 Beaser Avenue  
Ashland, WI 54806

New Richmond Campus  
1019 South Knowles Avenue  
New Richmond, WI 54017

Superior  
600 North 21<sup>st</sup> Street  
Superior, WI 54880

Rice Lake  
1900 College Drive  
Rice Lake, WI 54868

Ladysmith Outreach Center  
1104 W Lake Ave, Suite 1  
Ladysmith, WI 54848

Balsam Lake Outreach Center  
400 Polk County Plaza  
Balsam Lake, WI 54810

Hayward Outreach Center  
15618 Windrose Lane, Suite 106  
Hayward, WI 54843

Shell Lake Health Education Center  
505 Pine Ridge Drive  
Shell Lake, WI 54871

*In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*

*This single report covers multiple campuses. All policy statements included in this report pertain to all locations unless otherwise stated.*

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# **1 INTRODUCTION**

## **1.1 Purpose**

The Wisconsin Legislature and the U.S. Congress have passed numerous laws, including the Clery Act, which require colleges and universities to provide written information about their experience and policies regarding safety and security, alcohol and drugs, student misconduct and campus crime statistics. The laws are not intended to frighten, but rather to inform students and employees about the environment in which they study and work.

Northwood Technical College (Northwood Tech / College) strives to maintain a campus environment that is safe and supportive of the educational process. The information contained in the Annual Security Report (ASR) will provide needed safety information and will alert students, employees, and visitors to potential problems and/or direct them to helpful resources if and/or when problems do occur. The ASR also contains Clery reporting regarding crime statistics. The ASR is updated annually and posted on the Northwood Tech website.

Northwood Tech does not have residence halls therefore an Annual Fire Safety Report and missing person statistics are not reportable.

## **2 RESPONSIBILITIES**

The development and continued update of the ASR is the responsibility of the Northwood Tech Business Services Department. It is the responsibility of all students, employees and visitors to maintain a safe and supportive learning and working environment. Questions concerning any of the information contained in the ASR should be directed to the Safety Committee, Business Services at Northwood Technical College, 1900 College Drive, Rice Lake, WI 54868, telephone 800/243-9482 OR 715/234-7082. Email: [safety@northwoodtech.edu](mailto:safety@northwoodtech.edu). TTY: 711.

## **3 PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the Northwood Tech Safety Committee, the Local, County, and State Police Departments, and Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and law enforcement agencies. All of the statistics are gathered, compiled, and reported to the College community via this report, which is published by Northwood Tech Business Services Department. The Northwood Tech Business Services Department submits the annual crime statistics published in this report to the

Department of Education (DE). The statistical information gathered by the Department of Education is available to the public through the DE website.

## **4 ALCOHOL AND OTHER DRUG USE**

### **4.1 Standard of Conduct for Drugs and Alcohol**

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, sale 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 off-campus, College-sponsored activity without prior approval from the President (or his designee) are 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 Vice President 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 for drugs and alcohol 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.

Local law enforcement officials enforce violations of underage drinking laws and other violations of state and federal laws regulating the possession, use, and sale of alcohol and illegal drugs.

## **4.2 State of Wisconsin and Federal Legal Sanctions**

Substantial restrictions against alcohol abuse exist in Wisconsin. It is against the law to sell alcohol to anyone who has not reached the legal drinking age of 21. There is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his/her premises, Wis. Stats. 125.07. Violation of this statute can result in a \$500 fine. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent his/her age or enter a licensed premise. Offenders can be fined \$500, ordered to participate in a supervised work program, and/or have their driver's license suspended. Harsher penalties exist for retailers of alcoholic beverages, including up to 90 days in jail and revocation of their retail liquor permit.

The laws of Wisconsin also prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Stats. 961, which mandates penalties of up to 30 years in prison and fines of up to \$1,000,000. A person with a first-time conviction for possession of a controlled substance can be sentenced up to one year in prison and fined up to \$5,000. Penalties vary according to the type and amount of drug confiscated, the number of previous offenses by the individual and whether the individual intended to manufacture, sell, or use the drug. In addition to the penalties for possession or delivery, sentences can be doubled when other offenses are involved, such as when a person distributes a controlled substance to a minor.

The federal government has recently revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines, which reduce the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under these guidelines courts can sentence a person up to 6 years in prison for the unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana. A sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury. Possession of more than 5 grams of cocaine can trigger intent to distribute penalty of 10-16 years in prison, United States Sentencing Guidelines 202.1(b)(1).

## **4.3 College Sanctions**

### **Employees**

An employee found to be in violation of the Drug-Free Workplace policy and/or the Drug-Free Schools policy, as stated in the General Employee Handbook available on The Connection, will be subject to discipline and penalties up to and including termination. Discipline taken could also include that the employee be required to satisfactorily participate in a drug abuse rehabilitation program, at their own expense, before being allowed to return to work. Disciplinary action will be taken as soon as is administratively possible from when Northwood Tech learns that a conviction or

violation has occurred, however, a conviction is not required for the College to take appropriate disciplinary action.

### **Students**

A student found to be in violation of the Alcohol/Drug-Free College policy will be reported to law enforcement agencies when appropriate, as well as being the basis for disciplinary action, up to and including dismissal or termination from the College.

### **4.4 Drug Free Schools and Communities Act**

In compliance with the Drug Free Schools and Communities Act, Northwood Tech publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Northwood Tech students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at:

<https://www.northwoodtech.edu/about/safety-and-security>.

## **5 COLLEGE SECURITY POLICY AND CRIME STATISTICS**

### **5.1 College Security Policy – Clery Act**

The college works to maintain a high level of safety and security at all 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.

### **5.2 Campus Law Enforcement**

Northwood Technical College does not have in-house or contracted security for any of its campuses, therefore there are no policies on the jurisdiction, enforcement authority, and arrest authority of those types of security professionals. No formal memorandum of understanding (MOU) regarding any topics, including the investigation of criminal incidents 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. The Northwood Tech Safety Committee maintains a strong working relationship with state and local police agencies, including Ashland Police Department, New Richmond Police Department, Rice Lake Police Department, Superior Police Department, Ashland County Sheriff Department, St. Croix County Sheriff Department, Barron County Sheriff Department, and Douglas County Sheriff Department. 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 thorough the appropriate, local district attorney's office. The College does not prosecute crimes but can provide appropriate support through the process.

### **5.3 Reporting of 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 Vice President, or Dean of Students at the location 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.

Northwood Tech community members, students, staff, faculty, and guests are encouraged to accurately and promptly report all crimes, emergencies, and public safety related incidents to the local law enforcement, Vice President, or Dean of Students, including when the victim of a crime elects to, or is unable to, make such a report. The Vice President or Dean of Students will take the required action, either contacting local law enforcement or asking the victim to file an incident report. Northwood Tech does not have campus police, so reports should be submitted to the following local law enforcement agencies:

**Ashland Police Department**

414 11 Ave W  
Ashland, WI 54806  
(715) 682-7062

**Balsam Lake Police Department**

404 West Main Street  
Balsam Lake, WI 54810  
(715) 485-3544

**Hayward Police Department**

15889 W 3<sup>rd</sup> Street  
Hayward, WI 54843  
(715) 634-4858

**Ladysmith Police Department**

311 East Miner Avenue  
Ladysmith, WI 54848



(715) 532-2186

**New Richmond Police Department**

1443 Campus Drive  
New Richmond, WI 54017  
(715) 246-6667

**Rice Lake Police Department**

34 S Wilson Avenue  
Rice Lake, WI 54868  
(715) 234-2116

**Shell Lake Police Department**

501 1<sup>st</sup> Street  
Shell Lake, WI 54871  
(715) 468-7640

**Superior Police Department**

1316 N 14<sup>th</sup> Street, Suite 150  
Superior, WI 54880  
(715) 395-7234

#### **5.4 Response to a Report**

Dispatchers are available at these respective police department's telephone numbers 24 hours a day to answer your call. In response to a call, the appropriate law enforcement agency will take the required action, either dispatching an officer or asking the victim to report to department headquarters to file an incident report. All reported crimes will be investigated as deemed appropriate by the College and may become a matter of public record. All incident reports filed will be conveyed on a daily basis to the Safety Team, Business Services in Rice Lake for recordkeeping and risk management purposes. All Northwood Tech College incident reports are forwarded to the appropriate Vice President and/or Dean of Students for review and referral to the Dean of Students Office for potential action, as appropriate. If assistance is required from the respective Police Department or the respective Fire Department, Northwood Tech College will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, will offer the victim a wide variety of services.

Members of the community are helpful when they immediately report crimes or emergencies to a Vice President 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.

❖ **Ashland Campus**

**Vice President:**

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

**Title IX Coordinator:**

Amanda Gohde, 715-645-7042 or amanda.gohde@northwoodtech.edu

❖ Balsam Lake Outreach Center

**Vice President:**

Susan Yohnk Lockwood, 715-246-1872 or susan.lockwood@northwoodtech.edu

**Dean of Students:**

Steve Dus, 715-246-1822 or steve.dus@northwoodtech.edu

**Title IX Coordinator:**

Amanda Gohde, 715-645-7042 or amanda.gohde@northwoodtech.edu

❖ Hayward Outreach Center

**Vice President:**

Steve Bitzer, 715-685-3034 or steve.bitzer@northwoodtech.edu

**Dean of Students:**

Benita Allen, 715-685-3041 or benita.allen@northwoodtech.edu

**Title IX Coordinator:**

Amanda Gohde, 715-645-7042 or amanda.gohde@northwoodtech.edu

❖ Ladysmith Outreach Center

**Vice President:**

Sara Nick, 715-788-7143 or sara.nick@northwoodtech.edu

**Dean of Students:**

Justin Johnson, 715-788-7184 or justin.johnson@northwoodtech.edu

**Title IX Coordinator:**

Amanda Gohde, 715-645-7042 or amanda.gohde@northwoodtech.edu

❖ New Richmond Campus

**Vice President**

Susan Yohnk Lockwood, 715-246-1872 or susan.lockwood@northwoodtech.edu

**Dean of Students:**

Steve Dus, 715-246-1822 or steve.dus@northwoodtech.edu

**Title IX Coordinator:**

Amanda Gohde, 715-645-7042 or amanda.gohde@northwoodtech.edu

❖ Rice Lake Campus

**Vice President:**

Sara Nick, 715-788-7143 or sara.nick@northwoodtech.edu

**Dean of Students:**

Justin Johnson, 715-788-7184 or justin.johnson@northwoodtech.edu

**Title IX Coordinator:**

Amanda Gohde, 715-645-7042 or amanda.gohde@northwoodtech.edu

❖ Shell Lake Health Education Center

**Vice President:**

Sara Nick, 715-788-7143 or sara.nick@northwoodtech.edu

**Dean of Students:**

Justin Johnson, 715-788-7184 or justin.johnson@northwoodtech.edu

**Title IX Coordinator:**

Amanda Gohde, 715-645-7042 or amanda.gohde@northwoodtech.edu

❖ Superior Campus

**Associate Vice President:**

Jena Vogtman, 715-319-7181 or jena.vogtman@northwoodtech.edu

**Dean of Students:**

Kristin Vesel, 715-319-7184 or kristin.vesel@northwoodtech.edu

**Title IX Coordinator:**

Amanda Gohde, 715-645-7042 or amanda.gohde@northwoodtech.edu

**Accurate and Prompt Reporting**

Crimes should be accurately and promptly reported to the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report.

**5.5 Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Vice President or Dean of Students can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, Northwood Tech can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Campus "Pastoral Counselors" and "Professional Counselors," when acting as such are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics.

**Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Northwood Tech does not employ professional or pastoral counselors. The Academic Counselor's primary purpose is to assist students with personal, career, and academic planning as they transition into college, pursue their academic goals, and prepare for professional employment. Due to the nature of their role, all reports filed to the Northwood Technical College Counselors are counted and disclosed in the annual crime statistics for the institution.

Please note that reports of sexual violence and other violations that may be sex- or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence.

## **5.6 Timely Warnings**

### **What Constitutes Issuance of a Timely Warning Notice:**

A Timely Warning Notice is specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated-- so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to officials with significant responsibility for student and campus activities, campus safety, or the local police AND the reported crime(s) are believed to have occurred within the Northwood Tech Clery Geography. Clery geography includes on campus, noncampus buildings and property, and public property within the boundaries of the campus.

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. A warning is not required to be issued if the threat has been immediately mitigated.

Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim. Unless doing so would make a material, immediate difference for public safety, the timely warning notice will avoid descriptions of alleged suspects based on perceptions of ethnicity or race and it will avoid wording that could lead members of our community to feel stereotyped, marginalized, or profiled on campus.

The college has an established reporting process described in policy G-113 & J-121 Discrimination/ Harassment/Sexual Harassment/Sexual Assault Complaints which will be taken into consideration when issuing a TWN after a crime has been reported.

## **Types of incidents or situations that may constitute a timely warning notice being issued:**

- Timely Warnings are typically issued for the following the Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications that represent a serious or continuing threat to the person and/or property of students and employees. Examples include but are not limited to:
  - Murder/Non-Negligent Manslaughter (or any suspicious death)
  - Major incidents of Arson
  - Sex offenses\*
  - Aggravated assault\*
  - Robbery
  - Burglary or Motor Vehicle Thefts (pattern within a particular area of campus)
  - All other Clery Crimes as deemed appropriate

### **\*Incidents of Aggravated Assault and Sex Offenses**

Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by campus staff. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to the other campus community members and a Timely Warning Notice would not be distributed.

In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the campus staff. In addition, when it comes to sex offense crimes, whether or not the parties are acquainted is irrelevant.

### **What Entails a Timely Warning Notice:**

The Clery Act does not define what “timely” is. However, the warning should be issued as soon as the pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Clery Act regulations do not specify what information should be included in a timely warning notice. However, because the intent of the warning is to enable members of the campus community to protect themselves, the warning should include all information that would promote safety.

A timely warning notice should:

1. Provide a clear description of what has been reported
  - a. date/time of the incident

- b. location
  - c. the nature of the crime
  - d. suspect description(s) when deemed appropriate and if there is sufficient detail
  - e. police contact information
  - f. other information as deemed appropriate
2. Outline steps community members can take to prevent similar occurrences
  - a. Offer prevention and safety tips
  - b. Services that are available
3. Do not jeopardize the confidentiality of the victim(s).

### **Decision to Issue Campus Timely Warning Notice – Responsibility:**

In the event a crime is reported or a situation arises, within the Northwood Tech Clery Geography (On Campus, Public Property and Noncampus property), that, in the judgment of at least two members of the Decision Team and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide “timely warning” notice will be issued. In an extreme emergency, the notification process will be implemented at the sole discretion of any member of the Decision Team.

### **Decision Team:**

- College President
- Vice President, Business Services
- Vice President, Student Affairs
- Vice President, Strategy, Innovation & Technology
- Associate Vice President, Marketing & Communications
- Vice President, Academic Affairs
- Dean of Students
- Vice President, Talent & Culture
- Director, Facilities and Safety

The Team reviews all reports to determine if there is a serious or on-going threat to the community and if the distribution of a Timely Warning Notice is warranted.

The alerts are generally written by the Vice President/Associate Vice President or designee and distributed by the Vice President/Associate Vice President or designee to the community.

### **How Campus Timely Warning Notices are issued:**

Timely Warning Notices may be issued to the campus community via a variety of mechanisms or mediums. The College will use one or more of the following methods depending on the nature of the incident:

- Blast Email message to all Northwood Tech College email accounts for the impacted location
- Northwood Tech Alert System\*
- Building posting
- Digital Signage
- Other methods deemed necessary

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

## **5.7 Emergency/Immediate Notification**

Northwood Technical College has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Individuals can report emergencies occurring at Northwood Technical College by calling 9-1-1.

### **Immediate Notifications**

#### **What Constitutes Issuance of an Immediate Notification:**

The College uses the Northwood Tech Alert System as its primary Immediate Notification System to notify students and employees in a timely manner when it is determined that there is a **“significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.”** The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Immediate Notification will be released as soon as reasonably necessary and —without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums stated below. An Immediate Notification can be related to criminal activity that is not subject to the timely warning standard required by the Clery Act but is not necessarily related to criminal activity. Examples of situations that may constitute the College’s decision to issue an Immediate Notification include, but are not limited to:

- Situations where serious injuries may or have occurred. Examples include, but are not limited to:
  - building collapse
  - active shooter

- fire/explosion
- Emergency situations that are life threatening. Examples include, but are not limited to:
  - persons with weapons with intent to use
  - threat of violent crime
  - situations where suspect is not known
  - assault (physical or sexual)
- Situations that cause major disruption to campus operations. Examples include, but are not limited to:
  - weather-related situations
  - power outages
  - water emergencies
  - serious acts or threats to campus property

### **Immediate Notification Process:**

If the decision is made to initiate an Immediate Notification, the Vice President/Associate Vice President or designee will activate the Northwood Tech Alert System. In the event of an emergency, Northwood Tech will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors.

### **Immediate Notification Process:**

1. Upon receipt of a report that a significant emergency, dangerous situation or crime that could impact the campus community may exist, the Vice President/Associate Vice President or designee will assess the significance, level of danger and treat to the health, safety and security of the college community (this assessment may require consultation with various departments within the college or with external constituents including local law enforcement and/or homeland security personnel) and determine if an Immediate Notification is warranted.
2. If the Vice President/Associate Vice President or designee, in conjunction with other College administrators, local first responders, Public Health Officials, and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Northwood Technical College community, the Vice President/Associate Vice President or designee will determine the content of the message and will use some or all of the systems described below to communicate the threat to the Northwood Tech College community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.
3. Northwood Technical College will, without delay and taking into account the safety of the community, determine the content of the Notification and initiate the



Notification System, unless issuing a notification would, in the professional judgment of the first responders, local police department, and/or the local fire and emergency medical services, compromise or hinder the response or efforts to assist the victim(s) or mitigate the emergency.

4. Immediate Notification messages and subsequent updates may be issued to the campus community at the direction of the Vice President/Associate Vice President or designee through a variety of components including but not limited to:
  - Northwood Tech Alert System\*
  - Social media
  - College website
  - Building postings
  - Digital signage
  - Public address system
  - Fire alarm
  - Local media
  - In-person communication, if any of these systems fail or the College deems it appropriate
5. Unlike Timely Warning Notices which must be sent campus-wide, an Immediate Notification may be designated to a specific group of individuals in a specified building/area. As a general rule, the entire campus community would be notified of the emergency and if limited to a certain campus location or building, that information would be included in the notification. If an Immediate Notification is issued, there is no need to issue a Timely Warning Notice.
6. Upon issuing an Immediate Notification, the campus will provide adequate follow-up information to the community as needed utilizing the same system used to issue the notification, except fire alarms. This differs from a timely warning notice that does not require follow-up.
7. To opt out of emergency text voice messaging, students, faculty, and staff can do that through the MyNorthwoodTech portal located at [www.northwoodtech.edu](http://www.northwoodtech.edu). Email messaging is not eligible for opt-out.
8. The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents, and other interested parties. The larger community can also access emergency information via the Northwood Technical College homepage and/or social media.
9. If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

### **Testing Procedures:**

The College will test its Immediate Notification procedures on at least an annual basis.

\*The College may utilize the Northwood Tech Alert System to notify the College community. The Northwood Tech Alert System includes a mass notification (sent via email, text, phone call, and/or voicemail notification), desktop alert message, and on-campus visual and/or audio notification.

	<b>Timely Warning Notice (TWN)</b>	<b>Immediate Notification (IN)</b>
Legal Standard:	Potential ongoing or serious threat	Immediate threat to health and safety
Circumstances:	Clery-reportable crimes that have been reported (occurred in the past)	Clery-reportable crimes as well as other types of emergencies (happening right now or about to happen)
Audience:	Community-wide	Can send to a segment of the community, if appropriate
When Issued:	As soon as pertinent information is available	Upon confirmation of emergency (when possible)
Follow-Up to a threat:	Not required	Required
Who Issues:	Vice President/Associate Vice President /Designee	Vice President/Associate Vice President /Designee

## 5.8 Emergency Response and Evacuation Procedures

Northwood Tech maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

College campuses are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency and safety teams provide resources and guidance for the development of these plans.

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

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

The campus publicizes a summary of the emergency response and evacuation procedures via the College Intranet in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

### Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Northwood Tech Safety Team does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Northwood Tech Safety Committee members on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Northwood Tech evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

### **General Evacuation Procedures**

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and dial 911.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired. Secure the individual in the area of rescue assistance and press the help button located in that area or notify the responding Fire Department of the individual's location.
4. Proceed to a clear area greater than 500 feet from the building perimeter. Keep all walkways clear for emergency vehicles.
5. Do not re-enter the building.

### **Shelter-in-Place Procedures –What it Means to “Shelter-in-Place”**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### **Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take

your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

#### How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, Northwood Tech Safety Team, Safety Committee Members, Vice President/Associate Vice President, other College employees, Local law enforcement, or other authorities utilizing the College’s emergency communications tools.

#### How to “Shelter–in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - An interior room
  - Above ground level
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to Northwood Tech Safety Team so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

### **5.9 Security and Access to Campus Facilities/Security Considerations in the Maintenance of Campus Facilities**

The College maintains a commitment to campus security and safety. Exterior lighting in the parking lots, pedestrian walkways and exterior of buildings is provided to illuminate these areas for safety and security. Local police officers may conduct patrols of campus buildings to evaluate and monitor security related matters.

The academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is also controlled by card access after normal business hours, and all of these buildings have varied levels of access. For information about the access protocol for a specific building, see the facilities maintenance supervisor.

*NOTE: Building access may vary to accommodate evening and weekend classes according to scheduled activities.*

Northwood Technical College does not maintain On Campus Student Housing Facilities.

The College grounds and landscaping are maintained by the facilities, custodial staff and some contract services, assuring safety for pedestrians with concern for vehicle traffic considerations. Other members of the College community are helpful when they report equipment problems to Campus Custodial or Maintenance Staff.

### **5.10 Crimes to be Reported**

A yearly report is compiled by the College based upon the Incident Reports filed during the year and information obtained from police and sheriffs' departments in cities and counties where College campuses are located. Statistics obtained are used for required annual Clery Act reporting that is filed with the US Department of Education and is also shared with the College Board for appropriate action with regard to operational policies and procedures. Following are definitions of reportable Clery Act crimes. Definitions were obtained from The Handbook for Campus Safety and Security Reporting and from the National Institute of Justice website:

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

**Manslaughter by Negligence:** The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

**Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- A) **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B) **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- C) **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D) **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** The taking or attempting to take anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Aggravated assault may include assault and battery, disorderly conduct, domestic violence, or simple assault by some local jurisdictions even though a weapon was used in the incident.

**Burglary (Breaking and Entering):** The unlawful entry of a structure to commit a felony or a theft.

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

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

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

**Simple Assault:** The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Cyber-intimidation (threatened via computer) is included in this definition.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the persons having custody or control of it. Examples include cutting into tires, drawing obscene pictures on restroom walls, smashing windows, destroying school records, defacing library books.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Definitions of crimes for which arrest must be reported:

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

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Weapons Possessions:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

### **Unfounded Crimes**

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Non-Campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded".

Institutions must report the total number of criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

### **Hate Crime Reporting**

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Institutions must report hate crimes in the following eight categories:

- **Race:** a preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- **Religion:** a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation:** a preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
  - Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender:** a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
  - Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- **Ethnicity:** a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture and/or ideology that stresses common ancestry
- **National Origin:** a preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability:** a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias:

- a. Murder and Non-negligent Manslaughter
- b. Sexual Assault
- c. Robbery
- d. Aggravated Assault



- e. Burglary
- f. Motor Vehicle Theft
- g. Arson
- h. Larceny-Theft
- i. Simple Assault
- j. Intimidation
- k. Destruction/Damage/Vandalism of Property

## 5.11 College Crime Statistics

Campus	OFFENSES	On Campus			Non-Campus			Public Property		
		2024	2023	2022	2024	2023	2022	2024	2023	2022
<b>ASHLAND</b>	<b>CRIMINAL OFFENSES</b>									
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
	Rape	0	0	0	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0	0	0
	<b>ARRESTS</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>REFERRALS FOR DISCIPLINARY ACTION</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	1	0	0	0	0	0	0
	<b>VAWA OFFENSES</b>									
	Domestic Violence	0	0	0	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	

*\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Ashland Campus does not have residential facilities.*

*There were no reported hate crimes for the years 2024, 2023, or 2022.*

*There were 0 unfounded crimes in 2024, 0 unfounded crimes in 2023, and 0 unfounded crimes in 2022.*

Campus	OFFENSES	On Campus			Non-Campus			Public Property		
		2024	2023	2022	2024	2023	2022	2024	2023	2022
<b>BALSAM LAKE</b>	<b>CRIMINAL OFFENSES</b>									
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
	Rape	0	0	0	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0	0	0
	<b>ARRESTS</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>REFERRALS FOR DISCIPLINARY ACTION</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>VAWA OFFENSES</b>									
	Domestic Violence	0	0	0	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0	0	0	0
	Stalking	0	0	0	0	0	0	0	0	0

*\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Balsam Lake Outreach Center does not have residential facilities.*

*There were no reported hate crimes for the years 2024, 2023 or 2022*

*There were 0 unfounded crimes in 2024, 0 unfounded crimes in 2023, and 0 unfounded crimes in 2022.*

Campus	OFFENSES	On Campus			Non-Campus			Public Property		
		2024	2023	2022	2024	2023	2022	2024	2023	2022
<b>HAYWARD</b>	<b>CRIMINAL OFFENSES</b>									
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
	Rape	0	0	0	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0	0	0
	<b>ARRESTS</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>REFERRALS FOR DISCIPLINARY ACTION</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>VAWA OFFENSES</b>									
	Domestic Violence	0	0	0	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0	0	0	0
	Stalking	0	0	0	0	0	0	0	0	0

*\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Hayward Outreach Center does not have residential facilities.*

*There were no reported hate crimes for the years 2024, 2023, or 2022.*

*There were 0 unfounded crimes in 2024, 0 unfounded crimes in 2023, and 0 unfounded crimes in 2022.*

Campus	OFFENSES	On Campus			Non-Campus			Public Property		
		2024	2023	2022	2024	2023	2022	2024	2023	2022
<b>LADYSMITH</b>	<b>CRIMINAL OFFENSES</b>									
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
	Rape	0	0	0	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0	0	0
	<b>ARRESTS</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>REFERRALS FOR DISCIPLINARY ACTION</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>VAWA OFFENSES</b>									
	Domestic Violence	0	0	0	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0	0	0	0
	Stalking	0	0	0	0	0	0	0	0	0

*\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Ladysmith Outreach Center does not have residential facilities.*

*There were no reported hate crimes for the years 2024, 2023, or 2022.*

*There were 0 unfounded crimes in 2024, 0 unfounded crimes in 2023, and 0 unfounded crimes in 2022.*

Campus	OFFENSES	On Campus			Non-Campus			Public Property		
		2024	2023	2022	2024	2023	2022	2024	2023	2022
<b>NEW RICHMOND</b>	<b>CRIMINAL OFFENSES</b>									
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
	Rape	0	0	0	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0	0	0
	<b>ARRESTS</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	1	0	2	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>REFERRALS FOR DISCIPLINARY ACTION</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>VAWA OFFENSES</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0	
Dating Violence	0	0	0	0	0	0	0	0	0	
Stalking	0	0	0	0	0	0	0	0	0	

*\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The New Richmond Campus does not have residential facilities.*

*There were no reported hate crimes for the years 2024, 2023, or 2022.*

*There were 0 unfounded crimes in 2024, 0 unfounded crimes in 2023, and 0 unfounded crimes in 2022.*

Campus	OFFENSES	On Campus			Non-Campus			Public Property		
		2024	2023	2022	2024	2023	2022	2024	2023	2022
<b>RICE LAKE</b>	<b>CRIMINAL OFFENSES</b>									
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
	Rape	0	0	0	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0	0	0
	<b>ARRESTS</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>REFERRALS FOR DISCIPLINARY ACTION</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>VAWA OFFENSES</b>									
	Domestic Violence	0	0	0	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0	0	0	0
	Stalking	0	0	0	0	0	0	0	0	0

*\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Rice Lake Campus does not have residential facilities.*

*There were no reported hate crimes for the years 2024, 2023, or 2022.*

*There were 0 unfounded crimes in 2024, 0 unfounded crimes in 2023, and 0 unfounded crimes in 2022.*

Campus	OFFENSES	On Campus			Non-Campus			Public Property		
		2024	2023	2022	2024	2023	2022	2024	2023	2022
<b>SHELL LAKE</b>	<b>CRIMINAL OFFENSES</b>									
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
	Rape	0	0	0	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0	0	0
	<b>ARRESTS</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>REFERRALS FOR DISCIPLINARY ACTION</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>VAWA OFFENSES</b>									
	Domestic Violence	0	0	0	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0	0	0	0
	Stalking	0	0	0	0	0	0	0	0	0

*\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Shell Lake Administrative Office does not have residential facilities.*

*There were no reported hate crimes for the years 2024, 2023, or 2022.*

*There were 0 unfounded crimes in 2024, 0 unfounded crimes in 2023, and 0 unfounded crimes in 2022.*



Campus	OFFENSES	On Campus			Non-Campus			Public Property		
		2024	2023	2022	2024	2023	2022	2024	2023	2022
<b>SUPERIOR</b>	<b>CRIMINAL OFFENSES</b>									
	Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
	Rape	0	0	0	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0	0	0
	<b>ARRESTS</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>REFERRALS FOR DISCIPLINARY ACTION</b>									
	Liquor Law Violation	0	0	0	0	0	0	0	0	0
	Drug Law Violation	0	0	0	0	0	0	0	0	0
	Weapons Law Violation	0	0	0	0	0	0	0	0	0
	<b>VAWA OFFENSES</b>									
	Domestic Violence	0	0	0	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0	0	0	0
	Stalking	0	0	0	0	0	0	0	0	0

*\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories. The Superior Campus does not have residential facilities.*

*There were no reported hate crimes for the years 2024, 2023, or 2022.*

*There were 0 unfounded crimes in 2024, 0 unfounded crimes in 2023, and 0 unfounded crimes in 2022.*

### **Security Awareness & Crime Prevention Programming**

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Northwood Tech to inform students, staff, and employees of good crime prevention and security awareness practices.

During the 2023-2024 academic year, Northwood Tech offered approximately 11 crime prevention and security awareness programs. Topics such as personal safety, drug and alcohol abuse awareness, cultural diversity, and sexual assault prevention are some examples of programs offered during the prior academic year. Informational brochures and supporting prevention information are provided for all students and staff through College orientation and in-service activities.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to contact the Dean of Students, Vice President, or Associate Vice President to report suspicious behavior. Anyone interested in having a speaker to his or her classroom or group on the topic of safety/crime prevention should contact the Title IX Coordinator at 715-645-7042 or [HumanResources@northwoodtech.edu](mailto:HumanResources@northwoodtech.edu).

### **Monitoring and Recording of Criminal Activity of Non-Campus Student Organizations**

Northwood Tech currently does not recognize any non-campus student organizations or student residential facilities. Therefore, local police departments are not used to monitor and record criminal activity since there are not any non-campus locations of student organizations. Student conduct codes enumerate and describe acceptable behavior and sanctions for misconduct actions relating to drugs and alcohol, assaults, weapons, and other security-related concerns whether on or off-campus.

## **6 UNLAWFUL DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT/SEXUAL MISCONDUCT/SEXUAL VIOLENCE**

Northwood Technical College (College) is committed to providing a safe learning and working environment in compliance with federal law, specifically Title IX, Jeanne Clery Act (the Clery Act), as amended, Violence Against Women Act (VAWA), as reauthorized in 2022. In keeping with this commitment, the College has adopted policies, procedures, and programs to prevent and respond to incidents of sexual misconduct, sexual assault, domestic violence, dating violence, stalking, sexual harassment, and other forms of abuse including physical, sexual, emotional, psychological, technological, or economic abuse which may deny a person equal access to the College's education programs or activities. These policies, procedures and guidelines apply to all members of the College community, students, employees, visitors, contractors and vendors.

The College will not tolerate sexual assault, sexual harassment, domestic violence, dating violence, stalking, or such similar unwelcome conduct as defined in related procedures, in any form. Such acts of violence are prohibited by College policy, as well as state and federal laws. Individuals who the College determines to have more likely than not have engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from the College, regardless of whether they are also facing criminal or civil charges in a court of law.

Northwood Technical College prohibits and will not tolerate unlawful discrimination, harassment, or sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or unwelcome conduct determined to deny a person equal access to the College's educational programs or activities by or against any student, employee, student/employee applicant, vendor/customer, anyone associated with Northwood Tech or other members of the public. The College is committed to providing resources, supportive measures, and confidentiality protections for all parties consistent with federal law.

### **6.1 Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

Northwood Tech prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking, as defined by the Clery Act.

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

**a. Domestic Violence:**

- i. A felony or misdemeanor of violence committed:
  - A) By a current or former spouse or intimate partner of the victim;
  - B) By a person with whom the victim shares a child in common;
  - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**b. Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship,

- the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii. For the purposes of this definition:
    - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - B) Dating violence does not include acts covered under the definition of domestic violence.
  - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- c. **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."
- o **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - o **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - o **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - o **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- d. **Stalking**
- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    - A) Fear for the person's safety or the safety of others; or
    - B) Suffer substantial emotional distress.
  - ii. For the purposes of this definition:
    - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
    - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
    - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## **6.2 Jurisdictional Definitions of Domestic Violence/Dating Violence (Domestic Abuse), Sexual Assault and Stalking**

1. Unlawful discrimination shall mean a difference in treatment in any employment/education 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.
2. Sexual Harassment means unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome request for sexual favors, 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.
3. Sexual misconduct/sexual violence is also sexual harassment and as such is prohibited and could include sexual acts against a person's will or where a person is incapable to give consent.
  - A) The term "sexual assault" means an offense classified as a forcible or non-forcible sex offense under the Uniform Crime Reporting System of the Federal Bureau of Investigation.
4. Wisconsin Statute 813.12 Domestic Abuse means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:
  - A) Intentional infliction of physical pain, physical injury or illness.
  - B) Intentional impairment of physical condition.

- C) A violation of s. 940.225 (1) (2) or (3). (Sexual assault violations)
  - D) A violation of s. 940.32. (Stalking violations)
  - E) A violation of s. 943.01, involving property that belongs to the individual. (Damage to property)
  - F) A threat to engage in any conduct listed above.
5. Sexual Assault is defined by Wisconsin State Statute 940.225 as sexual contact or sexual intercourse with another person without consent of that person by use of force, threats, or weapon.
- A) Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent.
  - B) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without consent, including when the victim is incapable of giving consent because of age or temporary/permanent mental incapacity.
  - C) Incest: Sexual intercourse between persons who are related to each other within degrees prohibited by law.
  - D) Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
6. Wisconsin Statute 940.32 Stalking means a series of two or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:
- A) Maintaining a visual or physical proximity to the victim.
  - B) Approaching or confronting the victim.
  - C) Appearing at the victim's workplace or contacting the victim's employer or coworkers.
  - D) Appearing at the victim's home or contacting the victim's neighbors.
  - E) Entering property owned, leased, or occupied by the victim.
  - F) 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.
    - o 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.
  - G) 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.
  - H) 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.
  - I) Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
  - J) Delivering an object to a member of the victims' 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 that object be delivered to the victim.

- K) Causing a person to engage in any of the acts described in subds. A. to J.
7. Dating Violence is defined as 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. The State of Wisconsin does not have a definition of dating violence per se. However, it does allow for “Dating Relationships” to be included within its definition of “Domestic Abuse”. Wisconsin’s definition of a Dating Relationship is “a romantic or intimate social relationship between two adult individuals but “dating relationship” does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.
  8. The State of Wisconsin defines consent as words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. The following person are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11 (2):
    - A) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.
    - B) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
    - C) Northwood Tech. defines consent as, the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact.
  9. Consent is positive cooperation involving an act of free will, absent of coercion, intimidation, force or the threat of force. A person cannot give consent if they are unable to understand what is going on.

Lack of consent is a critical factor in determining whether Sexual Harassment has occurred. As defined above, consent is a mutual, voluntary, and informed agreement to participate in specific sexual acts with another person that is not achieved through unreasonable manipulation or coercion—or any kind of physical force or weapon—and requires having cognitive ability to agree to participate. Consent requires an outward demonstration, through mutually understandable words, conduct or action, indicating that an individual has freely chosen to engage in the specific sexual acts. A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive.

Impairment or incapacitation due to alcohol and/or drug use, permanent/ temporary psychological or physical disability, and being below the age of consent in the applicable jurisdiction are factors that detract from or make consent impossible.

Silence or an absence of resistance does not imply consent, and consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Even in the context of an ongoing relationship, consent must be sought and freely given for each specific sexual act. Consent may be withdrawn at any time. When consent is withdrawn, sexual activity must immediately stop.

Consent for sexual contact cannot legally be given if an individual is under the age of 18, is incapacitated due to alcohol or other drugs, is unconscious or asleep, or has limited mental capacity. **Consent is a clear yes, not the absence of no.**

There must always be active consent among involved persons. Consent to one event or action does not imply consent to another. If limits are made clear and consent is not given, pressuring someone into changing their mind is not consent.

- Consent is based on choice.
- Consent is active, not passive. Silence and passivity do not equal consent.
- Consent is possible only when there is equal power.
- Giving in because of fear is not consent.
- Giving in or going along with someone to gain approval or to avoid being hurt is not consent.
- Consent means two (or more) people deciding together to do the same thing, at the same time, in the same way, with each other.

### **6.3 How to Be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. In *A Situational Model of Sexual Assault Prevention through Bystander Intervention*, Dr. Shawn Burn describes bystanders as “individuals who observe violence or witness the condition that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list, adapted from Stanford University Office of Sexual Assault & Relationship Abuse Education & Response (SARA), of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.



5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

#### **6.4 Northwood Technical College Consent Definition**

Northwood Technical College defines **consent** as, “the equal approval, given freely, willingly and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision — indicated clearly by words or actions — to engage in mutually accepted sexual contact. A person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact.”

Consent is positive cooperation involving an act of free will, absent of coercion, intimidation, force or the threat of force. A person cannot give consent if they are unable to understand what is going on.

Lack of consent is a critical factor in determining whether Sexual Harassment has occurred. As defined above, consent is a mutual, voluntary, and informed agreement to participate in specific sexual acts with another person that is not achieved through unreasonable manipulation or coercion—or any kind of physical force or weapon—and requires having cognitive ability to agree to participate. Consent requires an outward demonstration, through mutually understandable words, conduct or action, indicating that an individual has freely chosen to engage in the specific sexual acts. A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive.

Impairment or incapacitation due to alcohol and/or drug use, permanent/ temporary psychological or physical disability, and being below the age of consent in the applicable jurisdiction are factors that detract from or make consent impossible.

Silence or an absence of resistance does not imply consent, and consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Even in the context of an ongoing relationship, consent must be sought and freely given for each specific sexual act. Consent may be withdrawn at any time. When consent is withdrawn, sexual activity must immediately stop.

Consent for sexual contact cannot legally be given if an individual is under the age of 18, is incapacitated due to alcohol or other drugs, is unconscious or asleep, or has limited mental capacity. **Consent is a clear yes, not the absence of no.**

There must always be active consent among involved persons. Consent to one event or action does not imply consent to another. If limits are made clear and consent is not given, pressuring someone into changing their mind is not consent.

- Consent is based on choice.
- Consent is active, not passive. Silence and passivity do not equal consent.
- Consent is possible only when there is equal power.
- Giving in because of fear is not consent.

- Giving in or going along with someone to gain approval or to avoid being hurt is not consent.
- Consent means two (or more) people deciding together to do the same thing, at the same time, in the same way, with each other.

## 6.5 Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from *Rape, Abuse, & Incest National Network*, [www.rainn.org](http://www.rainn.org))

1. **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## **7 PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

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

- a. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- b. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

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

- a. A statement that the College prohibits and will not tolerate unlawful discrimination, harassment or sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or unwelcome conduct determined to deny a person equal access to the College's educational programs or activities by or against any student, employee, student/employee applicant, vendor/customer, anyone associated with Northwood Tech or other members of the public.
- b. Jurisdictional definitions of "dating violence", "domestic violence", "sexual assault", and "stalking" (as described in "Jurisdictional Definitions of

Domestic Violence/Dating Violence, Sexual Assault and Stalking” elsewhere in this document).

- c. The definition of “consent” in reference to sexual activity.
- d. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- e. Information on risk reduction. Risk reduction means options designated to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Information regarding:
  - a. Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault or stalking occurs (as described in the “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs” elsewhere in this document)
  - b. How the College will protect the confidentiality of victims and other necessary parties (as described in the “Assistance for Victims: Rights and Options” elsewhere in this document)
  - c. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the College and in the community (as described in the “Assistance for Victims: Rights and Options” elsewhere in this document)
  - d. Options for available assistance in and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document)
  - e. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document).

## **7.1 Primary Prevention and Awareness Programs**

Primary prevention and awareness programs include providing new students and employees online trainings on sexual harassment and prevention as well as policy statements and awareness tips in new student orientations, student handbooks, and new employee orientation.

Specifically, the College offered the following primary prevention and awareness programs for all incoming students in academic year 2023/2024:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior* Covered</u>
Sexual Violence Prevention	Ongoing	Online	DoV, DaV, SA, S
New Student Orientation	08/24/2024	Online, Ashland, Rice Lake, New Richmond, and Superior Campuses	SA
New Student Orientation	01/17/2025	Online, Ashland, Rice Lake, New Richmond, and Superior Campuses	SA

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following primary prevention and awareness programs for all new employees in academic year 2023/2024:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior* Covered</u>
Welcome Email from Title IX Coordinator	Within first 30 days of employment	Online	SA, DoV, DaV, S
Employee Onboarding	Within first 90 days of employment	Learning Management System	SA
Title IX Webpage	Ongoing	Online	SA, DoV
Sexual Violence Prevention	Ongoing	Online	DoV, DaV, SA, S
Prosocial Bystander	Ongoing	Learning Management System	DoV, DaV, SA, S

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

## 7.2 Ongoing Prevention and Awareness Campaigns

The College has developed annual educational campaigns consisting of online trainings, educational posters, and face-to-face presentations.

The College offered the following ongoing awareness and prevention programs for students in academic year 2023/2024:

<b><u>Name of Program</u></b>	<b><u>Date Held</u></b>	<b><u>Location Held</u></b>	<b><u>Which Prohibited Behavior* Covered</u></b>
Sexual Violence Prevention	Ongoing	Online	DoV, DaV, SA, S
Newsletters – including resources domestic violence awareness, promote “Harvest Hunt” DV awareness event by New Day Advocacy Center	10/07/2024	Ashland	DoV, DaV, SA, S
Domestic and Sexual Violence Resources Tabling	10/07/2024	Collegewide	DoV, DaV, SA, S
Purple Thursday: Support Survivors of Domestic Violence	10/17/2024	Rice Lake, Superior	DoV, DaV
Health Fair	03/04/2025	Ashland, Rice Lake, Superior	DoV, DaV, SA
Onsite display – theme being prevention, consent, assault resources	04/2025	Rice Lake	DoV, DaV, SA
Post Secret U	04/08/2025	Collegewide	DoV, DaV, SA, S
SAAM, Sexual Consent, Mental Health Resources Newsletter	04/21/2025	Ashland	SA
Denim Day	04/30/2025	Collegewide	DoV

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following ongoing awareness and prevention programs for employees in academic year 2023/2024:

<b><u>Name of Program</u></b>	<b><u>Date Held</u></b>	<b><u>Location Held</u></b>	<b><u>Which Prohibited Behavior* Covered</u></b>
Title IX Webpage	Ongoing	Online	SA, DoV
Sexual Violence Prevention	Ongoing	Online	DoV, DaV, SA, S
Newsletters – including resources domestic violence awareness, promote “Harvest Hunt” DV awareness event by New Day Advocacy Center	10/07/2024	Ashland	DoV, DaV, SA, S
Domestic and Sexual Violence Resources Tabling	10/07/2024	Collegewide	DoV, DaV, SA, S

Purple Thursday: Support Survivors of Domestic Violence	10/17/2024	Rice Lake, Superior	DoV, DaV
Prosocial Bystander	Ongoing	Learning Management System	DoV, DaV, SA, S
Health Fair	03/05/2024	Ashland, Rice Lake, Superior	DoV, DaV, SA
Onsite display – theme being prevention, consent, assault resources	04/2025	Rice Lake	DoV, DaV, SA
Post Secret U	04/08/2025	Collegewide	DoV, DaV, SA, S
SAAM, Sexual Consent, Mental Health Resources Newsletter	04/21/2025	Ashland	SA
Denim Day	04/30/2025	Collegewide	DoV

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

## **8 PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND/OR STALKING OCCURS**

Victims have particular rights they are entitled to when reporting a crime, and many resources are available to them. Victims of domestic violence, dating violence, sexual assault and/or stalking have the right to decline to notify law enforcement of the crime(s) committed against them. If a victim so chooses, they have the right to be assisted by College authorities in notifying law enforcement agencies.

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at:

**Ashland:**  
**Memorial Medical Center**  
 1615 Maple Lane  
 Ashland, WI 54806  
 (715) 685-5500

**Balsam Lake:**  
**St. Croix Regional Medical Center**  
 1504 190<sup>th</sup> Ave  
 Balsam Lake, WI 54810  
 (800) 828-3627

**Hayward:**  
**Hayward Area Memorial Hospital**  
11040 N, State Road 77  
Hayward, WI 54843  
(715) 934-4321

**Ladysmith:**  
**Marshfield Medical Center**  
900 College Ave W  
Ladysmith, WI 54848  
(715) 532-5561

**New Richmond:**  
**Westfields Hospital**  
535 Hospital Road  
New Richmond, WI 54017  
(715) 243-2600

**Rice Lake:**  
**Marshfield Medical Center**  
1700 W Stout St  
Rice Lake, WI 54868  
(715) 234-1515

**Shell Lake:**  
**Indianhead Medical Center**  
113 4<sup>th</sup> Ave  
Shell Lake, WI 54871  
(715) 468-7833

**Superior:**  
**Essentia Health St. Mary's Hospital**  
3500 Tower Ave  
Superior, WI 54880  
(715) 817-7000

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking



pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

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

#### Involvement of Law Enforcement

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make a report. Furthermore, victims have the right to decline to notify law enforcement. However, the College Talent & Culture Department will assist any victim with notifying law enforcement if the victim so desires. Local Police Departments may be reached directly at:

##### **Ashland Police Department**

601 Main Street West

Ashland, WI 54806

(715) 682-7062

Additional information about the Ashland Police Department may be found online at <https://www.coawi.org/207/Police-Department>

##### **Balsam Lake Police Department**

404 West Main Street

Balsam Lake, WI 54810

(715) 485-3544

Additional information about the Balsam Lake Police Department may be found online at <https://balsamlakevillage.com/police-department/>

##### **Hayward Police Department**

15889 W 3<sup>rd</sup> Street

Hayward, WI 54843

(715) 634-4858

Additional information about the Hayward Police Department may be found online at <https://cityofhaywardwi.gov/police-department/>

##### **Ladysmith Police Department**

311 East Miner Avenue

Ladysmith, WI 54848

(715) 532-2186

Additional information about the Ladysmith Police Department maybe be found online at

<https://www.cityofladysmithwi.com/index.asp?SEC=5DFFE6F4-B482-4FF8-93CF-04387C89B64E>

**New Richmond Police Department**

1443 Campus Drive  
New Richmond, WI 54017  
(715) 246-6667

Additional information about the New Richmond Police Department maybe be found online at

<https://www.newrichmondwi.gov/departments/police/index.php>

**Rice Lake Police Department**

34 S Wilson Avenue  
Rice Lake, WI 54868  
(715) 234-2116

Additional information about the Rice Lake Police Department may be found online at [https://www.ci.rice-lake.wi.us/index.asp?SEC=AB1C463E-F160-4CC6-BED8-FC2E38486504&Type=B\\_BASIC](https://www.ci.rice-lake.wi.us/index.asp?SEC=AB1C463E-F160-4CC6-BED8-FC2E38486504&Type=B_BASIC)

**Shell Lake Police Department**

501 1<sup>st</sup> Street  
Shell Lake, WI 54871  
(715) 468-7640

Additional information about the Shell Lake Police Department may be found online at <http://www.shelllake.org/local-government/departments/police-department/>

**Superior Police Department**

1316 N 14<sup>th</sup> Street, Suite 150  
Superior, WI 54880  
(715) 395-7234

Additional information about the Superior Police Department may be found online at <http://www.ci.superior.wi.us/174/Police-Department>

**8.1 Notification of Complaint**

Any student, employee, or student/employee applicant who believes that they have been unlawfully discriminated against or harassed or sexually harassed or a victim of sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or unwelcome conduct determined to deny a person equal access to the College's educational programs or activities in violation of College policy is urged to report the incident.

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 VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, as amended, Section 504 and Section 508 of the Rehabilitation Act of 1973, Title II of The Americans with Disabilities Act of 1990, as amended, and The Americans with Disabilities Act Amendments Act of 2008, Clery Act, as amended, Sexual Violence Elimination Act (SaVE Act) as authorized by Violence Against Women Reauthorization Act, Higher Education Act of 1965, §485(f) (20 U.S.C. 1092 (f)) and 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: Associate Vice President, Talent & Culture, President's Office, 1900 College Drive, Rice Lake, WI 54871, (715) 645-7042. Employees and students may also report complaints to any member of the College Leadership Team or to law enforcement as appropriate. If any member of the College Leadership Team is alleged to have engaged in unlawful discrimination/harassment/retaliation, the complaint must be filed directly with the President. If the President is alleged to have engaged in unlawful discrimination/harassment/retaliation, the complaint must be filed directly with the Board Chair. All allegations/complaints will be investigated promptly according to College procedures and both the complainant and accused will be afforded equitable rights during the investigative process.

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 unwelcome conduct determined to deny a person equal access to the College's educational programs or activities reported to the College will be handled under developed procedures that include, but may not be limited to, taking immediate action to eliminate the unlawful action, preventing its recurrence, addressing its effects, publishing a notice of non-discrimination/non-harassment/non-retaliation, adopting and publishing complaint procedures and ensuring College employees are trained to respond to issues/complaints promptly and equitably. Prompt and remedial action will be taken, if necessary, to ensure appropriate behavior in the academic/work environment.

The procedure is available for complaints by students, employees and student/employee applicants concerning alleged unlawful discrimination/harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or similar unwelcome conduct determined to deny a person equal access to the College's educational programs or activities as those terms are described below.

Northwood Tech Associate Vice President, Talent & Culture serves as the Equal Opportunity/ Affirmative Action Officer and Title IX Coordinator and the central intake point for complaints of unlawful discrimination/harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or similar unwelcome conduct determined to deny a person equal access to the College's educational programs or activities. All charges of unlawful discrimination/

harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or similar unwelcome conduct determined to deny a person equal access to the College's educational programs or activities will be investigated according to College procedure by the Associate Vice President, Talent & Culture (or designee) or a supervised investigation will be delegated to other trained, responsible members of the College Leadership Team and/or outside legal counsel as appropriate.

### **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.

## **8.2 Adjudication of Violence**

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the College's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault, and stalking complaints are completed within the timeframe specified in each policy the college maintains. However, each procedure allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present;
2. The complainant, the respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings;
3. The college disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent;
4. The complainant and the respondent will have the same opportunities to have others present during any college disciplinary proceeding. The complainant and the respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. However, the role of the advisor is limited to assisting the party with preparing any interviews, meetings, or hearings.
  - a. Review the evidence.
  - b. Listen to the client's account of the reported incident(s) without judgement
  - c. Explain process steps as applicable.
  - d. Discuss information that may be relevant to submit for consideration.
  - e. Discuss potentially relevant witnesses.
  - f. In a hearing, prepare and question/cross-examine the parties and witnesses during the hearing.
5. The complainant and the respondent will be notified simultaneously, in writing, of the initial, interim, and final decision of any disciplinary proceedings; and
6. Where an appeal is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary

proceeding. When an appeal is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as the final result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

#### Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

The most current version of Northwood Tech's Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints Policy and Procedures can be found on the College's Title IX site:

<https://www.northwoodtech.edu/about/safety-and-security/title-IX>

#### College-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include but are not limited to: a College order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures may constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Northwood Technical College.

### **8.3 Complaint Procedure**

#### NOTIFICATION OF COMPLAINT

- a. Any applicant, student, employee, or citizen requesting services from Northwood Tech who believes they have experienced or observed a violation of this policy or procedure at Northwood Tech may file a report with the Associate Vice President, Talent & Culture at the following address: Northwood Technical College 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 any member of the College Leadership Team or to law enforcement as appropriate. If any member of the College Leadership Team is alleged to have engaged in unlawful discrimination/harassment/retaliation, the complaint must be filed directly with the President. If the President is alleged to have engaged in unlawful discrimination/harassment/retaliation, the complaint must be filed directly with the Board Chair.
- b. The complaint report should be in writing, to the Associate Vice President, Talent & Culture. The report should detail the facts and circumstances which are the basis for the complaint and identify the individual(s) at Northwood Tech responsible for the alleged violation and the policy, procedure, or practice that has been violated. Whenever possible, the "Unlawful Discrimination/Harassment/Sexual Harassment/ Sexual Misconduct/Sexual

Violence Complaint Form or online reporting is available at <https://www.northwoodtech.edu/about/safety-and-security/file-a-report/file-an-incident-misconductreport>" should be used to provide the information requested. The complainant and the respondent will be advised of the College policy and procedures when filing a complaint. If the complaint is not a Formal Complaint, Supportive Measures will be provided; however, no further investigatory action shall be taken and the grievance procedures of this policy shall not apply.

- c. The filing of a report with the College does not restrict a person's right to seek redress through avenues outside of the College.
- d. Retaliatory action against anyone filing a legitimate report for any type of unlawful discrimination/ harassment, including sexual harassment/sexual misconduct/sexual violence, is strictly prohibited.

#### DETERMINATION OF NEED FOR IMMEDIATE ACTION

Upon the receipt and any complaint (Formal or otherwise), the Title IX Coordinator shall determine whether the facts and circumstances of the matter require emergency removal of the respondent from his/her education program or activity because the respondent poses an immediate threat to the physical health or safety of any student or other individual based upon the allegations of Sexual Harassment through an individualized safety and risk analysis. If the Title IX Coordinator determines that emergency removal of the respondent is necessary, the College shall remove the respondent and provide the respondent with notice of the removal and an opportunity to challenge the decision immediately following the removal.

Similarly, if the respondent is a non-student employee, the College may place such employee on administrative leave pending the conclusion of the grievance process.

#### PROVISION OF SUPPORTIVE MEASURES

Upon the receipt of any complaint (Formal or otherwise), the Title IX Coordinator will promptly contact the complainant to discuss the availability of Supportive Measures, determine what, if any, supportive measures the complainant would desire (provided, however, the College reserves the right to determine the appropriateness of such measures and may deny such request), inform the complainant of the ability of supportive measures with or without the filing of a Formal Complaint, and explain to the complainant the process for filing a Formal Complaint.

#### PRE-INVESTIGATION ACTIVITIES

Upon the receipt of a Formal Complaint, the Associate Vice President, Talent & Culture will provide to the parties:

- a. Notice of the College's grievance process.
- b. Notice of the allegations of Sexual Harassment, which shall include sufficient detail known at the time, including the identity of the parties involved, if known, the conduct alleged, and the date and location of the alleged incident, if known.
- c. Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.



- d. Notice that the parties may have the support of an advisor through the grievance process, who may be, but is not required to be, an attorney.
- e. Notice that the parties may inspect and review evidence considered by the investigator in the course of the investigation.
- f. Notice that any knowingly false statements or submission of knowingly false information during the grievance process will be subject to the College's Code of Conduct.

### PRELIMINARY INVESTIGATION

In this step, the investigator must determine the facial validity of the Formal Complaint. A Formal Complaint will not be facially valid, and must be dismissed where any of the following are true:

- The conduct did not occur against a person in the United States;
- The conduct did not occur in the College's education program or activity (which would include, for example, conduct which did not occur on College property or within a club or activity having an affiliation with the College).
- Assuming the veracity of all allegations in favor of the complainant, the conduct still would not constitute Sexual Harassment.

The investigator may also dismiss the complaint, or any allegations therein, where:

- The Complainant informs the Title IX Coordinator that the complainant desires to withdraw the Formal Complaint, or any allegations therein;
- The Respondent is no longer enrolled or employed by the College; or
- Specific circumstances prevent the investigator from gathering evidence sufficient to make a determination on the Formal Complaint or the allegations.
- In the event there are multiple complaints involving the same complainant against more than one respondent, or more than one complainant against more than one respondent, or by one party against the other party, but all of which arise out of the same facts and circumstances, the investigator may consolidate the complaints.

## **8.4 Investigation**

The specific steps of the investigation will vary based on the nature of the allegations and other factors; however, the College's inquiry will be prompt, thorough, and impartial. Following receipt of the complaint, the Associate Vice President, Talent & Culture (or designee) will:

- a. Conduct individual meetings with the complainant to discuss the substance of the complaint and to identify witnesses (lay or expert) and other inculpatory or exculpatory evidence. The investigator will provide advanced notice to the interviewee, including the date, time, location, and purpose of the investigative interview at least five (5) business days in advance to permit the party to prepare to participate.
- b. Conduct individual meetings with the respondent to discuss the substance of the complaint and to identify witnesses (lay or expert) and any other inculpatory or exculpatory evidence. The investigator will provide advanced notice to the

respondent, including the date, time, location, and purpose of the investigative interview at least five (5) business days in advance to permit the party to prepare to participate.

- c. Conduct individual meetings with identified witnesses from each party. Each witness shall be provided written notice of the date, time, location, participants, and purpose of all interviews at least five (5) business days in advance. In addition, for any party who is invited or expected to participate in a witness interview, notice of the witness interview will also be provided to such party.

Prior to the conclusion of the investigation, the investigator shall send to the complainant and respondent the opportunity to review any evidence obtained through the investigation which directly relates to the allegations contained in the complaint, including any evidence upon which the investigator does not intend to rely in rendering a determination. Such information will include any inculpatory or exculpatory evidence obtained from any source. Such evidence will be sent in an electronic format to the parties and any identified party advisor (unless requested by a party to be received in hard copy format). Each party will be given at least ten (10) calendar days to submit a written response to the investigator for consideration by the investigator prior to the completion of the investigation.

The investigator shall conclude the investigation by drafting a written investigative report which fairly summarizes the relevant evidence. Such report will be sent to the parties and any identified party advisor. The parties will have 5 days to review and provide a written response to the investigator.

Limits on Investigatory Authority – the Investigator may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to such party, unless the investigator obtains that party's voluntary, written consent to do so.

Similarly, the investigator may not restrict the ability of either party to discuss the allegations under investigation, or to gather or present relevant evidence.

## **8.5 Hearing**

Within 10 days following the conclusion of the investigation, the College will schedule a live hearing to present its findings. At the hearing, each party's advisor may ask the other party and any witnesses identified by the party relevant questions and follow-up questions, including questions challenging witness credibility. For this purpose, a live hearing is one which is conducted in real-time; provided, however, that either party can request that the parties be located in separate rooms with technology that enables the decision-maker and both parties to simultaneously see and hear all witnesses (including the parties themselves). Similarly, in cases where health concerns warrant, the decision-maker may direct that the hearing be conducted through technological means.

If a party does not have an advisor, one will be provided to the party for purposes of representation at the hearing by the College, at College expense. The decision-maker shall be the arbiter of whether a question on direct or cross-examination is relevant. The hearing shall be recorded either by audiovisual recording or by transcript. A copy of the recording or transcript, as applicable, will be provided to the parties within a reasonable time following the conclusion of the hearing.

The decision-maker (who may not be the Title IX Coordinator or investigator) must issue a written determination regarding responsibility. The decision-maker's standard of evidence is preponderance of the evidence. Such determination will address the requirements of 34 CFR s. 106.45(b)(7)(ii) and shall be provided to the parties simultaneously. Either side may appeal the decision by following the procedures below. If neither party appeals, the decision will become final on the day after the day the appeal period lapses.

If the decision-maker determines that there is reason to believe, by a preponderance of evidence that a violation has occurred (and no party appeals), the College will take appropriate action. Individuals discriminating against students or employees will be subject to discipline under appropriate Northwood Tech policies. The College will also take other necessary corrective action to remedy any instances or effects where unlawful discrimination/ harassment/sexual misconduct/sexual violence is determined to have occurred. Notice of the action will be sent to the principal parties involved.

## **8.6 Appeal Process**

(for use when no Northwood Tech faculty or staff member is the respondent in the matter – if a faculty or staff member is the respondent, consult G-113B for Appeal Procedure).

Any party can appeal a decision-maker's determination regarding responsibility, or the College's dismissal of a Formal Complaint for identified deficiencies, on any of the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination was made which could affect the outcome of the matter; or
- Allegations of a conflict of interest or bias by the Title IX Coordinator, the investigator, or the decision-maker that affected the outcome of the matter. Such a conflict of interest or bias can be alleged to be against complainants or respondents generally or against the particular complainant or respondent in the matter.

Such appeal must be filed within five (5) business days following issuance of the decision-maker's decision. Upon receipt of the appeal, the College shall appoint a reviewer to consider the appeal and shall notify the parties of its receipt of an appeal request. Such reviewer shall not be the decision-maker for the hearing, the investigator, or the Title IX Coordinator. The reviewer shall notify the parties of the appeal procedures and set a briefing schedule for the parties to submit written statements in

support of, or challenging, the outcome. Such briefing schedule shall provide an opportunity for each party to respond to the arguments of the other party. The reviewer shall issue a written decision describing the result of the appeal and rationale to both parties. The reviewer's decision shall be final and binding upon the parties and there shall be no further appeal within the College of the matter.

### **8.7 Informal Resolution**

At any time during the course of the investigation or hearing, the College may offer the parties the opportunity to engage in an informal resolution of the complaint, such as mediation. The parties may decline to participate in such process without affecting the proceedings. If the parties choose to engage in the process, the parties will each indicate consent in writing. A party may end informal resolution discussions at any time prior to reaching an agreed resolution. This process may not be utilized where the allegations involve an employee sexually harassing a student.

### **8.8 Restriction**

1. Action relating to employment and/or enrollment should not be taken for or against a person until a report of unlawful discrimination/harassment has been resolved.
2. Nothing in these procedures will preclude an employee's or student's right to seek other avenues of redress outside of the College including a complainant's right to file a criminal complaint, as appropriate.

### **8.9 Documentation**

A record of all complaints, investigation and hearing records, informal resolutions, and training records must be maintained and forwarded to the College's Associate Vice President, Talent & Culture for reporting purposes in compliance with federal and state laws, but no less than seven (7) years from the conclusion of a matter (including any appeal) for matters beginning on or after August 14, 2020.

Northwood Tech will submit a report by September 1st to the Board and the Wisconsin Technical College System Board specifying the number of complaints received in the previous school year and the disposition of each such complaint as directed by the WTCS office.

Notwithstanding the foregoing, the College will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, any complainant, any accused, any respondent, and any witness, other than as necessary to carry out the purposes of this policy or as required by law.

### **8.10 Sexual Assault of an Adult: Definitions and Penalties**

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

Whoever does any of the following is guilty of a Class B felony:

- A. Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
- B. Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.
- C. Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

Penalty for first-degree sexual assault is imprisonment for not more than sixty years.

### **Second Degree Sexual Assault**

Whoever does any of the following is guilty of Class BC Felony:

- A. Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- B. Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- C. Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.
- D. Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
- E. Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
- F. Is an employee of an inpatient facility or a state treatment facility and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility.

Penalty for second-degree sexual assault is imprisonment for not more than thirty years and/or a fine of not more than \$10,000.

### **Third Degree Sexual Assault**

Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class D felony. This includes sexual contact or intercourse by a member of the instructional staff of a school district with a student enrolled in the school who is 16 years of age or older.

Penalty for third degree sexual assault is imprisonment for not more than ten years and/or a fine of not more than \$10,000.

### **Fourth Degree Sexual Assault**

Whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

Penalty for fourth degree sexual assault is imprisonment for not more than nine months in the county jail and/or a fine of not more than \$10,000.

## **8.11 Sexual Assault of a Child: Definitions and Penalties**

### **First Degree Sexual Assault**

Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years is guilty of Class B felony.

Penalty for first-degree sexual assault is imprisonment for not more than sixty years.

### **Second Degree Sexual Assault**

Whoever has sexual contact or sexual intercourse with a person who is at least 13 but under has not attained the age of 16 years of age is guilty of Class BC felony. Engaging in repeated acts (defined as three or more violations) with the same child within a specified period of time may result in prosecution as a Class B felony.

Penalty for second-degree sexual assault is imprisonment for not more than thirty years and/or a fine of not more than \$10,000.

### **Failure to Act**

A person responsible for the child's welfare is guilty of a Class C felony if that person has knowledge that another person intends to have, is having or has had sexual intercourse or sexual contact with the child, is physically and emotionally capable of taking action which will prevent the intercourse or contact from taking place or being repeated, fails to take that action and the failure to act exposes the child to an unreasonable risk that intercourse or contact may occur between the child and the other person or facilitates the intercourse or contact that does occur between the child and the other person.

Penalty of second-degree sexual assault is imprisonment for not more than thirty years and/or a fine of not more than \$10,000.

### **Death of Victim**

This section applies whether a victim is dead or alive at the time of the sexual contact or sexual intercourse.

## **8.12 Sexual Exploitation by Therapist**

Any person who is or who holds himself/herself out to be a therapist and who intentionally has sexual contact with a patient or client during any ongoing therapist-patient or therapist-client relationship, regardless of whether it occurs during any

treatment, consultation, interview or examination, is guilty of a Class C felony. Consent is not an issue in an action under this sub-section.

Penalty for sexual exploitation by a therapist is imprisonment for not more than fifteen years and/ or a fine of not more than \$10,000.

### **8.13 Protective Behaviors**

#### **Being Aware**

Being aware that sexual assault can happen anywhere to anyone is the first step in self-protection. Thinking that sexual assault only happens to someone else could increase the chances of actually becoming a victim.

The next step is to decrease assault opportunities by increasing the opportunities of protection:

- a. Be aware of the people who are around you (i.e. on the street, in the elevator, on the bus.)
- b. Be aware of areas of potential danger: high crime areas, unlit streets, vacant lots, alleys, dark doorways, and parking lots. Be aware of areas where you can seek help: 24-hour stores, police station, houses with lights on, restaurants, and hospitals.
- c. Know the facts about sexual assault and sexual misconduct including date rape, domestic violence, stalking, and other inappropriate actions.

#### **Assertiveness**

First learn to present yourself as strong and capable. Appearing shy and afraid are signals to an assailant that you will be an easy victim.

- Body language: make eye contact with people on the street approaching you and those you meet in elevators; walk erect with a firm step.
- Appear confident.
- If you are approached don't be afraid to make a scene. As a person you have rights. If someone violates you in any way, you do not have to tolerate it.
- You have the right to say no. Say it as loudly and as often as you need to. Sounding like a broken record may eventually discourage the potential attacker.
- Know you have the right to set sexual limits.
- Communicate those limits.
- Be honest with people about what you want or don't want.
- Trust your feelings. If you feel you are in danger, you're probably right.
- Act on those feelings; do not ignore them. Walk or run away, get angry, seek help.

### **8.14 Basic Bill of Rights for Victims and Witnesses**

Victims of federal crimes are entitled to certain rights and services according to federal law. These rights are included in Section 3771 of Title 18 of the U.S. Code, Crimes and

Criminal Procedure (see the Federal Bureau of Investigation website at [www.fbi.gov](http://www.fbi.gov)). Under the Campus SaVE Act, Title IX, and Clery Act, students who believe they have experienced unlawful discrimination/ harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, and/or stalking also have rights which include receiving the following information:

- Name of College Title IX Coordinator
- Awareness of the protections of Title IX
- Know what to do if harassment occurs
- How to obtain orders of protection or no-contact orders and how the College will cooperate in their enforcement
- How the College will maintain confidentiality
- Notice of the right to change academic, living, transportation or work situations, whether or not a victim has formally reported an incident
- Notification of available mental health, legal assistance, victim's advocacy and other resources
- Notice of student's rights and options, whether the assault took place on campus or off
- Access to prevention programs

The College must also provide students with information on:

- Post attack procedures
- Reporting or right not to report
- Disciplinary procedures
- Right to have advisor of choice
- Simultaneous notification of proceeding results
- Victim's right to confidentiality
- Appeal Procedure
- Contact information for counseling, health (mental or physical), legal and victim's assistance groups and other services available on or off campus

As a victim of a crime in Wisconsin, you have the following rights:

- To be treated with fairness, dignity and respect for your privacy.
- To not have personal identifiers including email disclosed or used for a purpose unrelated to the official duties of an agency, employee or official.
- To be informed of your rights and how to exercise your rights.
- To be provided information regarding the offender's release from custody.
- To be notified of a decision not to prosecute if an arrest has been made.
- To speak with the Assistant Attorney General (AAG), or prosecutor representative upon your request, about the possible outcome of the case, potential plea agreements and sentencing options.
- To attend court proceedings in the case.



- To have reasonable attempts made to notify you be notified of the time, date and place of upcoming court proceedings, if you so request.
- To be provided with a waiting area separate from defense witnesses.
- To a speedy disposition of the criminal case.
- To have your interest considered when the court is deciding to grant a request for a delay (continuance).
- To be notified if charges are dismissed.
- To be accompanied to court by a service representative. This right is limited to specific types of crimes.
- To ask for assistance with your employer if necessary, resulting from court appearances.
- To request an order for, and to be given the results of, testing the offender for sexually transmitted diseases or HIV. This right is limited to specific types of crimes.
- To provide a written or oral victim impact statement concerning the economic, physical and psychological effect of the crime upon you to be considered by the court at sentencing.
- To have the impact of the crime on you included in a presentence investigation.
- To be provided sentencing or dispositional information upon request.
- To restitution as allowed by law.
- To a civil judgment for unpaid restitution.
- To compensation for certain expenses as allowed by law.
- To have your property expeditiously returned when it is no longer needed as evidence.
- To be notified of the offender's eligibility for parole and to have input into the parole-making decision.
- To be notified by have the Department of Corrections make a reasonable attempt to notify you of specific types of releases, escapes or confinements as provided by law.
- To have a reasonable attempt made to notify you be notified of a pardon application to the governor and to make a written statement regarding the pardon application.
- To contact the Department of Justice about any concerns you may have about your victim rights treatment as a crime victim.

In order to receive information, you must keep the appropriate agency informed of your current address and telephone number.

Source: Wisconsin Department of Justice, Office of Crime Victim Services

### **8.15 Accommodations and Protective Measures Available for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Northwood Tech will provide written notification to students and employees about existing assistance with and/or information about accommodations available to

them, including academic, living, transportation, protective orders, and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, college offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, working, protective measures, or transportation situations regardless of whether the victim chooses to report the crime to local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic transportation and/or working situations or protective measures, a victim should contact the Talent & Culture Department, 1900 College Drive, Rice Lake, WI 54868.

**On and Off Campus Services Available for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Northwood Tech will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

<b><u>ON CAMPUS</u></b>	<b><u>Contact Information</u></b>
Health	Campus Health Nurse
Victim Advocacy	Title IX Coordinator
Student Financial Aid	Campus Financial Aid Office
Other	Student Services
Counseling	
Mental Health	
Legal Assistance	
Visa	
Immigration Assistance	

Off campus community resources include the following:

<b><u>OFF CAMPUS</u></b> <b><u>(Ashland/Hayward)</u></b>	<b><u>Service Provider</u></b>	<b><u>Contact Information</u></b>
Counseling	Northland Counseling Services	1619 W 3 <sup>rd</sup> Street Ashland, WI 54806 715.682.2141
		10752 Beal Ave. Hayward, WI 54843 715.634.0222
	Northlakes Community Clinic	300 Main Street East Ashland, WI 54806 715.685.2200
Health	Bad River Health & Wellness	53585 Nokomis Rd. Odanah, WI 54861 715.682.7133
	Health Care Clinic	313 3 <sup>rd</sup> Street West Ashland, WI 54806 715.682.9596
	Essentia Health	1615 Maple Lane, #1 Ashland, WI 54806 715.685.7500
	Sawyer County Department of Health & Human Services	10610 Main St., Suite 224 Hayward, WI 54843 715.634.4806
Mental Health	Northland Counseling Services	1619 W 3 <sup>rd</sup> Street Ashland, WI 54806 715.682.2141
		10752 Beal Ave. Hayward, WI 54843 715.634.0222
	National Suicide Prevention Lifeline	1.800.273.TALK (8255)
Victim Advocacy	Bad River Domestic Abuse Program	101 Elm St. Odanah, WI 54861 715.682.8379
	Domestic Violence Escape, Inc. (D.O.V.E)	709 Sutherland Street Ironwood, MI 49938 906.932.4990
	Red Cliff Domestic Violence Program	88385 Pike Road Bayfield, WI 54814 715.779.3706
	Center Against Sexual and Domestic Abuse (CASDA)	318 21 <sup>st</sup> Ave E Washburn, WI 54891 800.649.2921
	New Day Shelter	301 Ellis Ave

		Ashland, WI 54806 715.682.9565
	LCO Oakwood Haven Domestic and Sexual Violence Shelter	13394 W Trepania Rd Hayward, WI 54843 715.634.9360
Legal Assistance		
Visa and Immigration Assistance		
Student Financial Aid	<a href="http://www.studentaid.gov">www.studentaid.gov</a>	
Other	Memorial Medical Center/Behavioral Health	1615 Maple Lane Ashland, WI 54806 715.685.5500 Crisis Line: 715.682.8217
	Lac Court Orielles Community Health Center (Alcohol & Drug Abuse Counseling)	13380 West Trepania Rd Hayward, WI 54843 877.882.9275

<b><u>OFF CAMPUS</u></b> <b><u>(New Richmond /</u></b> <b><u>Balsam Lake)</u></b>	<b><u>Service Provider</u></b>	<b><u>Contact Information</u></b>
Counseling	Midwest Psychological Services	2201 Jack Breault Lane Hudson, WI 54016 715.381.1980 Emergency Only – 651.278.3095
	Family Therapy Associates	150 West First St, Suite 270 New Richmond, WI 54017 715.246.4840
	Hudson Counseling	901 Dominion Dr Hudson, WI 54016 715.808.8070
Health	Barron County Public Health	335 E. Monroe Ave., Rm 338 Barron, WI 54812 715.537.5691
	Chippewa Valley Free Clinic	1030 Oak Ridge Drive Eau Claire, WI 54701 715.839.8477
	Dunn County Public Health	300 US Hwy 12 East, Suite 032 Menomonie, WI 54751 715.232.2388
	Free Clinic Pierce & St Croix Counties	1687 Division Street East River Falls, WI 54022

	(River Falls Medical Center)	715.307.3948
	Pierce County Public Health	412 W. Kinne Street Ellsworth, WI 54011 715.273.6755
	Polk County Public Health	100 Polk County Plaza, Suite 180 Balsam Lake, WI 54810 715.485.8500
	National Suicide Prevention Lifeline	1.800.273.TALK (8255)
Mental Health	River Mental Health/Behavioral Health/Counseling Services	1687 East Division St River Falls, WI 54022 715.307.3948
	Family Therapy Associates	150 West First St, Suite 270 New Richmond, WI 54017 715.246.4840
	Family Means of St Croix Area	1875 Northwestern Ave. S Stillwater, MN 55082 800.327.3203
	St Croix Regional Medical Center – Mental Health	204 South Adams Street St Croix Falls, WI 54024 715.483.0243
Victim Advocacy	Community Referral Agency/Welcome Home Shelter	P.O. Box 365 Milltown, WI 54858 715.825.4414
	St Croix Valley Sexual Assault Response Team	1343 N Main St River Falls, WI 54022 715.425.6443
	St Croix Victim Witness Assistance Program	Main Level Room 1259 – Government Center 1101 Carmichael Rd. Hudson, WI 54016 715.386.4666
	Tubman	1725 Monastery Way Maplewood, MN 55109 651.770.0777-Crisis # 651.789.6770-Admin #
	Turning Point for Victims of Domestic Abuse	337 East Fifth Street New Richmond, WI 54017 715.425.6751 1.800.345.5104 Crisis Line, shelter & support groups 715.821.8626 - Text hotline

Legal Assistance		
Visa and Immigration Assistance		
Student Financial Aid	<a href="http://www.studentaid.gov">www.studentaid.gov</a>	
Other	Burkwood Treatment Center (Alcohol & Drug Abuse Counseling)	615 Old Mill Road Hudson, WI 54016 715.201.2130
	Hazelton Betty Ford Foundation (Alcohol & Drug Abuse Counseling)	15251 Pleasant Valley Rd Center City, MN 55012 855.745.2889

<b><u>OFF CAMPUS</u></b> <b><u>(Rice Lake / Ladysmith)</u></b>	<b><u>Service Provider</u></b>	<b><u>Contact Information</u></b>
Counseling	Aging & Disability Resource Center – Barron County	335 E Monroe Ave Room 100 Barron, WI 54812 715.537.6225
	Aurora Community Counseling	108 W 2 <sup>nd</sup> St. North Ladysmith, WI 54848 715.532.9771
	Clinic for Christian Counseling, LLC	12 W Marshall St Suite 104 Rice Lake, WI 54868 715.234.3444
Health	Rice Lake Area Free Clinic	1035 N. Main St., Suite G02 Rice Lake, WI 54868 715.736.3733
	Marshfield Clinic – Rice Lake	1700 W. Stout St Rice Lake, WI 54868 715.236.8100
	Mayo Clinic Health System – Rice Lake	331 S. Main St., Suite H Rice Lake, WI 54868 715.537.6747
Mental Health	Mayo Health System – Rice Lake Counseling Services	331 S. Main St., Suite H Rice Lake, WI 54868 715.236.8500
	Rusk County Department of Health & Human Services	311 E Miner Ave Ladysmith, WI 54848 715.532.2299
	National Suicide Prevention Lifeline	1.800.273.TALK (8255)

Victim Advocacy	Community Referral Agency/Welcome Home Shelter	P.O. Box 365 Milltown, WI 54858 715.825.4414
	Embrace	107 Lindoo Ave East Ladysmith, WI 54848 715.532.6976
	Embrace	12 W Marshall St., Suite 105 Rice Lake, WI 54868 715.537.6334
Legal Assistance		
Visa and Immigration Assistance		
Student Financial Aid	<a href="http://www.studentaid.gov">www.studentaid.gov</a>	
Other	Marshfield Clinic Lakewoods Center (Alcohol & Drug Abuse Counseling)	1215 W Knapp St Rice Lake, WI 54868 715.236.4450
	Ladysmith Alcohol & Drug Recovery Center	1000 W College Ave Ladysmith, WI 54848 715.532.2373

<b><u>OFF CAMPUS</u></b> <b><u>(Superior)</u></b>	<b><u>Service Provider</u></b>	<b><u>Contact Information</u></b>
Counseling	Raymone Kral & Associates	3240 Trudeau Rd Duluth, MN 55811 218.727.5400
	Northern Lights Counseling Center	101 W 2 <sup>nd</sup> St #100 Duluth, MN 55805 218.740.3026
	Human Development Center, Superior	1500 North 34 <sup>th</sup> Street Superior, WI 54880 715.392.8216 Crisis # - 715.395.2259
Health	Duluth Family Medicine Clinic	330 North 8 <sup>th</sup> Ave East Duluth, MN 55805 218.723.1112
	Essentia Health St. Mary's, Superior	3500 Tower Ave Superior, WI 54880 715.817.7000
	Essentia Health St. Mary's Medical Center	407 E 3 <sup>rd</sup> Street Duluth, MN 55805 218.786.4000
	Health Care Clinic (Reproductive Health)	69 North 28 <sup>th</sup> St. East, Suite 9 Superior, WI 54880 715.394.4117

	St Luke's Clinic	915 East First Street Duluth, MN 55811 218.249.6095
Mental Health	Arrowhead Psychological Clinic	715 East Central Entrance Duluth, MN 55811 218.723.8153
	Duluth Psychological Clinic	205 W 2 <sup>nd</sup> St #437 Duluth, MN 55811 218.722.2005
	Human Development Center	1401 E 1 <sup>st</sup> St. Duluth, MN 55811 Crisis # - 800.634.8775
	National Suicide Prevention Lifeline	1.800.273.TALK (8255)
Victim Advocacy	Center Against Sexual and Domestic Abuse (CASDA)	318 21 <sup>st</sup> Ave East Superior, WI 54880 715.392.3136
	Program for Aid to Victims of Sexual Assault (PAVSA)	32 East 1 <sup>st</sup> Street #200 Duluth, MN 55802 218.726.1442 Crisis # - 218.726.1931
Legal Assistance		
Visa and Immigration Assistance		
Student Financial Aid	<a href="http://www.studentaid.gov">www.studentaid.gov</a>	
Other	Lutheran Social Services	33 North 25 <sup>th</sup> St. East Superior, WI 54880 715.394.4173
	Center for Alcohol and Drug Treatment	1402 East Superior St Duluth, MNN 55805 218.723.8444

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

Rape, Abuse and Incest National Network – [www.rainn.org](http://www.rainn.org)

Wisconsin Statewide Domestic Abuse Resources – <https://www.endabusewi.org/get-help/>

Department of Justice – [www.ovw.usdoj.gov/sexualassault.htm](http://www.ovw.usdoj.gov/sexualassault.htm)

Department of Education, Office of Civil Rights – <https://www2.ed.gov/about/offices/list/ocr/index.html>

For support and counseling opportunities after a sexual assault or rape crisis, contact the counseling office at any of the Northwood Tech campuses listed below or the Title IX Coordinator/Affirmative Action Officer (Associate Vice President, Talent & Culture) at the Northwood Tech President's Office: (715) 234-7082.



Ashland	715/682-4591
Balsam Lake	715/246-6561
New Richmond	715/246-6561
Rice Lake	715/234-7082
Superior	715/394-6677
Shell Lake	715/234-7082
Hayward	715/682-4591
Ladysmith	715/234-7082

### **8.16 Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services, or is a student.

In 1997, the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor and track people convicted of sex crimes and to provide access to this information for police, victims, and the general public. The state web site is <https://appsdoc.wi.gov/public>. The fact that an individual is listed on the Sex Offender Registry does not automatically prevent the individual from pursuing educational opportunities at Northwood Tech.

## **9 (HEOA) NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE**

The College will, upon written notice, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## **10 OTHER RIGHT TO KNOW INFORMATION**

In addition to information provided regarding safety and security, alcohol and drugs, student misconduct and campus crime, the following right to know information is provided in accordance with standards established by the Occupational Safety & Health Administration (OSHA) and the Department of Safety & Professional Services (DSPS).

## 10.1 Exposure Control Plan

In accordance with OSHA standard 29 CFR 1910.1030 Blood borne Pathogens Exposure Control and DSPS 332 Public Employee Safety and Health, an Exposure Control Plan (ECP) is provided for Northwood Tech employees to eliminate or minimize occupational exposure to blood borne pathogens and other infectious materials. The ECP is a key document to assist in implementing and ensuring compliance with the standard, thereby protecting employees. The ECP includes:

- Determination of employee exposure;
- Implementation of various methods of exposure control, including:
  - Universal precautions,
  - Engineering and work practice controls,
  - Personal protective equipment, and
  - Housekeeping
- Hepatitis B vaccination program;
- Post-exposure evaluation and follow-up;
- Communication of hazards to employees and training;
- Recordkeeping; and
- Procedures for evaluating circumstances surrounding an exposure incident.

A copy of the ECP can be found on The Connection or by contacting the Safety & Compliance Specialist, Business Services.

## 10.2 Chemical Hygiene Plan

The Northwood Tech Chemical Hygiene Plan (CHP) is intended to provide guidelines for individuals working in campus laboratories. The CHP describes policies, procedures, equipment, personal protective equipment, and work practices that are capable of protecting laboratory personnel from the health hazards in laboratories. In addition, the CHP has been established by Northwood Tech to meet the requirements of DSPS in Chapter 332 and also addresses OSHA rule 29 CFR 1910.1450 and 29CFR 1910.1200. The laboratory supervisors/instructors will produce standard operating procedures to accompany the CHP to suit their individual needs and more accurately portray the hazards and controls of their laboratories.

A copy of the CHP can be found on The Connection or by contacting the Safety & Compliance Specialist, Business Services.

## 10.3 Hazard Communication Plan

The Hazard Communication Standard 29 CFR 1910.1200 (HCS) implemented by OSHA requires employers to provide information to employees and regarding the hazardous chemicals in the workplace and the hazardous properties of these chemicals. This information must be disseminated through a Hazard Communication Plan (HCP) involving labeling, safety data sheets (SDS), employee training, employee

access to written records, and a written hazard communication plan. The implementation of the HCP will ensure all employees the “right-to-know” the hazards and identities of the chemicals with which they work.

The HCP applies to any chemical that is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use, or in a foreseeable emergency. In accordance with OSHA regulations, employees working in a laboratory setting are covered under Northwood Tech’s Chemical Hygiene Plan and are not included in the Hazard Communication Plan. The OSHA standard, 29CFR 1910.1200 sets out a procedure for hazard determination and any substance determined to be hazardous under this procedure is subject to the program. The definition of “hazardous chemical” under the standard is extremely broad and includes any chemical that is a physical or health hazard. For determination of physical and health hazards associated with products, employees should rely on the evaluation performed by the chemical manufacturer or importer transmitted via SDS.

Northwood Tech’s HCP is designed to:

- Reduce the likelihood of injury or illness to employees by implementing specific procedures to identify and evaluate the chemical hazards in the workplace and then inform and train employees on those hazards.
- Ensure that all individuals at risk are adequately informed about the chemicals used and stored in the workplace.
- Outline procedures for all employees working with hazardous chemicals.
- A copy of the HCP can be found on The Connection or by contacting the Safety & Compliance Specialist, Business Services.

### **Equal Opportunity Employer and Educator**

Northwood Technical College 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)).

Equal Opportunity Employment includes, but it not limited to, the following areas: recruitment, selection, hiring, training, promotion, transfer, layoff, retention, return from layoff, compensation and fringe benefits, terminations, certification, testing and committee/team appointments.