



2020

# Annual Campus Security and Fire Safety Report

(Information for 2019-2020 Academic Year)

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## Quick Reference Guide

**If you need to report a fire, medical or other emergency on or off campus in Merrill, Antigo, Wittenberg, Phillips, Medford, Spencer or Wausau area, DIAL 911.**

Campus Security Office:

- Wausau Campus: O(715)803-1111, C(715)581-6010, Located in Room C-157 in the Main Building near Student Services and the Campus Store.
- Security Officers available on campus from 6:00am-10:00pm on Monday-Friday and 7:00am-12:00pm Saturday.
- Regional Campuses and Non-Campus locations do not have on-site Security. Please call the Wausau Campus Security with Security concerns, or contact local Law Enforcement to report crimes.

Additional Resources:

- Student Support Counselor Appointment Line: (715)803-1608
- Title IX Coordinator/Deputy Title IX Coordinator: (715)803-1057 or (715)803-1064

### Local Crisis Centers and Shelters

Remember, experiencing violence can have long-lasting effects, so even if the violence happened some time ago, you are encouraged to contact any of the resources listed here.

#### **ANTIGO**

Name: AVAIL, Inc.

PO Box 355

Antigo, WI 54409-0355

Phone: (715)623-5177

Crisis Line: (715)623-5767

TTY: TTY Capability - No Separate Number

Email: [avail@availinc.org](mailto:avail@availinc.org)

Website: [www.availinc.org](http://www.availinc.org)

Counties Served: Langlade and Surrounding Counties upon request

#### **MEDFORD**

Name: Stepping Stones, Inc.

PO Box 224

Medford, WI 54451

Phone: (715)748-3795

Crisis Line: (715)748-5140 or (866)343-5140

Email: <https://www.domesticshelters.org/help/wi/medford/54451/stepping-stones>

County Served: Taylor and Surrounding Area

**MERRILL**

Name: HAVEN, Inc.  
PO Box 32  
Merrill, WI 54452  
Phone:  
Crisis Line:  
TTY: 855-888-9272  
Email: [executivedirector@haveninc.org](mailto:executivedirector@haveninc.org)  
Counties Served: Lincoln

**PHILLIPS**

Name: Embrace – Price County  
126 Cherry St.  
Phillips, WI 54555  
Phone: (715)339-4521  
Crisis Line: (800)924-0556  
Email 1: [becky@embracewi.org](mailto:becky@embracewi.org)  
Email 2: [angela@embracewi.org](mailto:angela@embracewi.org)  
Website: <https://www.embracewi.org/>  
Embrace - Price County is a Satellite Office of Embrace in Ladysmith (Rusk County). Another Satellite Office is located in Washburn County

**WITTENBERG**

Name: Safe Haven—Shawano County  
380 Lakeland Rd Shawano, WI 54166  
Phone: (715)526-3412  
Crisis Line: (888)303-3421  
Email: <mailto:help@shawanoshelter.org>  
Website: <http://www.shawanoshelter.org/>  
Safe Haven – Is locate in the city of Shawano in Shawano County.

**SPENCER**

Name: The Women's Community  
3200 Hilltop Avenue  
Wausau, WI 54401  
Phone: (715)842-5663  
Crisis Line: (715)842-7323  
Email: [jane@womenscommunity.org](mailto:jane@womenscommunity.org)  
Website: [womenscommunity.org](http://womenscommunity.org)  
Counties Served: Marathon, Clark, Langlade, Lincoln, Portage and Wood upon request.

## **WAUSAU**

Name: The Women's Community

3200 Hilltop Avenue

Wausau, WI 54401

Phone: (715)842-5663

Crisis Line: (715)842-7323

Email: [jane@womenscommunity.org](mailto:jane@womenscommunity.org)

Website: [womenscommunity.org](http://womenscommunity.org)

Counties Served: Marathon, Clark, Langlade, Lincoln, Portage and Wood upon request.

## **NATIONAL HOTLINES**

- National Domestic Abuse Hotline – (800)799-SAFE (7233) (24/7 Hotline)
- RAINN: Rape, Abuse, and Incest National Network – (800)656-HOPE (4673) (24/7 Hotline)

## **Northcentral Technical College Important Contacts**

Director of Security, Jordan Schult	(715)803-1013
Assistant Director of Security, Melissa Myszka	(715)803-1240
Title IX Coordinator, Cher Vink	(715)803-1057
Director of Student Development, Shawn Sullivan	(715)803-1267
Peaceful Solutions	(715)675-3458

## **ADMINISTRATION**

The Northcentral Technical College District administrative structure includes the District Board, the President of the College, Executive Vice President, Vice Presidents, Associate Vice Presidents, Deans, Associate Deans, and Directors.

## **NTC REGIONAL CAMPUSES**

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

## **NTC SECURITY DEPARTMENT PERSONNEL**

The NTC Security Department has one full-time Director of Security, one full-time Assistant Director of Security, and 10 part-time Student Security Officers.

The Director of Security and Assistant Director of Security are responsible for the overall operation and presentation of the NTC Security Department. Some of these duties include: development of all applicable policies and procedures, budget management, awareness programs, management of security and safety events and work with local public safety officials.

The Security Director along with the Assistant Director of Security, are responsible for the day-to-day operations of the Security Department and staff district-wide. A few things this includes are: training, scheduling, case investigation, classroom presentations and security assessments.

The ten part-time positions consist of Student Security Officers; interns hired directly from the NTC Criminal Justice/Corrections programs. Along with their classroom training provided by the NTC Criminal Justice/Corrections programs, NTC Security Officers are given advanced training in other areas such as: report writing, patrol operations and professional communications. Duties of the NTC Security Officers include: preventative patrol procedures, personal escorts, lock/unlock rooms upon request, response to incidents and case investigation. Presently, Student Security Officers are employed at our Wausau Campus.

Security Officers have no power of arrest.

The patrol jurisdiction of Security Officers is limited to any buildings or properties owned or controlled by Northcentral Technical College.

Security Officers are not sworn officers, but they are responsible for enforcing College policies, and those policies include enforcing violations of the law. Security Officers document violations of College policy/law and contact local law enforcement agencies to report observed violations of federal laws and state laws.

All NTC campuses have current Memorandum of Understandings (MOUs), that define each site's local law enforcement providers and their enforcement authority. The Northcentral Technical College District is incredibly proud to have a very close working relationship with all our local law enforcement agencies. With their assistance, we are able to better provide a safe and secure environment to all who enter our Campuses.

### **ANNUAL DISCLOSURE STATEMENT**

The NTC Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the Campus Security website. You will also be able to connect to our site via the Northcentral Technical College home page at <http://www.ntc.edu> . This report is prepared in cooperation with the local law enforcement agencies within the jurisdictions of our Northcentral Technical College Campuses. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Each year, an email notification is made to all enrolled students and staff that provides the website access to this report. Copies of this report may also be obtained from the NTC Security Department located in Room C-157 at the NTC Wausau Campus or by calling (715)803-1111.

### **The Higher Education Opportunity Act (HEOA)**

Effective August 14, 2008, the HEOA Act requires each institution governed by the Jeanne Clery Act to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and staff *on campus*. The Northcentral Technical College District fully complies with HEOA and in furtherance of that compliance, some or all of our systems may be used such as: electronic communication (such as email), television monitors, loud speakers, fire alarm, and emergency evacuation maps located throughout the individual sites. Once there is confirmation of such an event, the NTC Security Department, or the various sites main office (Deans, Coordinators), will determine the appropriate means of message dissemination in the swiftest manner available. If in the professional judgment of the responsible authorities, activating the notification system may compromise any efforts to mitigate the event or assist victims, notification may be delayed or not issued.

The HEOA also requires a statement as to the existence of agreements, such as a Memorandum of Understanding (MOU), between the institution and local or state law enforcement. Such agreements do exist between the College and the local law enforcement authorities including a signed Memorandum of Understanding.

## **SECURITY AWARENESS PROGRAMS**

Northcentral Technical College Security Department is committed to a safe and secure environment. This is achieved by various training and informational methods. The Security Department is involved with various crime prevention programs such as: personal protection, drug and alcohol abuse, harassment, and work place violence policies. These programs are many times, in conjunction with other organizations in the college.

Various incidents that occur throughout the nation may precipitate other awareness programs and training to better help students and staff to feel better about their safety and security at NTC and in their homes.

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the Northcentral Technical College to inform students of good crime prevention and security awareness practices.

During the 2019-2020 academic year, NTC offered crime prevention and security awareness programs. Topics such as personal safety, awareness, and lockdown training are some examples of programs offered during the prior academic year.

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 call the NTC Security Department to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at (715)581-6010.

As part of the department's community-oriented policing philosophy, the NTC Security Department offers crime prevention presentations each semester to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness, and property protection strategies. Anyone interested in having the NTC Security Department speak to his or her classroom or group should contact them at (715)581-6010.

## **CRIME/INCIDENT REPORTING**

Northcentral Technical College encourages all persons attending or visiting the campus to report all real or perceived criminal acts and/or all other incidents of suspicious or medical nature to the NTC Security Department so proper and appropriate follow-up or assistance can be provided.

To report a crime, call the NTC Security Department at (715)803-1111 or (715)581-6010. In an emergency, dial 911. Reporting of crimes can be accomplished 24 hours a day by any of the following means:



### **Security Officers:**

Incidents on the Wausau Campus can be reported to an NTC Security Officer making routine patrols of the NTC Campus. All NTC Security Officers are trained in advanced recognition of criminal activity or suspicious behavior and are able to properly facilitate a response to all criminal acts and/or situations. Shall it be deemed necessary, an NTC Security Incident Report will be generated and completed in a timely manner. NTC Security Officers shall make the decision whether outside assistance from other police authorities is needed. The on-duty security officer will always have the ability to confidentially discuss with their supervisor for further guidance.

All other NTC Campuses have the ability to have phone contact with the Wausau Security Office during **all** hours of operation. In the event of true emergencies, it is recommended that local law enforcement agencies are contacted promptly for their intervention. These incidents would still require an NTC Incident Report for proper documentation.

Security Officers are available at (715)581-6010, (715)803-1111 or EXT. 1111 from any on campus landline phone during business hours. In response to a call, NTC Security Department will take the required action; either sending a Security Officer or asking the victim to report to the NTC Security Department to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All NTC Security Department incident reports are forwarded to the Student Development Office for review for potential action, as appropriate. NTC Security Officers will investigate a report when it is deemed appropriate. Additional information obtained from the investigation will also be forwarded to the Student Development Office. If assistance is required from the local Police Department or the local Fire Department, the NTC Security Department will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Security, will offer the victim a wide variety of services available to them.

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

Members of the community are helpful when they immediately report crimes or emergencies to the NTC Security Department and the Student Development Office and/or Title IX Coordinator for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notice, when deemed necessary. Crimes can also be reported using the link to NTC's online reporting system

NTC Security Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

### **Security Department:**

The main NTC Security Department is located on the Wausau Campus in Room C-157. The phone number is (715)803-1111. Text messages can be sent to (715)581-6010 and emails can be sent to [Security@ntc.edu](mailto:Security@ntc.edu).

## **COLLEGE ACCESS CONTROL**

Northcentral Technical College uses a card access locking system comprised of on-line and off-line locks. This allows for greater access control throughout the District and allows for a faster response when an access card is lost, misplaced or stolen. All access key cards are the property of Northcentral Technical College and must be returned upon the request of the proper authority.

During business hours, Northcentral Technical College will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all college facilities will only be given to those staff needing to be in the building after hours as part of their regular job requirements (i.e. IT, Facilities, Student Life Activity, College Sponsored events, etc.). Anyone needing access to the Wausau Campus during non-business hours not mentioned in the above statement or not normally granted afterhours access will need to contact the Northcentral Technical College Security Department at (715)803-1111. In the event access is required to any of the other NTC Campuses, access may only be granted by the Dean or Learning Center coordinator.

## **Security Considerations Used in the Maintenance of Campus Facilities**

Northcentral Technical College maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. NTC Security Department works closely with Facilities Management to address burnt out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the College community are helpful when they report equipment problems to the NTC Security Department or to Facilities Management.

### **911ETC:**

The Wausau Campus is also equipped with an enhanced phone system to our local Emergency 911 centers. This enhancement is called **911ETC** and allows all of our in-house phones to automatically be locked in to the Emergency 911 system when called. This allows emergency responders (both locally and in-house) to more efficiently respond to our sites with more valuable information to address the emergency needs of the caller.

### **Closed Circuit Televisions:**

All NTC locations are monitored by CCTV locally and by the Wausau NTC Security Department. Local Law Enforcement agencies may also monitor the CCTV for their local NTC locations. This is done in an effort to maintain a safe and secure environment for our students, staff and visitors.

### **Daily Crime Log**

NTC Security Department maintains a Daily Crime Log which is available to the public for review, at the NTC Security Department Office in room C-157, from 8 a.m.– 5 p.m. Monday through Friday, excluding holidays.

## **CONFIDENTIAL REPORTING POLICY**

If you are the victim of a crime and do not want to pursue action by the NTC Security Department or criminal justice system, you may still want to consider making a confidential report. With your permission, NTC Security Staff will report the details of the crime without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matters confidential, while taking steps to ensure the future safety of yourself and others. With such information, NTC Security can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regards to a particular location, method, or assailant, and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistic report for Northcentral Technical College.

## **NON-CAMPUS REPORTING**

Because of the limited scope of authority vested in the NTC Security Department, we are currently unable to monitor or provide security services to students and staff while off of any NTC Campus. Criminal activity and law enforcement services to students and staff off campus are provided by the local police departments when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns to the students, staff and community.

In addition, students now have access to an incident reporting form where they can document and alert Security to concerns. This form is connected to staff working with risk assessment, conduct, and Title IX. This form can be completed confidentially and is public facing through the NTC website. NTC does not have officially recognized student organizations that own or control housing facilities outside of the NTC core campus. Therefore, a local police department is not used to monitor and record criminal activity since there are non-campus locations of student organizations.

## **COUNSELING SERVICES CONFIDENTIALITY STATEMENT**

Northcentral Technical College Counseling Services are required by law and by professional ethics to protect the confidentiality of all communication between counselor and counselee. In some situations, involving danger and/or risk of imminent harm, counselors are required to disclose certain information in order to protect all involved. In certain legal situations, including court orders, counselors are required to disclose information as necessary to comply with the law in that situation. If at all possible, counselors will discuss the procedures for doing this and enlist counselee's assistance in a resolution of the situation that has necessitated such disclosure. Campus "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. Counselors are encouraged to inform people being counseled of the procedures to report crimes to the NTC Security Department on a voluntary basis for inclusion into the annual report statistics.

## **BIT COMMITTEE**

The *Governor's Task Force on Campus Safety* report was released in November of 2007 after the tragic event that occurred at Virginia Tech. In this comprehensive report, one of the foremost recommendations was for colleges and universities to create a threat assessment team to identify, evaluate, and address concerns of individuals. Northcentral Technical College embraced this idea immediately and created the BIT (**B**ehavior **I**ntervention **T**eam) Committee.

The BIT Committee serves as a central network focused on prevention and early intervention of campus situations involving students experiencing extreme distress or engaging in harmful or disruptive behaviors. The committee is made up of divisional staff from Student Services, Counseling, Disability Services, Learning and Security. Several committee members have had various training opportunities addressing the recognition and conflict management of student concerns. The committee addresses concerns using various methods and strategies. This can be anywhere from a team approach, one-on-one, or a mandated referral to an outside professional agency. The end result is a plan for success and a win-win for both the student and the College with the student's best interest in mind.

The BIT Committee feels that this entity on campus adds a new element of safety measures to our college environment. With assistance and appropriate input from all staff and faculty, it is our hope that Northcentral Technical College will be a safer and more productive environment for all.

## **TIMELY WARNING**

In compliance with the Jeanne Clery Act, any incident or situation that arises within the NTC Clery Geography (On Campus, Public Property and Non-campus property), that, in the judgment of the Director of Security and in consultation with responsible authorities when time permits, constitutes an ongoing or continuing threat to the students, staff, or visitor population, may be issued a timely. This warning will be at the discretion of the President of the College or their designee and the Director of Security. This will be distributed as soon as possible after the incident is reported. This report will consist of as much information about the offender(s), victim(s), and locations(s) of the incident as possible to keep other students, staff and visitors safe, but will also be limited as to not compromise an ongoing investigation or violate any HIPPA or FERPA laws.

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

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger NTC community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount

of information known by the Director of Security, or designee). 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. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.

- Major incidents of Arson
- Other Clery crimes as determined necessary by the Director of Security, or his or her designee in his or her absence.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of NTC.

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

Timely Warning Notices are typically written and distributed by the Director of Security, or designee.

To reach as many people as possible, the timely warning will be distributed across as many different Medias as possible. Follow up warning will be posted on exterior doors of any affected NTC location, on the main page of the NTC website, and electronically mailed and texted to members of the NTC campus community. Furthermore, timely warnings will be posted on the TV monitors throughout the location to advise of the situation at hand. If feasible or needed, a media report will be released to local radio and TV stations for mass broadcast.

### **Emergency Response and Evacuation**

NTC 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 departments are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans, and updates the overall plan biannually.

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as table top exercises, violent intruder drills, and tests of the emergency notification systems on campus. These announced tests, 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.

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

## **Emergency 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 NTC Security Department 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, NTC Security Department staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Northcentral Technical College has no residence halls and therefore is not required to do annual fire drills. We do however, conduct building evacuation drills. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At NTC, 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 notify NTC Security Department at (715)581-6010, Police Emergency or dial 911.

1. Remain Calm
2. Do NOT use elevators; use the stairs.
3. Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform NTC Security Department or the responding Fire Department of the individual's location.
4. Proceed to a clear area at least 100 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. 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 belongings (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: Security, Staff members, other College employees, Local PD, 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; and
  - 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 NTC Security Department 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.

In the event of a serious threat or emergency situation the college population will be notified as to their appropriate response through various means. Some or all of our systems may be used such as: electronic communication (such as email), phone messages, television monitors, loud speakers, fire alarm, and emergency evacuation maps located throughout the individual sites. Face-to-face communication may be used if necessary. NTC will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

The Director of Security is responsible for confirming an emergency in conjunction with campus administrators, local first responders and/or the national weather center.

Once there is confirmation of such an event, the NTC Security Department, or the various sites main office (Deans, Coordinators), will determine the appropriate means of message dissemination in the swiftest manner available. If in the professional judgment of the responsible authorities, activating the notification system may compromise any efforts to mitigate the event or assist victims, notification may be delayed or not issued. Northcentral 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 will, in the judgment of the first responders (including, but not limited to: Campus Security, Local PD, and/or the Local Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Director of Security, President, Executive Vice President, and Associate Vice President of Marketing will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the NTC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Notification will be made using some or all of the following methods depending on the type of emergency: College Alert System (which contains email, cell phone text, voice message alert); fire alarm (where available), public address systems (where available), social media, digital signage (where available), local media, webpage and/or in person communication. If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

<b>System to use</b>	<b>Primary Message Creator</b>	<b>Backup Message Creator</b>	<b>Authority for approving &amp; sending messages</b>	<b>Primary Message Sender/Distributor</b>	<b>Backup Message Sender/Distributor</b>
<b>PRIMARY</b>	Jordan Schult	Melissa Myszka	Lori Weyers	Jordan Schult	Melissa Myszka
	Melissa Myszka	Katie Felch	Jeannie Worden	Jordan Schult	Chet Strebe
	Katie Felch	Lori Weyers	Katie Felch	Chet Strebe	Katie Felch
<b>SECONDARY</b>	Melissa Myszka	Chet Strebe	Lori Weyers	Melissa Myszka	Chet Strebe
	Katie Felch	Jeannie Worden	Jeannie Worden	Chet Strebe	Katie Felch
	Lori Weyers	Joe Hanke	Katie Felch	Joe Hanke	Joe Hanke



To opt-in for emergency text messaging, students, faculty and staff can do so by responding to the text they receive when they are entered into the PeopleSoft system regarding receiving emergency messages. Emergency notifications through email and phone are an opt-out system. To opt-out of email, follow the link at the bottom of any emergency notification. For phone opt-out, press the number related to opting-out during any Emergency notification call. You can opt-out at any time by visiting the Help Desk.

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information.

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

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 Northcentral Technical College homepage and/or social media.

## **ALCOHOL AND DRUG POLICY**

NTC adheres to goals and policies geared toward providing an alcohol/drug-free educational environment. In order to further NTC's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the College has adopted rules for both students and staff that promote such an environment.

### **Rules Regarding Use**

The manufacture, possession, use, sale or delivery of alcohol and other drugs upon College premises or while participating in any College-related activities off campus by an employee or student in violation of any applicable federal, state or local alcohol and other drug-free law is prohibited.

Any employee or student violating this policy, or seeking to promote, encourage, aid, or abet any other employee or student in the violation of this policy shall be subject to discipline and/or discharge. The administration and the District Board may invoke such discipline and/or discharge whether or not the employee or student may also be prosecuted under criminal law.

Any employee or student who is convicted of violating any criminal alcohol or other drug statute on District premises or while participating in any employee duties while off campus must, in accordance with the Drug-Free Workplace Act, notify the Human Resources Office no later than five days after the conviction. The Human Resource Office will then notify the agency within 10 days after the report of this conviction is received, and within 90 days take appropriate disciplinary action against the employee as outlined in the employee handbook.

As a condition of employment and course enrollment at NTC, employees and students must abide by the terms of this policy. Support services are available for any student or staff that need assistance

with a drug or alcohol problem. This policy is not intended to preclude the approved use of alcohol and other drugs for instructional purposes or as part of technical assistance.

### **Alcohol and Drug Abuse (AODA) Prevention Program**

NTC recognizes drug and alcohol dependency or abuse as major health problems, as well as a safety and security problem. Some of these problems include:

- Diseases of the liver, brain, heart, pancreas and every other organ and/or system in the body;
- Depression, moodiness, disorientation and lack of inhibitions, which can lead to increased risk of accident, suicide and violent behavior including homicide;
- Difficulties with memory, concentration, attention span, abstract reasoning and the ability to process perceptual information in a manner consistent with reality;
- Spontaneous miscarriage and fetal malformations including physical, cognitive and emotional problems which can be permanent; and
- The risk of dependency and its related physical, mental, emotional, social, legal, family and financial problems.

A student in need of assistance to work through such problems is encouraged to contact the Peaceful Solutions counseling office at, (715)675-3458. Conscientious efforts to seek such help shall not in themselves jeopardize any student's enrollment and will not be noted in the student's educational record. Any assistance provided can be done anonymously and is kept completely confidential within legal guidelines.

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

In compliance with the Drug Free Schools and Communities Act, Northcentral Technical College 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 NTC 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.ntc.edu/sites/default/files/2020-12/ntc-drug-alcohol-abuse-prevention-program.pdf>

### **Title IX**

Title IX is a comprehensive federal law that prohibits sex discrimination in higher educational institutions. Specifically, it states that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

In 1987 that scope was extended to any educational institution, governmental entity, or private employer that received federal funding.

Northcentral Technical College prohibits all forms of illegal discrimination, harassment, intimidation, and coercion on campus and at College related activities and functions. NTC is required to investigate all allegations regarding sexual misconduct under Title IX. Sexual misconduct incorporates a wide range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing another person.

NTC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the College community. Toward that end, NTC issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

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

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

- **Domestic Violence:**
  - i. A felony or misdemeanor crime 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.
- **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.
- **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 is incapable of giving consent.”
  - 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.
  - 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.
  - Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.
- **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.

## **Important Definitions**

### **Sexual Harassment:**

Unwelcome behavior of a sexual nature including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

### **Sexual Misconduct:**

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome.

The term includes:

- Sexual Assault
- Sexual Exploitation
- Sexual Harassment
- Stalking
- Relationship Violence (domestic and dating)
- Hostile Environment

Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different gender and can also occur while individuals are fully clothed.

### **Sexual Violence:**

Any physical act which is sexual in nature that is committed by force or without the full and informed consent of all persons involved.

### **Consent:**

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 (via Wisconsin State Statutes).

**NTC's Definition of Consent:** 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 (via Wisconsin State Statutes).

### **Hostile Environment:**

Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, persistent or pervasive such that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances may include, but are not limited to:

- The frequency of the conduct
- The nature and severity of the conduct
- Whether the conduct was physically threatening
- Whether the conduct was humiliating
- The effect of the conduct on the alleged victim's mental or emotional state
- Whether the conduct was directed at more than one person
- Whether the conduct arose in the context of other discriminatory conduct
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance

**Retaliation:**

Retaliating directly or indirectly against a person who has, in good faith, filed, supported, or participated in an investigation of a complaint of sexual misconduct, as defined above, is prohibited. Retaliation includes, but is not limited to, ostracizing the person, pressuring the person to drop or not support the complaint, or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Retaliation also includes similar conduct engaged in by a third party at the complainant's or respondent's request. Depending on the circumstances, retaliation may be unlawful and may constitute a violation of this policy, whether or not the Title IX complaint is ultimately found to have merit.

**SEXUAL ASSAULT PROGRAMS/POLICY**

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

- 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.

**Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

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

1. Intentional infliction of physical pain, physical injury or illness.

2. Intentional impairment of physical condition.

3. A violation of s. 940.225 (1), (2) or (3).

4. A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subd. 1., 2. or 3.

(b) "Law enforcement agency" has the meaning specified in s. 165.83 (1) (b).

(d) "Party" means a person involved in a domestic abuse incident.

(e) "Predominant aggressor" means the most significant, but not necessarily the first, aggressor in a domestic abuse incident

The state of Wisconsin does not have a definition of dating violence.

**Sexual Assault:**

The state of Wisconsin defines sexual assault as follows:

(1) First degree sexual assault. Whoever does any of the following is guilty of a Class B felony:

(a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.

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

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

(2) Second degree sexual assault. Whoever does any of the following is guilty of a Class C felony:

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

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

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

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

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

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

(g) Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.

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

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

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

(3) Third degree sexual assault.

(a) Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony.

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

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

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



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

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

(5) Definitions. In this section:

(abm) "Client" means an individual who receives direct care or treatment services from an entity.

(acm) "Correctional institution" means a jail or correctional facility, as defined in s. 961.01 (12m), a juvenile correctional facility, as defined in s. 938.02 (10p), or a juvenile detention facility, as defined in s. 938.02 (10r).

(ad) "Correctional staff member" means an individual who works at a correctional institution, including a volunteer.

(ag) "Inpatient facility" has the meaning designated in s. 51.01 (10).

(ai) "Intoxicant" means any alcohol beverage, hazardous inhalant, controlled substance, controlled substance analog, or other drug, or any combination thereof.

(ak) "Nonclient resident" means an individual who resides, or is expected to reside, at an entity, who is not a client of the entity, and who has, or is expected to have, regular, direct contact with the clients of the entity.

(am) "Patient" means any person who does any of the following:

1. Receives care or treatment from a facility or program under s. 940.295 (2) (b), (c), (h) or (k), from an employee of a facility or program or from a person providing services under contract with a facility or program.

2. Arrives at a facility or program under s. 940.295 (2) (b), (c), (h) or (k) for the purpose of receiving care or treatment from a facility or program under s. 940.295 (2) (b), (c), (h) or (k), from an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k), or from a person providing services under contract with a facility or program under s. 940.295 (2) (b), (c), (h) or (k).

(ar) "Resident" means any person who resides in a facility under s. 940.295 (2) (b), (c), (h) or (k).

(b) "Sexual contact" means any of the following:

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

a. Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the use of any body part or object, of the complainant's intimate parts.

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

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

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

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

(d) "State treatment facility" has the meaning designated in s. 51.01 (15).

(6) Marriage not a bar to prosecution. A defendant shall not be presumed to be incapable of violating this section because of marriage to the complainant.

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

**Stalking:**

The state of Wisconsin defines stalking as follows:

(1) In this section:

(a) "Course of conduct" means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

1. Maintaining a visual or physical proximity to the victim.
2. Approaching or confronting the victim.
3. Appearing at the victim's workplace or contacting the victim's employer or coworkers.
4. Appearing at the victim's home or contacting the victim's neighbors.

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

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

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

7. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.

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

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

10. Causing a person to engage in any of the acts described in subsds. 1. to 9.

(am) "Domestic abuse" has the meaning given in s. 813.12 (1) (am).

(ap) "Domestic abuse offense" means an act of domestic abuse that constitutes a crime.

(c) "Labor dispute" includes any controversy concerning terms, tenure or conditions of employment, or concerning the association or representation of persons in negotiating, fixing, maintaining, changing or seeking to arrange terms or conditions of employment, regardless of whether the disputants stand in the proximate relation of employer and employee.

(cb) "Member of a family" means a spouse, parent, child, sibling, or any other person who is related by blood or adoption to another.

(cd) "Member of a household" means a person who regularly resides in the household of another or who within the previous 6 months regularly resided in the household of another.

(cg) "Personally identifiable information" has the meaning given in s. 19.62 (5).

(cr) "Record" has the meaning given in s. 19.32 (2).

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

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

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

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

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

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

(a) After having been convicted of sexual assault under s. 940.225, 948.02, 948.025, or 948.085 or a domestic abuse offense, the actor engages in any of the acts listed in sub. (1) (a) 1. to 10., if the act is directed at the victim of the sexual assault or the domestic abuse offense.

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

(c) The actor's act causes the specific person to suffer serious emotional distress or induces fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

(2m) Whoever violates sub. (2) is guilty of a Class H felony if any of the following applies:

(a) The actor has a previous conviction for a violent crime, as defined in s. 939.632 (1) (e) 1., or a previous conviction under this section or s. 947.013 (1r), (1t), (1v), or (1x).

(b) The actor has a previous conviction for a crime, the victim of that crime is the victim of the present violation of sub. (2), and the present violation occurs within 7 years after the prior conviction.

(c) The actor intentionally gains access or causes another person to gain access to a record in electronic format that contains personally identifiable information regarding the victim in order to facilitate the violation.

(d) The person violates s. 968.31 (1) or 968.34 (1) in order to facilitate the violation.

(e) The victim is under the age of 18 years at the time of the violation.

(3) Whoever violates sub. (2) is guilty of a Class F felony if any of the following applies:

(a) The act results in bodily harm to the victim or a member of the victim's family or household.

(b) The actor has a previous conviction for a violent crime, as defined in s. 939.632 (1) (e) 1., or a previous conviction under this section or s. 947.013 (1r), (1t), (1v) or (1x), the victim of that crime is the victim of the present violation of sub. (2), and the present violation occurs within 7 years after the prior conviction.

(c) The actor uses a dangerous weapon in carrying out any of the acts listed in sub. (1) (a) 1. to 9.

(3m) A prosecutor need not show that a victim received or will receive treatment from a mental health professional in order to prove that the victim suffered serious emotional distress under sub. (2) (c) or (2e) (c).

(4)

(a) This section does not apply to conduct that is or acts that are protected by the person's right to freedom of speech or to peaceably assemble with others under the state and U.S. constitutions, including, but not limited to, any of the following:

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

2. Assembling peaceably.

3. Peaceful picketing or patrolling.

(b) Paragraph (a) does not limit the activities that may be considered to serve a legitimate purpose under this section.

(5) This section does not apply to conduct arising out of or in connection with a labor dispute.

(6) The provisions of this statute are severable. If any provision of this statute is invalid or if any application thereof is invalid, such invalidity shall not affect other provisions or applications which can be given effect without the invalid provision or application.

### **Voyeurism**

Practice of spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other actions usually considered to be of a private nature.

### **On-Campus Help & Support**

You can seek help and support AND make a formal anonymous campus report if you so choose by filling out a report form through Maxient.

If you fear for your immediate safety, contact 911.

Staff on campus who can assist you are:

- Campus Security, extension 1111 or (715)803-1111
- Marjorie Debevec-Marksteiner, Violence Prevention Specialist/Peaceful Solutions Counselor, PeacefulSolutions@ntc.edu or (715)675-3458. Phone or video conference appointments are available to regional campus students.
- Cher Vink, Title IX Coordinator, (715)803-1057

Note that by law, all NTC staff are mandated to report any potential Title IX violations for investigation. The only individual on campus who can confidentially hold a potential Title IX violation are the staff through Peaceful Solutions, our contracted vendor for counseling services.

### **Off-Campus Help & Support**

Contact your local Police Department to report abuse and to help keep yourself safe by dialing 911 or the non-emergency number. Any of the on or off-campus resources can assist in finding information about legal options such as filing a protective/harassment order. Even if you do not plan on talking to anyone on campus about the incident, please submit a report form through Maxient. This information will help Northcentral Technical College obtain a more accurate picture of violence that is happening on and around campus.

### **Bystander Intervention**

Northcentral Technical College believes that risky, potentially dangerous situations can be avoided if a bystander witnesses the event and steps in to intervene. NTC encourages students who observe a concerning situation to move past being a bystander and become active.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>1</sup> 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 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.

- 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.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

- **Here are some tips to become an active bystander:**
- Dial 911
- Call NTC Security at (715)803-1111
- Tell a staff person what you observed
- Submit a report through Maxient
- Yell for help
- Intervene directly, if you feel you can safely do so
- Ask a victim if he/she is OK and actively listen to them without telling them what to do

## **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.
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.

### Security Awareness and Crime Prevention Programs

Northcentral Technical College is committed to a safe and secure learning environment. This is achieved by providing training and information to both students and employees employing various methods. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. In all, over 20 seminars and trainings were held for faculty, staff and students in an effort to increase the awareness of our college community covering various topics as disclosed below. Additionally, all employees at Northcentral Technical College were required to complete an online training class from the ALICE Training Institute on how to respond in the event of an Active Killer situation. 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 the various offered programs are asked to be alert, security-conscious and involved and advised to call the Department of Safety and Security to report any suspicious behavior. For additional information regarding different awareness seminars or programs upcoming, contact the Associate Vice President of Facilities at 715-803-1383, and Security at 715-803-1111.



## **Students**

The first action of prevention and awareness occurs during new student orientation, which occurs at the beginning of each semester at each campus location. Incoming students are educated as to how to remain safe while on campus, securing valuable belongings, being prepared in the event of an emergency, how to report incidents and crimes and who to report to, the role of the BIT team and confidential counselors, what the Violence Against Women Act is and the role of Title IX (i.e. Dating Violence, Domestic Violence, Sexual Assault and Stalking), procedures for getting help should you encounter any form of sexual misconduct or sexual assault. In addition, campus public safety announcements are made throughout the year to keep students engaged in their own personal safety.

## **Employees**

The first action of prevention and awareness occurs during NTC's new employee orientation and the new faculty orientation. New employees are taught about the college's emergency response procedures, how to remain safe on campus, how to report incidents and crimes and who to report to, the role of the BIT team and other resources available to students in need, what the Violence Against Women Act is and the role of Title IX (i.e. Dating Violence, Domestic Violence, Sexual Assault and Stalking), procedures for getting help should you encounter any form of sexual misconduct or sexual assault. In addition, various seminars are offered multiple times per year on the topics of Safety, Security, Title IX, Alcohol and Drug Abuse prevention. Special training is provided to employees who hold responsibility for ensuring compliance with Title IX, Clery Act and student conduct. Also, at different department and campus meetings the Department of Safety and Security provides updates to faculty and staff in attendance on various topics to increase awareness and safety. Lastly, campus public safety announcements are made throughout the year to keep employees engaged in their own personal safety.

## **Involvement of Law Enforcement and Campus Authorities**

*This statement applies to all campuses. Contact information for local Law Enforcement at regional campuses follows the statement.*

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus Security authorities and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the College Security Department or Title IX Coordinator, Cher Vink will assist any victim with notifying law enforcement if the victim so desires. The Wausau Police Department may be reached directly by calling (715)261-7800, or in person at 407 Grant St. Wausau, WI 54401. Additional information about the Wausau Police department may be found online at: <http://www.ci.wausau.wi.us/Departments/Police.aspx>

## **Phillips Campus**

The Phillips Police Department may be reached directly by calling (715)339-3847, or in person at 174 S Eyder Ave, Phillips, WI 54555. Additional information about the Phillips Police department may be found online at: <https://www.phillipspolice.com/>

### **Medford Campus**

The Medford Police Department may be reached directly by calling (715)748-2200, or in person at 224 S. Second Street Medford, WI 54451. Additional information about the Medford Police department may be found online at: [https://www.citymedfordwi.com/departments/police\\_department/index.php](https://www.citymedfordwi.com/departments/police_department/index.php)

### **Spencer Campus**

The Spencer Police Department may be reached directly by calling (715)659-5423, or in person at 105 Park Street Spencer, WI 54479. Additional information about the Spencer Police department may be found online at: <http://spencerwi.org/law-enforcement/>

### **Merrill Campus**

The Merrill Police Department may be reached directly by calling (715)536-8311, or in person at 1004 E 1st St, Merrill, WI 54452. Additional information about the Merrill Police department may be found online at: <https://www.ci.merrill.wi.us/?SEC=822AC6A5-C086-41DF-AA61-CF3354699AB1>

### **Antigo Campus**

The Antigo Police Department may be reached directly by calling (715)627-6411, or in person at 840 Clermont Street Antigo, WI 54409. Additional information about the Antigo Police department may be found online at: <https://www.antigo-city.org/antigo-police-department/>

### **Wittenberg Campus**

The Shawano Sheriff's Department may be reached directly by calling (715)526-3111, or in person at 405 N Main St, Shawano, WI 54166. Additional information about the Shawano Sheriff's department may be found online at: <https://www.co.shawano.wi.us/departments/?department=caa27d351746>

### **Farm and Diesel Properties**

The Marathon County Sheriff's Department may be reached directly by calling (715)261-1200, or in person at 500 Forest St, Wausau, WI 54403. Additional information about the Marathon Sheriff's department may be found online at: <https://www.co.marathon.wi.us/Departments/Sheriff.aspx>

## **Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Cher Vink, Associate Vice President of Human Resources by calling (715)803-1057, writing or coming into the office to report in person and notifying Campus Security (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Security will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

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

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant<sup>2</sup> and an accused party, such as housing, academic, protective orders, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Security Department or local law enforcement. Students and employees should contact Cher Vink at [Vink@ntc.edu](mailto:Vink@ntc.edu), or (715)803-1057.

1. Procedurally, when NTC receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination the Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, NTC will assist the victim in making those contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, targeted interventions, etc.). If the victim so desires, they will be connected with a counselor on- or off-campus, as well as an on- or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but NTC provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are a student, employee, contractor or visitor, and whether the offense occurred on or off campus.

2. When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to the imposition of sanctions, based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of NTC can be found online at <https://www.ntc.edu/policies/title-ix>.

3. The Title IX Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, NTC acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. NTC is also responsible to assure that training is conducted annually for all advocates, investigators, and appeals officers of NTC to protect the safety of victims and promote accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offense

4. The investigation (including records of the resolution) conducted by NTC is confidential. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation are maintained in accordance with State of Wisconsin law and the federal FERPA statute. Any public release of

information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, NTC maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures.

5. In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, or other procedural action. Once complete, the parties will be simultaneously informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the college's appeal processes and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be promptly informed in writing, and will be notified when the results of the resolution process become final.

6. In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence or domestic violence do occur, NTC takes the matter very seriously. The College employs interim protection measures such as interim suspension and/or no contact orders in any case where a student or employee's behavior represents a risk of violence, threat, pattern or predation. If a student or employee is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, s/he is subject to action in accordance with the Student Code of Conduct in the student handbook and the procedures and practices identified in the Administrative Procedures and College Practices Manual.

### **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the institution will protect the confidentiality of victims and other necessary parties;
- A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- A statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action

### **Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution**

NTC complies with Wisconsin law in recognizing orders of protection. Any person who obtains an order of protection from Wisconsin should provide a copy to the Security Department. A complainant may then meet with Campus Security to develop a Safety Action Plan, which is a plan for Campus Security and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

The victim is required to apply directly for these services. Protection orders may be available through the court in the jurisdiction in which the crime took place.

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

**Accommodations and Protective Measures Available for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, NTC will provide written notification to students and employees about accommodations available to them, including academic, living, 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, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or 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. Potential changes to living situations may include moving to a different room or residence hall. 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.

<b>ON CAMPUS</b>	<b>Type of Services Available</b>	<b>Service Provider</b>	<b>Contact Information</b>
Counseling	Personal	Peaceful Solutions	(715)675-3458
Health			
Mental Health	Mental Health	Peaceful Solutions	(715)675-3458

Victim Advocacy			
Legal Assistance			
Visa and Immigration Assistance			
Student Financial Aid	On Campus	Northcentral Technical College	(715)803-5862
Other			

<b>OFF CAMPUS</b>	<b>Type of Services Available</b>	<b>Service Provider</b>	<b>Contact Information</b>
Counseling			
Health	SANE Nurse program	Aspirus/ Ascension Hospitals	Aspirus (715)847-2000 Ascension (715)393-2950
Mental Health	Mental Health	Peaceful Solutions	
Victim Advocacy	See Quick Reference		
Legal Assistance	Attorney Referral	Women’s Community	800-362-9082
Visa and Immigration Assistance	Lawful Immigration Assistance	US Citizenship and Immigration Services	800-375-5283
Student Financial Aid			
Other			

To request changes to academic, living, working situations or protective measures, a victim should contact the Title IX Coordinator Cher Vink at, (715)803-1057. Employees should contact Cher Vink at, (715)803-1057.

**On and Off Campus Services for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Northcentral Technical College 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:

Peaceful Solutions (715)675-3458

Aspirus Hospital (715)847-2000

Ascension Hospital (715)393-2950

Women’s Community (715) 842-5663, or appropriate regional facility

Wausau Police Department (715) 261-7800, or appropriate regional Law Enforcement Agency contact information.

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

<http://www.rainn.org> - Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

## **Confidentiality**

Victims may request that directory information on file with the College be withheld by request with the Registrar, Nick Blanchette, (715)803-1025

Regardless of whether a victim has opted-out of allowing the College to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

## **Student Due Process**

Northcentral Technical College Code of Student Conduct and Due Process guideline is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission. [www.ncherm.org](http://www.ncherm.org)

The Northcentral Technical College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Conduct is committed to an educational and developmental process that balances the interests of individual students with the interests of the Northcentral Technical College community.

A community exists on the basis of shared values and principles. At Northcentral Technical College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility. Each member of the Northcentral Technical College community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The student conduct process at the Northcentral Technical College is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of Northcentral Technical College policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the Student.

Students at Northcentral Technical College are provided a copy of the *Student Code of Conduct* annually in the form of a link on the Northcentral Technical College website, <https://www.ntc.edu/policies/student-code-conduct>. Hard copies are available upon request from the Student Development Office. Students are responsible for having read and abiding by the provisions of the *Student Code of Conduct*.

### **How the Conduct Process Works**

This overview gives a general idea of how Northcentral Technical College's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of Northcentral Technical College rules.

Please note that many instances of disruptive behavior can be managed by an instructor or staff member, and no reporting is necessary. Many programs have specific protocols for dealing with student behavior. If you observe troubling behavior, please call NTC Student Security at Ext. 1111.

NOTICE. Once notice is received from any source (victim, 3rd party, online, etc.), Northcentral Technical College may proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information.

#### **STEP 1: Preliminary Investigation and/or Educational Conference**

The College conducts a preliminary investigation into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:



- 1) A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Code of Student Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
- 2) A more comprehensive investigation, when it is clear more information must be gathered
- 3) An educational conference with the responding student occurs where they are counseled regarding their behavior by the Director of Security or designee and the matter is closed.

### **STEP 2: Formal Hearing**

If a more comprehensive investigation is completed, the Director of Security or designee will refer the case to the Director of Student Development or designee for a formal hearing. A formal notice of the complaint will be issued, and a hearing will be held with the Director of Student Development or designee. A finding will be determined and is appealable as described in Section P. below. In cases that involve Title IX or other discrimination allegations, the hearing results serve as a recommendation to the Director of Student Development or designee and, where appropriate, the Title IX Coordinator, who review and finalize the finding.<sup>6</sup> If the finding is that the responding student is not responsible, the process ends. Applicable appeals options are described below.

### **STEP 3: Review and Finalize Sanction(s).**

If the student is found in violation(s), sanctions will be decided upon by the Director of Student Development or designee and Title IX Coordinator when applicable, who will review and finalize the sanctions, subject to Northcentral Technical College appeals process by any party to the complaint.

## **FORMAL CONDUCT PROCEDURES**

### **Northcentral Technical College as Convener**

Northcentral Technical College as Convener Northcentral Technical College is the convener of every action under this code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code. The party bringing the complaint, who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that Northcentral Technical College has obtained regarding the allegations.

### **Group Violations**

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers. Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

## **Amnesty**

### **1) For Victims**

Northcentral Technical College provides amnesty to victims who may be hesitant to report to Northcentral Technical College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

### **2) For Those Who Offer Assistance**

To encourage students to offer help and assistance to others, Northcentral Technical College pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Student Development or designee, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

### **3) For Those Who Report Serious Violations**

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of Northcentral Technical College are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result. Abuse of amnesty requests can result in a decision by the Director of Student Development or designee not to extend amnesty to the same person repeatedly.

### **4) Safe Harbor**

Northcentral Technical College has a Safe Harbor rule for students. Northcentral Technical College believes that students who have a drug and/or addiction problem deserve help. If any Northcentral Technical College student brings their own use, addiction, or dependency to the attention of Northcentral Technical College officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

## **Notice of Alleged Violation**

Any member of the Northcentral Technical College community, visitor or guest may allege a policy violation(s) by any student for misconduct under this Code by submitting a report via Maxient, via College link here: <https://cm.maxient.com/reportingform.php?NorthcentralTC>

Notice may also be given to the Director of Security, the Director of Student Development and/or to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs.

Northcentral Technical College has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Director of Security or designee will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

### **Investigation**

Investigation is referenced above, with detailed investigation procedures described in this sub-section. The Director of Security or designee will assume the responsibility for investigating allegations under this Code. The investigator(s) will take the following steps, if not already completed by the Director of Student Development or designee:

- 1)** Initiate any necessary remedial actions on behalf of the victim (if any);
- 2)** Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the alleged victim, or a Northcentral Technical College proxy or representative;
- 3)** Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
  - a)** If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim;
  - b)** Notify the victim of whether Northcentral Technical College intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose;
  - c)** Preliminary investigation usually takes between 1-7 business days to complete;
- 4)** If indicated by the preliminary investigation conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated College policy, and to determine what specific policy violations should serve as the basis for the complaint;
  - a)** If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
  - b)** A comprehensive investigation usually takes between one day and two weeks;
- 5)** Meet with the party bringing the complaint to finalize the Party bringing the complaint's Statement, which will be drawn up by the investigator or designee as a result of this meeting;
- 6)** Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview;
  - a)** Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator(s);
- 7)** Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy;

- 8) Obtain all documentary evidence and information that is available;
- 9) Obtain all physical evidence that is available;
- 10) Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
- 11) Protect the confidentiality rights of students under the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.
- 12) Refer all materials to Director of Student Development or designee for determination of a formal conduct hearing.

### **Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature**

All hearings under this sub-section will be conducted by the Title IX Investigator. For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the party bringing the complaint or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the responding student.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the panel Chair. All such information sought to be admitted by a party or Northcentral Technical College will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Title IX Investigator. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The party bringing any complaint alleging sexual misconduct, other behavior falling within the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.

### **Interim Action**

Under the Code of Student Conduct, the Director of Security or designee, the Director of Student Development or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve Northcentral Technical College property and/or to prevent disruption of, or interference with, the normal operations of the Northcentral Technical College. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct. A student who receives an interim suspension may request a meeting with the Director of Student Development or

designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, Northcentral Technical College may still proceed with the scheduling of a campus hearing.

During an interim suspension, a student may be denied access to Northcentral Technical College campus/facilities/events. As determined appropriate by the Director of Security or designee, or the Director of Student Development or designee, this restriction may include classes and/or all other Northcentral Technical College activities or privileges for which the student might otherwise be eligible. At the discretion of the Director of Student Development or designee and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

### **Hearing Options & Preparation**

The following sub-sections describe Northcentral Technical College's conduct hearing processes.

Once a determination is made that reasonable cause exists for the Director of Student Development or designee (or designee) to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods:

- The primary mode of notification will be to the student's Northcentral Technical College-issued email account.
- The notice may also be delivered in person by the Director of Security or designee, Director of Student Development or designee, or mailed to the local or permanent address of the student as indicated in official Northcentral Technical College records.

Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

- 1) Include notice of the time, date and location of the hearing.
- 2) Include the alleged violation and notification of where to locate the Code of Student Conduct and Northcentral Technical College procedures for resolution of the complaint; and
- 3) Outline the specific behavior alleged that, if true, violate the Code of Conduct;

If a responding student fails to respond to notice from the Director of Student Development or designee (or designee) of the conduct hearing or attend the scheduled hearing, the Director of Student Development or designee (or designee) may initiate a complaint against the student for failure to comply with the directives of a Northcentral Technical College official and give notice of this offense.

Unless the student responds to this notice within two business days by answering the original notice, an administrative conference may be scheduled and held on the student's behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their Northcentral Technical College account, deeming them ineligible to register for courses or Northcentral Technical College housing until such time as the student responds to the initial complaint.

Except in a complaint involving failure to comply with the summons of the Director of Student Development or designee (or designee), no student may be found to have violated the Code of Student

Conduct solely as a result of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Director of Student Development or designee. A decision regarding student's responsibility for violating the Code of Conduct may be made in absentia by the Director of Student Development or designee and in consideration of the investigatory materials available.

### **Conduct Hearing Procedures**

If a student cannot attend the scheduled hearing, it is that student's responsibility to notify the Director of Student Development or designee no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled.

The Director of Student Development or designee (or designee), will conduct hearings according to the following guidelines:

- 1)** Hearings will be closed to the public.
- 2)** Admission to the hearing of persons other than the parties involved will be at the discretion of the Director of Student Development or designee.
- 3)** In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the Director of Student Development or designee may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.
- 4)** The parties have the right to an advisor/advocate of their own choosing, including attorneys. Typically advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair and suggest questions to their advisee.
- 5)** The parties have the right to request reasonable accommodations during the conduct process. If one party requests an accommodation, it will be offered to all involved parties. Law These accommodations may include, but are not limited to:
  - a.** Additional time to review the documentation
  - b.** Providing documentation in an accessible format
  - c.** Allowing additional break times during interviews/hearings
  - d.** Making available interpreters/assistive technology
  - e.** Including Disability Services staff in the process
- 6)** Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Director of Student Development or designee. Formal rules of evidence are not observed. The Director of Student Development or designee may limit the number of character witnesses presented or may accept written affidavits of character instead.
- 7)** The parties will have the opportunity to review all relevant documents/exhibits and can request copies through the Director of Student Development or designee. NTC reserves the right to redact student names as required under FERPA.

- 8) All procedural questions are subject to the final decision of the Director of Student Development or designee.
- 9) After a conduct hearing, the Director of Student Development or designee will determine by preponderance of evidence standard, if the student committed a policy violation and will determine an appropriate sanction(s).
- 10) The Director of Student Development or designee inform the responding student and party bringing the complaint (if applicable by law or Northcentral Technical College policy) of the final determination within 7 business days of the hearing.
- 11) Notification will be made in writing and may be delivered by one or more of the following methods:
  - o The primary mode of notification will be to the student's Northcentral Technical College-issued email account.
  - o The notice may also be delivered in person by the Director of Security or designee, Director of Student Development or designee, or mailed to the local or permanent address of the student as indicated in official Northcentral Technical College records.

Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.

### **Conduct Sanctions**

One or more of following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

- 1) **Warning:** An official written notice that the student has violated Northcentral Technical College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the Northcentral Technical College.
- 2) **Restitution:** Compensation for damage caused to the Northcentral Technical College or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- 3) **Community/Northcentral Technical College Service Requirements:** For a student or organization to complete a specific supervised Northcentral Technical College service.
- 4) **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.
- 5) **Confiscation of Prohibited Property:** Items whose presence is in violation of Northcentral Technical College policy will be confiscated and will become the property of Northcentral Technical College. Prohibited items may be returned to the owner at the discretion of the Director of Student Development or designee and/or Police.
- 6) **Behavioral Requirement:** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, mental health evaluation, writing a letter of apology, etc.
- 7) **Educational Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

**8) Northcentral Technical College Probation:** The student is put on official notice that, should further violations of Northcentral Technical College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

**9) Eligibility Restriction:** The student is deemed “not in good standing” with Northcentral Technical College for a specified period of time. Specific limitations or exceptions may be granted by the Director of Student Development or designee and terms of this conduct sanction may include, but are not limited to, the following:

- a. Ineligibility to hold any office in any student organization recognized by Northcentral Technical College or hold an elected or appointed office at Northcentral Technical College; or
- b. Ineligibility to represent Northcentral Technical College to anyone outside the Northcentral Technical College community in any way including: participating in the study abroad program, attending conferences, or representing Northcentral Technical College at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
- c.

### **Northcentral Technical College Suspension**

Separation from Northcentral Technical College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Development or designee. During the suspension period, the student is banned from College property, functions, events and activities without prior written approval from the Director of Student Development or designee. This sanction may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Suspension on the student’s official academic transcript.

### **Northcentral Technical College Expulsion**

Permanent separation from Northcentral Technical College. The student is banned from College property and the student’s presence at any Northcentral Technical College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion on the student’s official academic transcript.

### **Other Sanctions**

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Development or designee or designee. The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

- 1) One or more of the sanctions listed above and/or
- 2) Deactivation, de-recognition, loss of all privileges (including status as a Northcentral Technical College registered group/organization), for a specified period of time.



## **Parental Notification**

Northcentral Technical College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Northcentral Technical College may also notify parents/guardians of nondependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

## **Notification of Outcomes**

The outcome of a conduct hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, Northcentral Technical College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether Northcentral Technical College concludes that a violation was committed. Such release of information may only include the alleged student’s/responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where Northcentral Technical College determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or non-forcible sex offense, Northcentral Technical College may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- 1) Arson
- 2) Assault offenses (includes stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and non-negligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction
- 8) Robbery
- 9) Forcible sex offences
- 10) Non-forcible sex offences

## **Failure to Complete Conduct Sanctions**

All students, as members of the Northcentral Technical College community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Student Development or designee. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from Northcentral Technical College. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Student Development or designee.

## **Appeal Review Procedures**

Any party may request an appeal of the decision of the Director of Student Development or designee by filing a Behavior (Sanction) Appeal Form, found here: <https://www.ntc.edu/sites/default/files/2018-07/behavior-sanction-appeal-form.pdf>.

All sanctions imposed by the original hearing body remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

### **GROUNDINGS FOR APPEAL REQUESTS**

Appeals requests are limited to the following grounds:

- 1)** A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- 2)** To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
- 3)** The sanctions imposed are substantially outside the parameters or guidelines set by the College/College for this type of offense or the cumulative conduct record of the responding student.

**Appeals will follow the below processes/levels:**

**Level 1 Appeal: Vice President of Student Services It is the student's responsibility to retain the original Behavior (Sanction) Appeal form and complete all information relevant to their appeal.**

If the student wishes to appeal the decision or sanction of the behavior meeting, the student may request a meeting with the Vice President of Student Services or their designee. The student must submit the Behavior (Sanction) Appeal form within seven calendar days after receiving the decision letter outlining the decision or sanction resulting from the behavior meeting. Once submitted to the Vice President of Student Services, or their designee, a written decision and meeting, if granted, should occur within seven calendar days. If the documentation submitted is not timely or substantively eligible, the original finding and sanction will stand and no meeting will be granted.

The Vice President of Student Services will issue a written response, to the student and Director of Student Development, outlining their decision. This form will be signed by the Vice President of Student Services, and returned to the student within seven calendar days after the Level 1 meeting.

If an official NTC school shutdown occurs during the Level 1 period, the seven day clock will be suspended. The Vice President of Student Services will provide their written response as soon as practical after the school reopens and within the continuation of the seven day period.

If due to unforeseen circumstances, the Vice President of Student Services is unable to complete their review within the designated seven calendar days, they will notify the student and Director of Student Development by the seventh day and document the reason for the delay. The Vice President of Student Services must then complete their review and documentation in no less than an additional seven calendar days.

## **Level 2 Appeal: *Board of Review***

If the student is dissatisfied with the result at Level 1 and they have additional evidence that was not previously presented at Level 1 they may request a Board of Review. The additional information regarding their appeal must be submitted within seven calendar days after the written result from Level 1 was issued.

This form, additional evidence, and all documentation must be submitted to the Vice President for Learning. Students will be notified of whether the board of review will consider their appeal within seven calendar days of the appeal form and documentation receipt. If a Board of Review is not granted, the case is closed and the decision and sanction is final. If granted, the decision of the Board of Review is final.

### **THE BOARD OF REVIEW**

When the Vice President for Learning (student behavior appeals) or the Vice President for Student Services (academic appeals) deems that a student will receive a Board of Review hearing, the following process will be used to convene the Board of Review:

- The appropriate Vice President will assemble a cross-functional group of individuals to hear the student's case. The Board of Review will not have any members from the division of the student's current academic program. The Board of Review will be made up of 5 individuals (not counting the Vice President) representing the following groups:
  - a. Deans/Associate Deans
  - b. Faculty
  - c. Middle Leaders

The Vice President will be the Chairperson of the Board of Review committee, but will not vote in the decision-making process.

- The Board of Review time and date will be determined by the appropriate Vice President.
- The primary mode of notification will be to the student's Northcentral Technical College-issued email account.
- The notice may also be delivered in person by the Director of Security or designee, or mailed via certified mail to the local or permanent address of the student as indicated in official Northcentral Technical College records.
- Those invited to appear before the Board of Review will be:
  - a. The student, who may also bring any witnesses directly involved in their case
  - b. If an academic appeal, the faculty member issuing the grade and the Dean of the division
  - c. If a behavioral appeal, the Director of Student Development/designee and if applicable, the Director of Security

The parties have the right to an advisor/advocate of their own choosing, including attorneys. Typically advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee,

exchange notes, clarify procedural questions with the chair and suggest questions to their advisee. Copies of all relevant documentation will be made and distributed to the Board of Review committee members at least 3 calendar days prior to the hearing for review.

***The format of a Board of Review hearing will be:***

1. The Vice President will outline the format of the hearing for the student and others at the meeting;
2. NTC staff initially involved in the academic or behavioral situation will have up to 5 minutes to present information relevant to the hearing. The Vice President will have the discretion to add additional time if deemed necessary;
3. The Board of Review committee will have 5 minutes to ask any clarifying questions regarding the staff's presentation. The Vice President will have the discretion to add additional time if deemed necessary;
4. The student will have 5 minutes to present information regarding their appeal, including any new information or presentation of witnesses. The Vice President will have the discretion to add additional time if deemed necessary;
5. The Board of Review committee will have 5 minutes to ask any clarifying questions regarding the student's presentation. The Vice President will have the discretion to add additional time if deemed necessary;
6. The student and staff will be dismissed and the Board of Review committee will discuss the case and make a decision. The Board of Review may:
  - a. Request additional information to assist in issuing a decision;
  - b. Uphold the original grade/sanction.
  - c. For behavioral appeals, issue a lesser sanction.
  - d. For an academic appeal, send the case back to the dean/faculty member to consider a different grade.
7. The appropriate Vice President will issue a decision to the student primarily through the student's Northcentral Technical College-issued email account.
8. The notice may also be delivered in person by the Director of Security or designee, or mailed via certified mail to the local or permanent address of the student as indicated in official Northcentral Technical College records.

**The decision of the Board of Review is final.**

The presumptive stance of the College/College is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Director of Student Development or designee, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Appeals Review Officer and Director of Student Development or designee, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

## **OTHER GUIDELINES FOR APPEALS**

- Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal; Witnesses may be called if necessary.
- Appeals are not an opportunity for appeals panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

### **Disciplinary Records**

All conduct records are maintained by Northcentral Technical College for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

### **Approval and Implementation**

This *Student Code of Conduct and Due Process Guideline* was approved on 4/8/2020, and implemented on 4/8/2020.

### **Discrimination, Sexual Harassment, & Sexual Misconduct Complaint Policy**

Northcentral Technical College is committed to provide our students, staff, and campus visitors a safe learning and working environment. As a result, the College recognizes the importance of providing a prompt, effective, and equitable process in response to allegations of discrimination and/or sexual misconduct.

### **Sex Offender Registry**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the NTC Security Department is providing a link to the Department of Corrections Sex Offender Registry.

This act requires that institutions of higher education issue a statement advising the campus community where law enforcement information provided by the state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in the state which the person is employed, carries a vocation, or is a student.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the

protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable to the fullest extent of the law.**

The Department of Corrections is responsible for maintaining this registry. Follow the link below to access the Department of Corrections Sex Offender Registry Website:

<http://offender.doc.state.wi.us/public//>

### **Notification to Victims of Crimes of Violence**

The College will, upon written request, 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.

### **“CLERY ACT” REPORTABLE CRIME DEFINITIONS**

#### **Aggravated Assault**

- An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

#### **Arson**

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

#### **Burglary**

- The unlawful entry of a structure to commit a felony or a theft. This includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny, housebreaking or safecracking.

#### **Criminal Homicide-Murder and Non-negligent Manslaughter**

- The willful (non-negligent) killing of one human being by another.

#### **Criminal Homicide Manslaughter by Negligence**

- The killing of another person through gross negligence.

#### **Motor Vehicle Theft**

- The theft or attempted theft of a motor vehicle.

#### **Robbery**

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

- 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 is incapable of giving consent.”
  - 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.
  - 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.
  - Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

**Illegal Weapons Possession and Substance Law Violations**

In addition to disclosing statistics for the aforementioned offenses, the Clery Act requires institutions to disclose both the number of arrest and the number of people referred for disciplinary action for the following violations:

- **Drug Law 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. This also includes the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. The relevant substances include: opium or cocaine and their derivatives (morphine, heroine, codeine), marijuana, synthetic narcotics (manufactured narcotics which can cause true addiction – Demerol, methadone), and dangerous narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations**
  - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of alcoholic beverages, maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person, underage possession, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, and all attempts to commit any of the aforementioned.

- **Weapon Possession Violations**
  - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Encompassed in this violation also includes the use of or manufacturing of silencers, furnishing of deadly weapons to minors, aliens possessing deadly weapons, and attempts to commit any of the above.
  
- **Hate Crimes**
  - A Hate Crime is defined as:

***The victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.***

Along with any of the above offenses occurring as a result of a hate crime, NTC is responsible for reporting hate crimes as related to:

- Larceny/theft
- Simple assault
- Intimidation
- Damage/vandalism to property

### **2020 Annual Fire Safety Report**

The Timberwolf Suites Housing Facility located at 1636 N 3rd Avenue Wausau, WI, reported the following for the 2019 Annual Fire Safety Report for calendar year 2018.

#### **Description of each on-campus student housing facility fire safety system**

Our fire safety system consists of a sprinkler system, smoke detectors, and fire extinguishers.

#### **Number of fire drills held during the previous calendar year (2019)**

Fire drills are held the first Wednesday of each month.

#### **Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility**

##### ***Electrical Equipment***

Residents may not alter or repair any electrical equipment or fixture provided by the Timberwolf Suites. Defects in electrical equipment or wiring should be reported to the Timberwolf Suites Maintenance staff immediately. If more than two appliances or two appliances with a cumulative wattage of more than 1500 watts are plugged into a single wall outlet, a U.L. approved power strip must be used. Two-pronged extension cords are not permitted.



### ***Firearms, Weapons, Explosives, Fireworks, & Flammables***

The possession or use of firearms, knives with a blade over two inches long, bows and arrows, paintball guns, air-soft guns, aerosol guns, slingshots, explosives, fireworks, candles (open flames), halogen or lava lamps, gas grills, incense, inflammable fluids, dangerous chemical mixtures, propelled missiles, or any other item as identified by Timberwolf Suites Management is strictly prohibited and can result in eviction from housing.

### ***Items Not Permitted in the Residence Halls***

Most items that are not permitted in the residence halls are fire safety hazards in a residence hall setting. This list of fire safety hazards includes candles of any kind; incense; space heaters; halogen lamps; lava lamps; excessive use of decorative lights; black lights; hookahs (regardless of use/decoration), etc. Other items not permitted in the residence halls include: water-filled furniture, street signs, regardless of how they have been obtained; weapons of any kind; and any pet (unless approved by TWS Management). Students found in possession of any of the above items will be found in violation of their housing lease.

### ***Smoking Policy***

Smoking or other use of tobacco products (including, but not limited to: cigarettes, pipes, cigars, snuff, hookahs, or chewing tobacco) are not permitted inside Timberwolf Suites. A violation of this policy is a violation of your lease.

### **Procedures for student housing evacuation in case of a fire**

In case of fire, there are fire pull boxes located throughout each building. If you encounter a fire, and the fire alarm is not sounding, pull the nearest alarm box, leave the building and call 911 as well as call the Manager on duty at (715)575-1407, and Campus Security at (715)581-6010. Portable fire extinguishers are located in all buildings. If a fire alarm sounds in your building, leave the building immediately. If possible, close all doors when exiting, and use stairs. Do not use elevators. Do not enter the building until local emergency response personnel notify you that it is safe to do so.

If you discover a fire:

- Pull the closest fire alarm. If there is no immediate threat, a fire extinguisher should be used to extinguish the blaze.
- Try to notify the Fire Department (911) and RA on duty at (715)575-1407. Do not put yourself in danger! Be prepared to give an exact location and your name.
- If you are unable to reach a fire alarm pull station, call 911 to report the emergency to the Fire Department and call the RA on duty after at (715)575-1407.
- Alert others in the area.

If you hear a fire alarm:

- Evacuate the building immediately. Leave all personal items behind.
- Close your doors and windows if time permits. This helps to suffocate the fire.
- Follow your assigned evacuation plan. Do not run.
- Once outside the building, report to your check in station so that you may be accounted for. The check in station is across the parking lot in the grass.

What to do if a fire prohibits you from evacuating:

- Close the door securely and attempt to seal any openings through which smoke or gas could enter.
- Open exterior windows and crouch close to the floor at the open window.
- Alert those outside that you are unable to get out. Do not panic. Fire Department procedures require that rescue operations take precedence over other emergency activities.

Fire drills are scheduled monthly to test the evacuation procedures for Timberwolf Suites.

### **Policies regarding fire safety education and training programs provided to the students and employees**

Staff are all trained by the Fire department in extinguishing fires and safety features of the building (how fire sprinkler systems work, how the fire department is notified in an emergency, how long it takes for them to respond, what their procedures are when there is a fire in the building, and where everyone should meet).

### **For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred**

If a fire occurs in the building these are the following people that a staff member or student can contact to report that it has happened or is happening:

- Community Manager
- Associate Vice President of Facilities Management
- Resident Assistants
- Security

### **Plans for future improvements in fire safety, if determined necessary by the institution**

Further education of residents regarding use of extinguishers, fire exit plans, and meeting locations. Continued education for student staff in emergencies on what their role is when an emergency arises.

### **Fire statistics for 2020**

Total Number of Fires in 2019 = 1

Total Number of Fires in 2018 = 0

## Crime Statistics

Criminal Offenses Reporting Table: Wausau Campus

Primary Crimes	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Murder/Non Negligent Manslaughter	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Rape	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Fondling	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Incest	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Robbery	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0	0
	2018	1	0	0	0	0	0
	2017	0	0	0	0	0	0
Burglary	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arson	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0

Northcentral Technical College had no reported hate crimes for the years reported in the chart and no unfounded crimes at the Wausau Campus in 2019.

Arrests and Disciplinary Referrals Reporting Table: Wausau Campus

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities*</b>
Liquor Law Violation Arrests	2019	0	0	0	1	1
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Drug Law Violation Arrests	2019	4	0	0	4	0
	2018	2	0	0	2	0
	2017	2	0	0	2	0
Weapons Law Violation Arrests	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Offenses Reporting Table: Wausau Campus

<b>VAWA Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities*</b>	<b>Unfounded Crimes</b>
Domestic Violence	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	1	0	1	0	0
Dating Violence	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Stalking	2019	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0

Criminal Offenses Reporting Table: Merrill Campus

<b>Primary Crimes</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Murder/Non Negligent Manslaughter	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Fondling	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Incest	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Burglary	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Northcentral Technical College had no reported hate crimes for the years reported in the chart and no unfounded crimes the Merrill Campus in 2019.

Arrests and Disciplinary Referrals Reporting Table: Merrill Campus

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Offenses Reporting Table: Merrill Campus

<b>VAWA Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Domestic Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Dating Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Stalking	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Criminal Offenses Reporting Table: Antigo campus

<b>Primary Crimes</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Murder/Non Negligent Manslaughter	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Fondling	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Incest	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Burglary	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Northcentral Technical College had no reported hate crimes for the years reported in the chart and no unfounded crimes the Antigo Campus in 2019.

Arrests and Disciplinary Referrals Reporting Table: Antigo Campus

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Offenses Reporting Table: Antigo Campus

<b>VAWA Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Domestic Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Dating Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Stalking	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0



Criminal Offenses Reporting Table: Wittenberg Campus

<b>Primary Crimes</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Murder/Non Negligent Manslaughter	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Fondling	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Incest	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Burglary	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Northcentral Technical College had no reported hate crimes for the years reported in the chart and no unfounded crimes the Wittenberg Campus in 2019.

Arrests and Disciplinary Referrals Reporting Table: Wittenberg Campus

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Offenses Reporting Table: Wittenberg Campus

<b>VAWA Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Domestic Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Dating Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Stalking	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Criminal Offenses Reporting Table: Phillips Campus

<b>Primary Crimes</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Murder/Non Negligent Manslaughter	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Fondling	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Incest	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Burglary	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Northcentral Technical College had no reported hate crimes for the years reported in the chart and no unfounded crimes the Phillips Campus in 2019.

Arrests and Disciplinary Referrals Reporting Table: Phillips Campus

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Offenses Reporting Table: Phillips Campus

<b>VAWA Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Dating Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Stalking	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Criminal Offenses Reporting Table: Medford Campus

<b>Primary Crimes</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Murder/Non Negligent Manslaughter	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Fondling	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Incest	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Burglary	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Northcentral Technical College had no reported hate crimes for the years reported in the chart and no unfounded crimes the Medford Campus in 2019.

Arrests and Disciplinary Referrals Reporting Table: Medford Campus

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Offenses Reporting Table: Medford Campus

<b>VAWA Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Domestic Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Dating Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Stalking	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Criminal Offenses Reporting Table: Spencer Campus

Primary Crimes	Year	On Campus	Noncampus	Public Property	Total	Unfounded Crimes
Murder/Non Negligent Manslaughter	2018	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Fondling	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Incest	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Burglary	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Northcentral Technical College had no reported hate crimes for the years reported in the chart and no unfounded crimes the Spencer Campus in 2019.

Arrests and Disciplinary Referrals Reporting Table: Spencer Campus

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Offenses Reporting Table: Spencer Campus

<b>VAWA Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Domestic Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Dating Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Stalking	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0



Criminal Offenses Reporting Table: NTC Marathon County Farm Campus

<b>Primary Crimes</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Murder/Non Negligent Manslaughter	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Fondling	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Incest	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Burglary	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

Northcentral Technical College had no reported hate crimes for the years reported in the chart and no unfounded crimes the Wausau Farm Campus in 2019.

Arrests and Disciplinary Referrals Reporting Table: NTC Marathon County Farm Campus

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Offenses Reporting Table: NTC Marathon County Farm Campus

<b>VAWA Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded Crimes</b>
Domestic Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Dating Violence	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Stalking	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

