



CARDINAL STRITCH  
UNIVERSITY

# **2016 Security and Fire Safety Report**

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## **ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“The Clery Act”), Public Law 105-244, requires colleges and universities to collect information concerning campus crime statistics, campus security policies, University disciplinary action taken for specified violations as well as crime prevention programs. Institutions are required to distribute information to current and prospective students and employees through a published Annual Security Report (ASR) made available before October 1<sup>st</sup> each year. In addition, up-to-date information on campus crime statistics (Campus Crime Log) as well as the University’s Fire Log are available upon request between periods of publishing.

### **Campus Crime Log**

A log of campus crime reports is maintained daily in the Security Office. Interested parties may view reports by contacting the Office of Security at (414) 410-4221. Recent reports may be read during regular business hours. Archival information will be made available within five business days. Entries may be delayed or withheld if there is clear and convincing evidence that a particular log entry would jeopardize the confidentiality or safety of a victim, jeopardize an ongoing criminal investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence.

### **Fire Log**

The Higher Education Opportunity Act requires that an institution maintain a fire log that lists any fire occurring in any on-campus housing facilities. Students may access the log by calling the Director of Security at (414) 410-4221 during normal business hours.

### **Annual Security Report**

The information in this Annual Security Report(ASR) is compiled through a collaborative effort between many areas of the institution inclusive of: Security, Facilities, the Student Success Center and University Communications. The Director of Security and Senior Director of Student Success meet a minimum of once per month (more frequently as needed) to discuss and document updates to Clery related policies and crime statistics.

The crime statistics included in the ASR are Clery defined crimes, occurring within the campus geography as defined by Clery and are reported to Campus Security Authorities (CSA) who in turn report them to the Department of Security for recording. The most common CSA reports are from the Residence Life staff, the Dean of Students office, and the Department of Security itself. The Director of Security also gathers information on crime from the Fox Point and Glendale police departments and it is included as appropriate.

Clery crime statistics from the last three calendar years, as well as information on current security policies and practices are then published in the ASR. The ASR is made available on the University website and information about and links to the document are sent to the entire University community via email prompting them to review it. Hard copies are made available upon request. Up-to-date information on Clery crimes can also be found on the campus crime log maintained by the Department of Security.

## **CAMPUS SAFETY**

### **Department of Security**

Cardinal Stritch University’s Department of Security is vitally concerned with, and takes an active role in promoting the personal safety, security, and well-being of all members of the Stritch community, as well as providing for the protection

of University assets. The Department of Security operates twenty-four hours a day, seven days a week. The department consists of the Director and a full staff of security officers.

In addition to such routine security functions as patrolling campus facilities and grounds, enforcement of parking regulations, etc., Stritch security officers act as liaisons with local police and fire agencies, provide information about the University and local areas to both visitors and members of the community, and provide escort services to campus parking areas upon request. They also provide a myriad of other services ranging from key control to investigative services for the University.

Security officers maintain safety on the Stritch campus but are not authorized to make arrests. The Department of Security maintains a close working relationship with the police departments of the Village of Fox Point and the City of Glendale which, in turn, aid the University in all criminal investigations; however, there are no formal memoranda's of understanding (MOU's) or other written agreements in place with them at this time.

Students should not hesitate to contact any member of the Department of Security regarding any matter related to safety and/or security by calling (414) 410-4220. The Security office is most willing to assist students. Their motto and goal: "Prevention...Protection."

### **Campus Facility Security**

Campus buildings are kept locked when not in use. This can vary from building to building, day to day. The Department of Security has access to the overall University schedule and security guards lock and open doors to specific buildings and/or rooms as needed. Faculty, staff and students are issued photo IDs and expected to keep them with them while on campus as security may request to see them at any time in order to allow campus access. Issued keys are differentiated and staff/faculty are issued only the keys needed to open their specific buildings/offices. The University utilizes security cameras at key locations such as residence halls, high-traffic areas and parking lots. The campus exterior remains well-lit throughout the evening/night hours. In addition, security officers are on duty at all time and routinely patrol the campus and its buildings.

### **Residence Hall Security**

The front doors of the Residence Halls are locked 24-hours a day. In addition, each hall has a Hall Desk at its entry that is also staffed 24-hours a day ensuring resident access, building/parking lot monitoring and guest check-in.

Campus Security staff conduct safety rounds in the main entrances of the Residence Hall throughout the day and night, while RA's conduct safety checks nightly throughout the residence hall floors. University residence halls are equipped with video camera systems which are in place to provide additional safety and security measures for our residents.

At the start of every academic term, residents are assigned an access code to enter their assigned residence hall and a room key to enter their rooms. Room keys and access codes are not transferable. All guests must appropriately check-in at each residence hall's desk upon entry.

### **Security Office Patrols**

Security Officers routinely tour the campus buildings, parking lots and grounds to facilitate the safety and well-being of all students, guests, staff or faculty members who may be on campus. Security Officers are trained to observe and report any safety problems on campus such as defective lighting, inoperative doors or locks, broken windows or any other conditions which might detract from one's personal well-being. All such conditions are reported to the Physical Plant Department for correction.

# HOW TO REPORT CAMPUS CRIMES AND EMERGENCIES

## Reporting Crimes and Emergencies

The University encourages that all crimes and/or other emergencies on campus be reported in an accurate and timely manner to the Department of Security and to either the Glendale or Fox Point police departments should the victim elect to, or is unable to make such a report. If police, fire or rescue personnel are required to respond, they should be called first and then a call should be placed to campus security.

	Campus Phone	Any Other Phone
Police Department	9-911	911
Fire Department	9-911	911
Main Campus Security	Ext. 4220	(414) 410-4220
Security – City Center only	(414) 235-7897	(414) 235-7897

Security has access to key phone numbers for the crisis team, and will alert others as appropriate.

## Reporting at other Classroom Sites

To report any criminal activity, call 911 or the police department having legal jurisdiction for that area. Report all incidents as well as any suspicious activity, to your instructor and/or advisor at your location.

## Reporting at non-campus locations

Stritch does not have any officially recognized student organizations with non-campus locations at this time.

## Reporting to Campus Security Authorities

Generally, any crime may be reported to a Campus Security Authority (CSA). Stritch specifically recommends reporting to the Department of Security or the Dean of Students, although numerous other positions are designated as CSA's.

Campus Security Authorities ensure that criminal activity is reported to the Department of Security who follows-up appropriately (timely warnings, investigation, police referral, etc.) and records the information (excluding publicly identifying information) in the campus crime log. It is important to note that the role of a Campus Security Authority is distinct from that of the role of a "Responsible Employee" under Title IX. A person may be both a CSA and a Responsible employee with differing obligations to report.

## Voluntary/Confidential Reporting

Victims or witnesses may report a crime on a voluntary, confidential basis to the Dean of Students, counselors within the Wellness Center, Residence Life staff and University Ministry. Reports of this nature are filed with the Department of Security for information purposes, but there is no formal investigation of the incident. Counselors who are informed by persons they are counseling of the commission of a crime, may also inform that person that crimes can be reported to them or to the Dean of Students Office on a voluntary, confidential basis for inclusion in the university's crime statistics.

## RESPONDING TO CRIME

Each incident reported to the Department of Security is investigated by a member of the Department of Security and/or a police officer, with the exception of confidential reports. Every effort is made to identify and prosecute criminals, recover stolen property and encourage restitution, when possible.

In addition, crime that occurs on campus is also a violation of the Student Code of Conduct and will be addressed using the University's internal investigation (in collaboration with security) and disciplinary processes and policies.

University conduct proceedings are internal and private. However, the University will, upon written request, disclose to an alleged victim of a crime of violence or a non-forcible sex-offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim for this purpose. In situations of sexual misconduct notification will occur to both the victim and perpetrator according to the notification processes detailed in the University's Sexual Misconduct and Harassment policy.

## **EMERGENCY NOTIFICATION AND TIMELY WARNINGS**

The Clery Act also requires each institution to make reports to the campus community (Timely Warnings) on crimes that are reported to campus security or local police agencies and are considered to be a threat to students and employees, in a manner that will promote campus safety and aid in the prevention of similar occurrences.

Timely Warnings and/or emergency notification occurs at Cardinal Stritch through a multi-media approach that uses 1) emergency notification system (e2Campus) which can send text messages, emails and computer monitor messaging; 2) social media messaging and monitoring; 3) University email and LMS systems; 4) physical alarms – sound and light on campus; 5) posters/flyers, etc. as needed. The specific delivery of the warning is based upon the perceived threat to the community and/or level of the emergency.

Timely warnings are used when there is understood to be an ongoing threat that the community needs to be aware of. These can include, but are not limited to, thefts, burglaries, aggravated assaults, sexual assault, etc. In addition, the Director of Security attends monthly Metro Investigators meetings, which give information on criminal activity occurring in Fox Point, Glendale and other southeast Wisconsin police jurisdictions. Any information that may be used to alert students to problems or deter criminal activity on campus will be relayed to the campus community.

Timely warnings are typically issued by the Director of Security, the Dean of Students, the Senior Director of Student Success, the Senior Director of Facilities and the Senior Director of University Communication (in consultation with all referenced areas and University leadership as possible).

The University has both a crisis response plan and a crisis communication plan in place that allow for expedient communication in an emergency or crisis. In most crisis/emergency situations both the police and the Department of Security are called to aid in assessing the situation and to provide guidance on appropriate action (i.e. "lock in place" or "evacuate specific areas," etc.).

Upon confirmation of an emergency, dangerous situation, or a crime which poses an immediate and/or continuing threat to the health or safety of students, employees, or others, University Communications and/or other appropriate e2Campus administrators, without delay, and taking into account the safety of the community, determine the content of the notification, determine who to notify and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The e2Campus system has many pre-designed emergency alerts to aid expediency. The system also allows the University to only alert specific/impacted segments of the campus. For example, in the case of a threat to the overall community



such as an active shooter, the entire campus and extended community would be notified using all means available. However, for a less severe emergency that only impacts a specific sub-set or location such as a power outage isolated to one building – only those that occupy or expect to use the building would be immediately notified. Ongoing assessment is always part of the communication and notification strategy.

In addition to internal notification, the University works in collaboration with the Fox Point and Glendale Police Departments, Fire Departments and local health department in order to ensure that the greater community is informed as to crime and emergency situations on the Stritch campus, as well as to ensure that Stritch remains informed regarding threats in the greater community.

### **Emergency Notification System**

Stritch subscribes to e2campus, a notification system that alerts registered users via text messaging and email. All students, faculty and staff are asked to register with this service. Users can register by logging onto <http://www.e2campus.com/my/stritch> and providing the pertinent information. In the event of an emergency requiring quick communication, this system will be utilized to provide users with important information such as evacuation, closings, sheltering in place, etc. While these will be done with the most immediate knowledge of the situation available, they should not replace one's personal judgment if the situation changes rapidly.

### **FIRE AND EMERGENCY EVACUATION**

In case of fire or other emergency conditions, alarms will sound throughout the University alerting students, faculty and staff to exit the buildings. This should be a quick but orderly process. Unless given specific instructions otherwise, no student should remain in the buildings.

Students with temporary or permanent mobility impairments are asked to work with the Director of Student Support regarding an evacuation plan in case of an emergency. Individuals needing such assistance are asked to visit with the Director of Student Support at the beginning of each semester to plan for any changes in schedule and/or health conditions.

### **Annual Fire and Emergency Evacuation Drills**

The University conducts a fire drill annually in either September or October, in both residence halls. The test is typically unannounced, however, residents are informed about evacuations processes prior to the test. The test is conducted in conjunction with local authorities (police and firefighters). Alarms are sounded and the residence halls are evacuated. University personnel meet with first responders immediately upon completion of the drill to assess all aspects of the drill (evacuation times, addressing special needs of occupants, effectiveness of audible and visual alarms, evacuation procedures, etc.). The feedback received from these drills is used to modify and enhance our campus wide emergency preparedness plans in collaboration with University leadership. Documentation on each drill, inclusive of a description of the drill, the date of the test, the time the test started and ended and its announcement status, as well as collected feedback and suggested modifications is retained by the Department of Facilities.

In addition to the Residence Hall, information on the crisis response plan as well as evacuation procedures are disseminated in the fall of each year via email to all staff, faculty and students of the University.

## **SAFETY AND SECURITY SERVICES**

### **Crime Prevention Education**

Presentations, workshops and online learning modules are provided throughout the year to various campus groups, organizations, students, faculty and staff on Crisis Situations, Self-Protection, Harassment and Sexual Misconduct (including sexual assault, domestic violence, dating violence and stalking). In addition, information on these topics is disseminated through pamphlets and printed materials, and other electronic resources. These programs are intended to offer guidance on the University's policies and practices, strategies for preventing crimes and ensuring a safe campus community.

### **Programs for Students**

Multiple face-to-face programs for students occur each semester, typically provided by Student Affairs--specifically the Wellness Center, Student Activities and Residence Life in consultation with the Department of Security. Examples include: campus-wide programs on healthy and safe decision making, defining consent, strategies for bystander awareness and intervention, safety on spring break, self-defense (including a Judo course/club), etc. In addition, the Department of Security offers on-demand discussions/trainings as requested by specific student groups. Policy and procedure information is disseminated electronically to all students, while special focus exists for new students during orientation as well as those who live in the residence hall where policy information is discussed at mandatory monthly wing-meetings.

### **Programs for Staff/Faculty**

Faculty and staff have numerous online training programs that must be completed on a regular cycle. Some programs, such as S.A.F.E. (Strategic Actions for Emergencies) are completed annually, while others such as Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act occur when a person first begins with the institution and then must be refreshed every three years. In both cases the programs are designed to address Stritch's policies and practices as well as to provide general safety information. Other face-to-face programs/trainings – topic specific, are offered through the Faculty Success Center, and the Staff Development Committee on a "as requested" basis.

### **Security Escort Services**

The escort service provides security and safety for anyone who must walk alone on campus during hours of darkness. Escorts are Department of Security personnel. Walking escorts will accompany persons from one campus location to another. The security staff at the City Center will also escort students to the parking garage. To use the escort service:

- Have your Cardinal Stritch University ID with you.
- Contact Security by dialing "4220" on a house or office phone and follow the instructions given. Dial (414) 410-4220 from an off-campus phone. At the City Center, call security at (414) 235-7897
- Tell the Security Officer where you are, where you will be waiting and what your destination is.
- Go immediately to the location you specified to wait for your escort.
- Escorts are intended to provide security and safety to persons who have no choice but to walk alone.
- The Department of Security encourages the use of the "buddy system" – several persons getting together to walk at night.

Security escorts are limited to on-campus locations and the City Center parking garage only.

## **Urgent messages**

If a student's family or child care provider needs to reach a student due to an emergency situation, they may call the Student Services Desk at (414) 410-4845, Mon-Thurs 8 a.m. – 6 p.m. and Friday from 8 a.m. – 5 p.m.

Every effort will be made to deliver a message to the student's classroom. If the student is on campus but not in class, an attempt will be made to locate the student, but contact cannot be guaranteed. If the offices are closed, contact the Department of Security at (414) 410-4220.

## **FIREARMS POLICY**

The use, possession, or discharge of firearms, explosives of any type (including fireworks), deadly weapons, dangerous chemicals, or ammunition is not permitted on campus property, property leased by the university, or at a campus function, and may result in criminal charges. This includes those with legal permits to carry weapons. This policy will be interpreted so as to be in compliance with any state laws that regulate the carrying of concealed weapons. Any off-duty officers who are required to carry their weapons while on campus are required to register with the security office and carry their written approval at all times.

Anyone witnessing or receiving a report of prohibited possession, display or use of any of the above-mentioned items must immediately notify the appropriate authorities as noted below.

If you see someone with a weapon, and it appears that imminent harm is possible, call "911" if you safely can. Then, if you are on the main campus, follow the "911" call with a call to security (414)410-4220 if you safely can. If you are at the City Center, please follow your "911" call with a call to security at (414)235-7897 as you are able. Get or stay in a safe place and warn others away from the area.

If you see someone with a weapon and there does not appear to be an imminent threat, call security at 414-410-4220 on the main campus or 414-235-7897 at the City Center. Other educational sites should call "911" or local law enforcement.

## **MISSING STUDENT POLICY**

In compliance with the Higher Education Opportunity Act, it is the policy of Cardinal Stritch University to actively investigate any report of a missing resident who is enrolled at Cardinal Stritch University and residing in Clare Hall or Assisi Hall.

Each resident will be notified of the Missing Student Notification Policy and Procedures when they move in, as well as through the Student Handbook and Residence Life Handbook. Additionally, Cardinal Stritch University reserves the right to actively investigate any reasonable report of a missing commuter student.

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there are concerns for drug or alcohol use, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Each resident, on or before checking into his/her assigned room in Clare or Assisi Hall, is required to identify the name and contact number of the individual(s) who are the primary contact to be notified in case of an emergency or in the

event that the resident is reported missing. In the event the resident is under the age of 18 and not emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the University community has reason to believe that a student is missing, Residence Life and the Department of Security should immediately be notified. Upon receiving notification, Residence Life, in conjunction with the Student Success Center and Department of Security, will make reasonable efforts to locate the student to determine his or her state of health and well-being. The student's cell phone number, if provided, will be the first contact. However, additional efforts may include, but are not limited to, checking the resident's room, class schedule, friends, key-code history, on-line presence, and locating the resident's vehicle. As part of the investigation, the University reserves the right to contact the individual(s) whom the student has identified as his/her emergency contact person(s) to help determine the whereabouts of the resident.

If, upon investigation by Residence Life and Security and concurred by the Dean of Students, it is determined that the resident is missing for at least 24 hours, the following will occur. A University representative will contact the resident's designated emergency contact and the appropriate police department and request a missing person report to initiate a police investigation. Stritch staff will assist the police in the investigation as needed. In most cases, the student's custodial parent or guardian will also be notified.

Residents planning to be absent from Cardinal Stritch University for an extended period of time should be sure to notify friends and family with information about their whereabouts. Residents are also cautioned to regularly check their on-campus mailbox as uncollected mail, in conjunction with other information, may cause concern that a resident is missing.

## **ALCOHOL AND DRUG POLICIES**

In the State of Wisconsin, the legal age for consumption of alcohol is 21. Students under the legal age, who consume, possess, buy, serve or sell alcoholic beverages or individuals who sell to or serve minors are in violation of both state law and University policy.

The University has established the following policy with regard to alcohol and other drugs (AOD) to ensure that it meets its obligation to students, employees, funding sources and the community. The goal of this policy is to balance our respect for students with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer compassion and aid for students suffering from alcohol and other drug problems, to protect the University community and to send a clear message that students are expected to obey the law and take personal responsibility for their conduct.

Therefore, Stritch is committed to maintaining campus-wide alcohol and other drug prevention and early intervention programs. The University expects its students, faculty and staff to share responsibility for campus-wide prevention and early intervention efforts through education, research and community outreach, as well as AOD-free activities. Early intervention programs have been designed to assist with the early identification of AOD problems and to help in selecting appropriate solutions and/or referrals.

For expectations and policies regarding the presence of alcohol at University sponsored events, please refer to the Student Handbook.

## **Student Standards of Conduct Related to Alcohol and Other Drugs**

1. No use, possession, sale, manufacture, trade or distribution of alcohol, drug paraphernalia or illicit drugs is permitted. The only exception is responsible use of alcohol for legal drinking-age individuals who are either:
  - a. At a University-sanctioned event where a permit has been obtained, or
  - b. In a legal-age student's residence hall room when no underage persons are present.
2. It is a violation of the policy for a student to report to a University classroom/clinical site with the presence of alcohol or illegal drugs in his/her body.
3. If a student is taking prescribed medication that will affect the student's ability to perform his/her work, the instructor should be notified. Prescription drugs are to be used only by the person for whom the prescription was written.
4. Students who drink on or off campus and exhibit irresponsible behavior (i.e. public disturbances, danger to self or others, destruction of property, alcohol-related sickness or inability to care for oneself) will be subject to sanctions.
5. The University staff and concerned persons reserve the right to call 911 in cases of suspected alcohol poisoning, drug over-dose, or when an individual is unconscious, or is perceived to be a danger to self or others. Individuals receiving medical treatment will be responsible for the costs incurred.
6. Kegs, tappers, party punches, beer bong, drinking games, or drug paraphernalia are not permitted on University property.
7. No person shall provide assistance to a student under the age of 21 in obtaining access to alcohol. This includes, but is not limited to, purchasing or providing alcohol, transferring or storing alcohol, or providing with an ID card intended to deceive others.
8. No open containers are permitted in public areas (hallway, lounges, etc.) without a permit. For student-sponsored events, special permission may be sought through the Student Success Center for consumption of alcoholic beverages by legal-age students at the site of the event.
9. Students of legal drinking age may drink only in a room of a legal aged student with the room door shut. No person may drink or bring alcohol into the room of an underage student.
10. No underage person can be present in a room where alcohol is being consumed even if the underage person is not drinking.
11. Mass quantities of alcohol are not permitted in the residence halls or any other part of campus. Of age residents with excessive quantities will be given the opportunity to remove the alcohol from the building, or have to empty out the containers. Any amount of alcohol belonging to underage students will be emptied.
12. It is against state law and University policy to misrepresent one's age and/or falsify one's identification card. All altered or "fake" identification cards (driver's license, school ID card, etc.) will be confiscated by University representatives and/or are subject to police referral. Additionally, individuals who provide others with false identification are subject to disciplinary action by the University and/or referral to the police.
13. Residence hall students are responsible for their behavior and for that of their guests. Students may be sanctioned for their own inappropriate drinking and that of their guests. Residence hall guests violating the policy who are Stritch students will also be sanctioned for their violations. Uncooperative guests may have their guest privileges revoked, and will be referred to security or the police if they refuse to leave peaceably.
14. Residence hall staff retains the right to inspect students' rooms and property if suspicion of illegal activity exists. Likewise, the Department of Security reserves the right to inspect commuter lockers and other University property if suspicion of illegal activities exists. Suspicion may be generated by odor, loud noise, observable drugs, alcohol or drug paraphernalia and/or other evidence of drug usage and will result in confiscation of such materials. In the event of an alcohol incident, all empty containers in the student's

room may be considered as evidence that usage has occurred. For further details regarding the process for room inspection, please see the Residence Hall Handbook.

## **Alcohol Sanctions**

Students are expected to follow Wisconsin state laws and University policies relating to alcohol use. When students fail to meet this responsibility, serious consequences will result that may impact one's status as a student. Depending on the circumstances, the local police may be contacted. Parents may be contacted for alcohol violations. The following procedures are designed to handle cases of alleged misconduct in fairness to all concerned.

After receiving a written invitation, the student will arrange a meeting with an administrative hearing officer. Students who have violated the alcohol policy will receive disciplinary action. Such action may include, but is not limited to, probation, community service, restitution, housing reassignment (resident students only), educational assignments, and substance abuse screening. Specific sanctions will be based upon the nature of the incident, the impact of the incident on self and others, any prior violations of the Student Conduct Code, and the student's cooperation in resolving the situation.

Students who have violated the alcohol policy are required to meet with staff in the Wellness Center for an initial assessment, according to the timetable established by the hearing officer. Depending on the results of the initial assessment, interventions may include a substance abuse screening inventory, alcohol abuse prevention/education sessions, and/or other counseling interventions that are determined to be appropriate for each individual situation. Costs for the initial assessment, and any outside referrals, are the responsibility of the student.

Repeated violations, or a single violation that causes significant disruption of the community, can result in suspension or expulsion from the Residence Hall and/or the University. Students who do not complete the assigned sanctions within the designated time period may also be suspended or expelled from the Residence Hall and/or the University.

Alcohol sanctions remain on a student's disciplinary record. The accumulation of 3 alcohol violations will result in a suspension or expulsion from University housing and/or the University.

Students who are found responsible for an alcohol violation will face specified sanctions. These sanctions do not preclude further disciplinary action resulting from accompanying behavior. In the case of resident students, these sanctions are in addition to sanctions outlined by the residence hall handbook. These penalties are cumulative for the student's academic career at the University. Students who do not follow through with assigned sanctions may be suspended or expelled from the Residence Hall and/or the University.

For specific sanctions related to offense types, please refer to the Cardinal Stritch University student handbook.

## **Drug Sanctions**

Use, possession, sale, manufacture, trade or distribution of drug paraphernalia or illicit drugs (illicit drugs are all illegal drugs and prescription drugs not prescribed for the student) is prohibited. In addition, the possession or use of salvia divinorum and synthetic marijuana is also prohibited on campus.

Students who have violated the drug policy will receive disciplinary action. Such action may include, but is not limited to, probation, community service, restitution, housing reassignment (resident students only), educational assignments, and substance abuse screening. Specific sanctions will be based upon the nature of the incident, the impact of the incident on self and others, any prior violations of the Student Conduct Code, and the student's cooperation in resolving the situation. Additional sanctions will be levied depending on accompanying behavior. These penalties are cumulative

for the student's academic career at the University. In circumstances involving drugs, University Security will be called as well as the local police. Police will confiscate all drugs and/or drug paraphernalia.

Students who do not follow through with assigned sanctions may be suspended or expelled from the Residence Hall and/or the University. For information on specific sanctions based upon offense type, please refer to the Cardinal Stritch University Student Handbook.

### **Sale, Manufacture or Distribution of Drugs**

Any student found to be selling, manufacturing, distributing or facilitating the sale of drugs will be immediately referred to local police and receive an automatic expulsion from residence life housing and the University.

### **Intervention for a Suspected Alcohol and/or Other Drug (AOD) Problem**

#### **Medical Intervention**

Cardinal Stritch University considers the safety and personal well-being of each student a priority. The University recognizes that there may be alcohol and other drug-related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. Medical intervention is designed to enable dangerously intoxicated or impaired students, or their peers, to receive the immediate, professional medical treatment they need.

When a student aids an intoxicated or impaired individual by contacting Security or Residence Life staff for assistance, neither the intoxicated individual nor the student reporting the emergency will be subject to formal disciplinary action for the consumption or possession of alcohol or other drugs as a first offense. In rare circumstances such cases where other violations occur, students may be subject to the conduct process. Examples include, but are not limited to, physical abuse, sexual assault, conduct which threatens safety, verbal or physical harassment, disorderly conduct or property damage. Medical intervention does not apply for subsequent alcohol or other drug intoxications or impairments.

## **STRITCH ALCOHOL AND OTHER DRUG ABUSE (AODA) PREVENTION PROGRAM**

### **Cardinal Stritch University AOD Policy and Program Overview**

Cardinal Stritch University established its Alcohol and Other Drug (AOD) policy and program to ensure that it meets its obligation to students, employees, funding sources and the community. Stritch is committed to maintaining campus-wide alcohol and other drug prevention and early intervention programs. The University expects its students, faculty and staff to share responsibility for campus-wide prevention and early intervention efforts through education, research and community outreach as well as AOD-free activities. Early intervention programs have been designed to assist with the early identification of AOD problems and to help in selecting appropriate solutions and/or referrals.

### **AOD Policy and Program Goals**

The goal is to balance our respect for students with the need to maintain a safe, productive and drug-free environment. The intent is to offer compassion and aid for students suffering from alcohol and other drug problems, to protect the University community, and to send a clear message that students are expected to obey the law and take personal responsibility for their conduct.

## **AOD Program Elements**

Cardinal Stritch University uses a multi-faceted approach in its AOD program with both common and differentiated supports. In all cases, the program is informed by the policy which clearly delineates the University's position as well as the support systems available to students, staff and faculty as well as the potential consequences for infractions. Students, staff and faculty are provided AOD information, offered educational programs and personal supports through orientation, on-going education and prevention initiatives, confidential counseling and resource referral.

While all members of the University community share the responsibility for campus-wide prevention and early intervention efforts, certain areas have a greater degree of responsibility for providing direct support and/or education initiatives. These include: The Wellness Center, Residence Life & Student Activities and Athletics for students, and Human Resources for faculty and staff.

### **The Wellness Center-**

The Center includes counseling services, wellness programs, and health services. All areas of the Wellness Center address AODA (Alcohol and Other Drug Abuse) issues and concerns through programming, education, advocacy, and individual services of counseling and referrals.

### ***Wellness programming***

Each Fall semester, the Wellness Center collaborates with Residence Life and Student Activities during new student orientation programming to educate students on issues surrounding alcohol and drugs, making healthy choices, and resources available on campus and in the community. These programs are not limited to the start of the academic year, but rather are held regularly through classes and awareness campaigns.

Through numerous presentations on Managing Change and Stress Management, we educate students on the difference between healthy and unhealthy coping skills. Alcohol and drugs are cited as examples of unhealthy coping mechanisms. Students are encouraged to manage stress in a way that ultimately does not harm them, but rather helps them grow into a better person. In addition, students are encouraged to reflect on what skills they use, and brainstorm about other positive coping skills. In the past several years, these presentations have been given to classes within the Communication Department, College of Nursing & Health Sciences (CONHS), College of Education & Leadership (COEL) students beginning their field placements, Sports Management, and the LDRS Initiative group. Additionally, counselors and wellness peer educators have provided resources to residents in the halls especially during the start of the year, exams and spring break. The information has been used to create information bulletin boards.

### ***Individual Counseling***

Each student who seeks counseling is asked about their alcohol and/or recreational drug use through use of our Counseling Intake Form (Appendix B). Students are asked about their own use of alcohol and other drugs, and are also asked to note if there are any AODA issues in their family. Because counseling is ultimately a relationship developed through trust, counselors recognize that in the early phases of treatment, a client may not be forthcoming on all issues. They therefore seek to learn through the early phases of counseling what issues the client has and what coping skills they use. Lack of healthy coping skills is a warning sign that there may be unhealthy coping skills to uncover. These questions are revisited throughout the counseling relationship.

In addition, anonymous online screening through eCheckup-to-Go is offered: <https://www.stritch.edu/Offices-and-Services/Health-and-Wellness/Counseling-Services/eCheckup-to-Go/>. This is an excellent resource for students to consider their alcohol use, and become educated on its impact as well as learn about healthier options to managing stress and change. It is mandatory for students who are referred for drug and alcohol violations, and is recommended to counseling clients on an as-needed basis.



Upon finding someone has a concern about, or an issue with, alcohol use or other drugs, counselors continue to offer individual counseling, encourage them to seek outside help, and assist them in finding resources.

### ***Resources***

For students who need to be assessed for outside care, they are connected with Aurora Behavioral Health, Rogers Memorial, Columbia St. Mary's or Cornerstone, and counselors offer to be with them during the call. The organizations listed all provide assessment to determine proper level of care from inpatient and residential treatment to intensive outpatient, partial programming, and individual counseling. This is a continuum of care which, depending on need, provides everything from 24-hour care (for detox and significant AODA issues) to full-day, partial day, and one-hour programming and counseling.

Students using BadgerCare: can attempt to receive services through the above organizations or connect to additional resources through IMPACT 211 <http://www.impactinc.org/impact-alcohol-drug-abuse/>.

Other recommended free and low-cost resources include: Alcoholic Anonymous Meetings <http://www.aamilwaukee.com>; the Milwaukee Alano Club <http://www.mkealanoclub.org/>; SMART Recovery – Self Management for Addiction Recovery Training, which is an online community providing resources for recovery from addiction <http://www.smartrecovery.org>.

### ***Education***

Counseling Services staff keep current on AODA programming in colleges and universities through WAICU counseling meetings, and keep current on research into AODA and co-occurring disorders. Mary Beth Wisniewski has obtained the Alcohol and Drug Abuse Certificate which comprises eight courses including Mental Health and Substance Abuse, Alcohol/Drug Abuse Rehabilitation, Professional Practices in Human Services, Psychopharmacology and Family and Chemical Abuse.

### **Residence Life & Student Activities-**

The Department of Residence Life along with Student Activities promotes a co-curricular learning environment where students feel welcome, comfortable, safe, and at home. Dedicated to the development of a caring community Residence Life and Student Activities guides students in making healthy and responsible life choices. Recognizing that their uniqueness enriches our community, we embrace and accept each student as an individual and assists them in living out the Catholic Franciscan values of the institution. Through educational programs, social activities, and interactions, Residence Life and Student Activities aids students in the process of becoming well-rounded and socially responsible leaders.

### ***Education***

There are currently two (2) residence halls on campus and on each floor lives a Resident Assistant (RA) and a Community Advisor (CA). The role of these student staff members is to create a living learning community welcoming and comfortable for all of our residents. In addition to their role in enforcing the code of conduct and residence life rules and regulations, the RA's are charged with hosting and executing various educational programs and events to promote health and wellness as well as making healthy decisions as it relates to coping with transitional issues, stress, and anxiety. All programs and events are alcohol free. This allows for students to learn how to enjoy various programs and events without the use of alcohol and other drugs.

New Student Orientation (NSO) programming is another time when students are introduced to the impact of alcohol and other drugs on their academic success. This is especially important as new students will be faced with many transitions and changes in their first year of college. Through programming such as "Maximize Your Buzz" students

discuss the impact of making the best and most healthy choices for themselves. They are also challenged to consider how to help friends and roommates who they feel may be struggling with alcohol and drug abuse.

### **Resources**

As part of their programming, RA's collaborate with the staff of the Wellness Center to introduce their services to students so they better understand the resources available to them on campus. The student staff also create bulletin boards to promote healthy choices and alternatives to drinking especially during key times in the year such as the start of the year, final exams, and spring break. The information provided on the bulletin boards focuses on facts regarding the use of alcohol and other drugs on college campuses, the impact of using these as a coping mechanism as it relates to personal health and academic success, and finally information on campus, local and regional support services and resources where students can gain support and additional information.

For students who do not reside on campus, it is important to host events and programs to educate and expose them to information and services regarding the impact of the use of alcohol and other drugs. To this extent, the Student Activities staff works directly with the Student Programming Board (SPB) as well as the Student Government Association (SGA) to host and fund programming for all students.

There are also over 20 registered student organizations on campus who host programs and events throughout the year for the student community and especially their members. Student organizations are not allowed to use their budgets to pay for any alcohol at university events. In this way, students are gaining social skills without the use of alcohol or other drugs.

### **Athletics–**

Cardinal Stritch University has a variety of intercollegiate athletic teams for both males and females. Coaches of these athletic teams work to maintain close relationships with the athletes so that they can identify student athletes in distress. Through regular team and individual meetings, coaches provide support and if necessary referrals to the Wellness Center and other support services.

At times, the Dean of Students has met with all coaches to discuss resources available to student athletes as well as updates on any policy and procedures relating to drug and alcohol use on campus. This is also a time to educate coaches on the type of sanctions possible as a result of violations of the campus AOD policies.

A member of the Athletics staff also is a member of the Student Intervention Team (SIT). Having this representative at the table helps with identifying student athletes who may be struggling in different areas. Through this communication, the athletics department supports the sanctions athletes receive on campus or in the residence halls. This ensures that students are being held accountable for how actions off the field impact their ability to remain in good standing with the athletics department.

### **Human Resources–**

As it relates to drug and alcohol abuse, all employees have access to the Employee Assistance Program (EAP) through Aurora Health Care. This program allows employees to seek assistance and support for stressors that may be impacting their personal, family, and work life. This benefit grants employees up to three visits free of cost. The nature of the services received and referrals made are protected under physician-patient confidentiality. Cardinal Stritch University does not know if an employee has sought EAP support, rather they receive a quarterly report noting the number of employees who have accessed the service. More information about this service can be found on my.stitch under the benefits tab and also at [www.Aurora.org/EAP](http://www.Aurora.org/EAP). Beginning in November 2016, services provided under EAP will be further

discussed as part of the Open Enrollment presentation to all employees and handouts about the services provided will be made available.

## **SEXUAL HARASSMENT AND MISCONDUCT POLICY (INCLUDING SEXUAL ASSAULT)**

Consistent with the mission and Franciscan values of Cardinal Stritch University to provide a working and learning environment that fosters the intellectual, spiritual and social development of the individual, sexual harassment and sexual misconduct (including but not limited to domestic violence, dating violence, sexual assault and stalking) will not be tolerated and every effort will be made to eradicate it completely and swiftly.

In the event that sexual harassment and/or sexual misconduct occurs, anyone who has experienced or has knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report immediately. Protective measures for victims are available from the campus whether a victim chooses to report to local law enforcement and/or campus security and irrespective of whether a victim pursues a formal complaint through the Cardinal Stritch University resolution process.

The policies and procedures detailed below are intended to aid the Stritch community in identifying incidents of sexual misconduct, articulating the rights of and supports available to both the victim and the accused in such situations, as well as to articulate the process and standard of evidence that will be used by the institution to investigate, make a determination, and offer sanction(s) and/or resolution(s).

### **Prevention and Awareness Programs**

Cardinal Stritch University strives to prevent incidents of sexual harassment and sexual misconduct by providing education to its students and employees intended to promote awareness and primary prevention (including normative messaging, environmental management, and bystander intervention), as well as to inform and discuss institutional policies on sexual misconduct as well as the Wisconsin definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, educate on how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches.

**Awareness Programs** are community-wide or audience-specific programs, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety and reduce perpetration.

**Primary Prevention Programs** are programs, initiatives and strategies informed by research or assessed for value, effectiveness or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Bystander Intervention** programs and education help individuals identify safe and positive options that may be carried out to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**Risk Reduction programs** strive to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

The University makes this education available to both new and returning students and employees through a variety of methods including: printed material, online resources, online learning modules, orientation activities and University-wide initiatives and events offered throughout the year.

### ***Prevention Awareness Programs for new students and employees***

- All new students (regardless of degree level or delivery format) are provided with and asked to complete an online course offered through Workplace Answers called “Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Students” (or Faculty and Staff as appropriate). This online course provides definitions and aids the student in appropriately identifying sexual misconduct and steps that may be taken to avoid and/or eliminate it. It provides students with information regarding institutional policy as well as State regulation. Finally, it addresses options for bystander intervention.
- New Student Orientation program examples include:
  - Large group presentations designed to make student aware of the issues and options and get them talking. In 2015 there was a presentation provided by Collegiate Empowerment called “0 Shades of Grey.”
  - New Student Orientation also includes opportunities for small group discussion and reflection. In 2015 students participated in an activity called “Consent or Not Consent??? That is the Question!” which presented them with numerous scenarios through which to examine the definition and reality of consent.

### ***Ongoing prevention and awareness programs for all students and employees***

- The University provides numerous opportunities for the community (students, staff and faculty) to gain awareness and education regarding the issues of sexual harassment, sexual misconduct, intimate partner violence, stalking, consent, etc. Some examples include:
  - Information dissemination through electronic communication (online newsletters, emails, etc.)
  - Coffee Talk series (open to all) discussing topics from a variety of standpoints: healthy boundaries, building health relationships, managing strong emotions, issues of consent etc.
  - Sexual Assault Awareness Week/Domestic Violence Awareness Month activities (fall) – including programs such as “Don’t be a Bystander, Have Bystander Awareness,” “Let’s Talk About Consent,” and a documentary viewing of “The Hunting Ground” with discussion.
  - Denim Day University awareness campaign

### **Identifying Sexual Misconduct**

Sexual misconduct includes but is not limited to, conduct prohibited at Wisconsin Statutes 940.225, including the following conduct:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit the same)
3. Non-Consensual Sexual Intercourse (or attempts to commit the same)
4. Sexual Exploitation

#### 1. Sexual Harassment is:

- Unwelcome, gender-based verbal or physical conduct that is,
- Sufficiently severe, pervasive, and objectively offensive that it,
- Unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the University’s educational program and/or activities, and is
- Based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Sexual harassment includes (but is not limited to): 1) jokes, remarks, pictures and/or use of the Internet or other forms of electronic communication that are sexual or derogatory to members of one sex; 2) leering, unnecessary touching, patting, cornering, standing too close, undue attention; 3) inappropriate inquiries about sexual values; 4) verbal or physical conduct of a sexual nature that is intimidating, demeaning, hostile or offensive, 5) requests or demands for sexual encounters with or without threats concerning one’s grades, recommendations, promotions, jobs, etc.

### *Power Differentials (Quid Pro Quo)*

Intimate relationships between individuals of different institutional status, even when appearing mutual at the onset, have an underlying imbalance in authority that can diminish an individual's freedom of choice. Given the uneven balance of power within such relationships, they may present opportunities for sexual harassment. Because of the potential for sexual harassment in certain situations where an unequal power differential exists between the parties involved, the University prohibits romantic and/or sexual relationships between individuals in such situations. Examples include (but are not limited to): supervisory relationships, teaching relationships, advising relationships and coaching relationships.

Individuals who have University responsibility for security, healthcare, ministry, student welfare and development and disciplinary activities are prohibited from engaging in romantic and/or sexual relationships with those members of the University community for whom they have a responsibility to protect and assist.

### *Hostile Environment*

The determination of whether or not an environment is "hostile" is based upon a variety of related factors considered from both a subjective and objective perspective. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical.

### *Retaliation*

Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal charge is prohibited and subject to serious disciplinary action.

#### 2. Non-Consensual Sexual Contact is:

- Any intentional sexual touching,
- However slight,
- With any object,
- By a person upon a person
- That is without consent and/or by force.

Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; sexual contact additionally includes any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks groin, genitals, mouth or other orifice.

#### 3. Non-Consensual Sexual Intercourse is:

- Any sexual intercourse,
- However slight,
- With any object,
- By a person upon a person
- That is without consent and/or by force

Sexual intercourse includes vaginal penetration by a penis, object, tongue, or finger, anal by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

#### 4. Sexual Exploitation includes, but is not limited to:

- Invasion of sexual privacy
- Non-consensual video or audio-taping of a sexual activity

- Going beyond boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- Engaging in voyeurism
- Knowingly transmitting an STI or HIV to another student
- Prostituting another student
- Exposing one's genitals in non-consensual circumstances
- Sexually-based stalking and/or bullying
- Employing social media to carry out any of the above (or other) sexually exploitive or harassment-related activities

### **Additional Definitions:**

The following definitions provide additional clarity in recognizing sexual harassment and/or sexual misconduct.

*Consent* is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. In order to give effective consent, one must be of legal age. In Wisconsin, the legal age of consent is generally considered to be 18 years of age. Refer to Section 948.09 of the Wisconsin Statutes and Annotations (Madison, WI: Legislative Reference Bureau). Consent cannot occur in situations associated with force, coercion and incapacitation, which are further explained in sections below.

*Force* is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. Sexual violence is a form of sexual harassment (or sexual misconduct) prohibited by Title IX.

*Coercion* is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want to engage in any sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

*Incapacitation* is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

- Sexual activity with someone who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs.
  - Possession, use and/or distribution of rape drugs (including but not limited to Rohypnol, Ketamine, GHB, etc.) is prohibited and a violation of this policy.
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.

*Stalking* is a course of conduct directed at a specific person that would cause a reasonable person to A) fear for his or her safety or the safety of others; or B) suffer substantial emotional distress.

*Dating Violence* is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of

the following factors: 1) the length of the relationship; 2) the type of the relationship; 3) the frequency of interaction between the persons involved in the relationship.

*Domestic Violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.

## **Guidance in Violent Sexual Misconduct Situations**

In the event that you are the victim of violent sexual misconduct (i.e., sexual assault) you are strongly encouraged to follow the procedures outlined by most police departments and agencies assisting such victims/survivors. These include:

- Going to a safe place and immediately contacting the local police.
- Preserving all physical evidence by not showering, bathing, brushing teeth or rinsing mouth, douching, urinating, changing clothes, or touching anything related to the assault (bedclothes, objects touched by the assailant, etc.). Note: while these actions may destroy some evidence, other evidence might remain. Therefore, the medical exam and evidence collection is still advised up to 72 hours after the assault.
- Going to a hospital emergency room or a sexual assault treatment center for medical care. (The Sexual Assault Treatment Center in Milwaukee at Sinai Samaritan specializes in this.) Take a complete change of clothing as your clothing may need to be provided as part of the evidence.
- Calling a family member, friend, or university employee for support and companionship.
- Writing down a description of the assault's circumstance and the attacker as soon as possible.

Victims are strongly encouraged to report the incident. Reporting options are provided below.

## **Community Resources/Additional Assistance**

Additional assistance at Cardinal Stritch University and community referral information are available through the Wellness Center/Counseling Services and in the resources listed in the student handbook section on our Alcohol and Other Drug Policy. Free brochures are also widely distributed and can also be obtained by contacting the Wellness Center/Counseling Services.

### *Wisconsin's Crime Victims' Rights and Services*

In 1976, the Wisconsin Legislature passed a law allowing monetary compensation for crime victims and in 1980 created a Crime Victims' Bill of Rights. To be compensated, victims must report the crime to law enforcement within five days of the occurrence and file an application for compensation within one year of the crime. Victims must also cooperate with the investigation and prosecution of the crime. Further information and assistance may be obtained by contacting:

The Office of Crime Victims Services  
P.O. Box 7951  
Madison, WI 53707  
(608) 266-6470 / toll-free (800) 446-6564

In the Milwaukee area, helpful information and assistance are also available by contacting:  
The Common Council Task Force on Sexual Assault & Domestic Violence  
(414) 286-2997

Sexual Assault Treatment Center  
(414) 291-5555

### *Minnesota's Crime Victims' Rights and Services*

Under Minnesota's crime victims' bill of rights, those who are victims or witnesses to a crime are entitled to certain rights. These include notification rights, the right to participate in prosecution, the right to protection from harm and the right to apply for financial assistance.

Victims of crime in Minnesota are also entitled to services for the following:

The Minnesota Department of Public Safety's 24-hour HOTLINE for crime victims' resources: (800) 422-0798.

The Office of Crime Victims Ombudsman (OCVO) which offers assistance to crime victims who feel that their rights have been violated, or who feel that they have been treated unfairly by the criminal justice system or by victim assistance programs: (800) 247-0390 during regular business hours.

## **Reporting/Complaint Process**

If you believe that you are the victim of sexual misconduct, or if you are a third-party witness of such misconduct, you have a right – and you are strongly encouraged- to report the misconduct. The reporting of incidents and/or formal complaints may be filed with the Title IX coordinator or any university employee identified as a mandatory reporter. All sexual misconduct complaints made to mandatory reporters will be reported to the Title IX Coordinator staff.

Title IX Coordinator

Tracy Fischer

Senior Director of Student Success

(414) 410-4266

[tafischer@stritch.edu](mailto:tafischer@stritch.edu)

Cardinal Stritch University encourages those who have experienced any form of sex discrimination/sexual misconduct to report the incident promptly, to seek all available assistance as described in this policy, and to pursue University conduct charges and criminal prosecution of their offender (Title IX staff can assist the victim with this if s/he so chooses). Stritch takes complaints seriously and will work with victims to ensure their confidentiality and safety.

## **Confidential Reporting**

To report an incident confidentially enables you to discuss the situation with a Stritch employee or other trained individual who will not share the information with anyone else. This individual will share options and advice, but will not tell anyone about the situation unless you authorize them to do so. Students who choose to report confidentially may still choose to be included in the institution's annual crime statistics. At Stritch, these individuals include:

- On campus mental health counselors
  - Counseling Services: (414) 410-4197
- Campus health service providers
  - Health Center: (414) 410-4096
- University ministers
  - Asst. Director of University Ministry: (414) 410-4722
- Off-campus sexual assault treatment center
  - Sexual Assault Treatment Center (SATC), Aurora Sinai Medical Center (414) 219-5555

## **Mandated Reporters**

Most Cardinal Stritch University employees (with the exception of those in counseling, health services or University ministry) are considered mandatory reporters. Mandated reporters are individuals who must report a sexual misconduct incident to the University's Title IX Coordinator, including the names of alleged victims and other parties (if known).

During the review and hearing process, every reasonable effort will be made to shield the victim from unwanted contact with the alleged assailant and appropriate interim measures will be taken to assure the safety, privacy and support of



both the complainant and/or the accused. However, specific requests for confidentiality during the investigation and hearing process should be submitted to the Title IX Coordinator.

### **Other Reporting Options**

- **Anonymous Reporting**  
All universities are required to annually publish the number of incidents of certain campus crimes, including those of sexual misconduct. The anonymous information from students who file a report with the University are already included, and reflected with the crime statistics. Students who experience sexual misconduct but have not filed a report may also be included in Stritch's report by contacting the Wellness Center and making this request.
- **Local Police Department**  
In a sexual misconduct situation, a victim has the right to notify the local police department in order to report the alleged crime and pursue legal prosecution. Reporting an alleged crime to the local police department will lead to a criminal investigation. In such situations, the University will also conduct its own sexual misconduct investigation as detailed below.
- **Office for Civil Rights**  
A victim of sexual misconduct also has the right to file a formal Title IX complaint with the Office for Civil Rights (OCR) in the United States Department of Education.

Office for Civil Rights  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Hotline: 1-800-421-3481  
E-mail: ocr@ed.gov

### **Review/Grievance Process**

This review process applies to all Cardinal Stritch University students and employees at university-sponsored events whether occurring on or off campus. Complainants will be encouraged to use the civil/criminal procedures available to him/her in addition to the University review/grievance process. The University will fully cooperate (and assist if requested) in the individual's filing of criminal charges against an alleged assailant, and, at the direction of law enforcement authorities, Cardinal Stritch University will assist in the obtaining, securing and maintaining of evidence potentially needed for prosecution.

In the University review/grievance process, the Senior Director of Student Success or other designated, trained Title IX staff will investigate the allegations if the accused is a student. The Director or Assistant Director of Human Resources will investigate the allegations if the accused is an employee. These individuals receive annual training on issues related to harassment, sexual misconduct, domestic violence, dating violence, sexual assault, stalking, retaliation and other behaviors that can be forms of sex or gender discrimination. The university reserves the right to investigate and pursue a matter of alleged harassment or sexual misconduct even when a complainant does not wish to file a formal grievance. In all cases, students and employees can be assured of a prompt, fair and impartial investigation and resolution.

In the case of an accused student, the incident will be treated like all allegations of misconduct at the University and will use the institution's conduct investigation and sanction processes as outlined in the Student Handbook. In the case of an accused staff or faculty member, the University will use the staff and faculty "standards of conduct and disciplinary action" policy and process as outlined in the staff and faculty employee handbook.

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warning to expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the

crime of rape) usually result in suspension, expulsion, or termination of employment. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Student Code of Conduct.

Procedurally, when the University 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 the University will assist the victim in making these 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 housing for the victim or the responding student; visa and immigration assistance; changes in working situations; assistance with student financial aid; 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, that individual 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 the University provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures is provided in writing to all victims, whether they are students, employees, guests or visitors.

In accordance with federal regulations, the University will complete a prompt, fair, and impartial review, investigation and hearing conducted by trained professionals. A decision will be rendered within a 60-day time period on the basis of the information available using the evidentiary standard of a "preponderance of evidence" (what is more likely than not).

The investigation and records of the resolution conducted by the University are maintained confidentially. Information is shared internally between administrators who need to know. 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 is maintained in accordance with Wisconsin law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of the victim or information that could easily lead to the victim's identification. Additionally, the University maintains privacy in relation to any accommodations and/or protective measures. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities of having a support person of their choice throughout, as well as to fully participate in the process/proceeding, including any meeting, conference, hearing, appeal or other procedural action. The role of an advisor is limited to consultation with the student or employee involved and is not allowed direct participation in the process beyond that. Both the victim and the respondent will have equal access to the information used during meetings, as well as timely notice of such meetings to ensure their right of full participation. Communications and meetings between University officials and victims concerning accommodations or protective measures are not considered part of the proceeding and will remain confidential.

Both the complainant and accused will be simultaneously advised in writing of the outcome/result of the complaint once a decision has been reached. This will include any initial, interim or final decisions made by the University as well as the rationale for the decision, imposed sanctions (if any) and the process for appeal.

As the situation warrants, sanctions up to and including housing or course reassignment, probation, suspension, dismissal or termination will be administered.

## **Appeals**

After a decision has been made through the review/grievance process, either the accused or the complainant may file an appeal with the Title IX coordinator who will engage University leadership in its review. The appeal must be made in writing with specific reasons stated as to why the individual believes an appeal is in order. An appeal must be made within 10 working days from the time the student/employee is notified of the committee's decision. If no appeal is filed

within the stated 10 working day time frame, the decision is considered final. If an appeal is filed, the decision rendered after the initial appeal is final.

## **Registered Sex Offenders**

The University complies with federal legislation that requires institutions of higher education to inform interested persons within the campus community about how information regarding registered sex offenders within the state can be obtained. This information can be found at the Wisconsin Department of Corrections Sex Offender Registry Database at <http://offender.doc.state.wi.us/public/>.

## **CLERY REPORTABLE CRIMES DEFINED**

The crime definitions used to collate the statistics in this report conform with the requirements of the Uniform Crime Reporting (UCR) Handbook published by the Federal Bureau of Investigation.

### **Reported Crimes**

**Murder/Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths and justifiable homicides are excluded.

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

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

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by the means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. This includes joyriding where the automobiles are taken by persons not having lawful access and later abandoning them.

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

**Weapon Law Violation:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons, to minors, undocumented immigrants possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violations of laws or ordinances prohibiting: the manufacture, sale, transport, furnishing and possession of intoxicating liquor, maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

**Sexual Assault - Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

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

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

**Sexual Assault - Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## **Hate Crimes**

The Clery Act requires the reporting by category of prejudice any crime reported in the classifications above and any other crime involving bodily injury "that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability."

A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and/or disability, the crime is then also classified as a hate crime. For the purposes of report statistics, if a crime described above occurs and is found to have been motivated by bias or hate, it will be reported as both. However, other classifications for hate crimes that are only then reported as such include: larceny, vandalism, intimidation and simple assault.

**Larceny:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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

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

## **The Violence Against Women Act (VAWA)**

The Violence Against Women Act mandates that institutions include in their statistics (beginning for the 2013 year) the crimes of domestic violence, dating violence and stalking. Sexual Assault, which is also part of the mandate, was already required in prior years.

**Domestic Violence:** includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.

**Dating Violence:** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship; 2) the type of the relationship; 3) the frequency of interaction between the persons involved in the relationship.

**Stalking:** is a course of conduct directed at a specific person that would cause a reasonable person to A) fear for his or her safety or the safety of others; or B) suffer substantial emotional distress.

## **Unfounded Crimes**

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false, or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfind" a crime report for the purposes of reporting. Cardinal Stritch University has not "unfounded" any crime reports for the years of 2012, 2013, or 2014.

# ANNUAL CRIME STATISTICS

Annual Crime Statistics Cardinal Stritch University Calendar Years: 2013 to 2015

Criminal Offenses	On Campus			On Campus Residence Halls			Public Property			Non Campus		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Rape	1	0	1	1	0	1	0	0	0	0	0	0
Sexual Assault – Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault – Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	4	0	0	4	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses (Additional)</b>	<b>On Campus</b>			<b>On Campus Residence Halls</b>			<b>Public Property</b>			<b>Non Campus</b>		
Dating Violence	0	2	1	0	2	1	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	1	0	0	0	0	0	0	0
<b>Arrests</b>	<b>On Campus</b>			<b>On Campus Residence Halls</b>			<b>Public Property</b>			<b>Non Campus</b>		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	2	3	0	1	3	0	0	0	0	0	0	0
Liquor Law Violations	2	0	0	2	0	0	0	0	0	0	0	0
<b>Referrals Through Student Conduct Process</b>	<b>On Campus</b>			<b>On Campus Residence Halls</b>			<b>Public Property</b>			<b>Non Campus</b>		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	2	8	7	1	8	7	0	0	0	0	0	0
Liquor Law Violations	26	38	25	21	35	25	0	0	0	0	0	0

Hate Crimes	Category of Bias	On Campus			On Campus Residence Halls			Public Property			Non Campus		
		2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder & Non-Negligent Manslaughter	Race	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0

	National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	Race	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	Race	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	Race	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	Race	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0

	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	Race	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Arson	Race	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Larceny - Theft	Race	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	Race	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0



	Disability	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	Race	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	1	0	0	1	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism	Race	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0

# **FIRE SAFETY REPORT**

Cardinal Stritch University has many systems, policies and procedures in place to enhance fire safety at the University. Below you will find information on the fire safety system for each residence hall, as well as fire statistics for the past five years. In addition, there is information on policies regarding portable electrical appliances and procedures for student housing evacuation.

## **Fire Safety Systems – Clare Hall**

Smoke detectors are located in each residence room, as well as in hallways and lounges. All smoke detectors in sleeping rooms are hard-wired, with a battery backup. Smoke detectors in public areas are battery operated.

There are pull stations in the hallways. The fire alarms emit loud sounds. Any student requiring strobe lights may request to live in Assisi Hall.

Fire extinguishers are located in key locations around the residence halls. Residence hall staff, security staff, and physical plant staff are instructed to their use. During their nightly rounds, residence life staff members check to insure they are properly charged, and report any issues promptly.

## **Fire Safety Systems – Assisi Hall**

Smoke detectors are located in each residence room, as well as in hallways and lounges. All smoke detectors in residence rooms are hard-wired, with a battery backup. When the smoke detectors and pull stations in Assisi are activated, the fire department is automatically notified.

The Assisi Hall fire system has strobe lights in addition to the standard alarm sound.

There are pull stations in the hallway. Assisi Hall is equipped with a sprinkler system. The hall has a PA system that can be used to give residents instructions.

Fire extinguishers are located in key locations around the residence halls. Residence hall staff, security staff, and physical plant staff are instructed in their use. During their nightly rounds, residence life staff members check to insure they are properly charged, and report any issues promptly.

## **Fire Drills**

Fire drills are scheduled annually in cooperation with the North Shore Fire Department. The last drill took place on September 29, 2015. The last most recent ones occurred on Sept 9, 2014, Sept 18, 2013, Sept 16, 2012, and Sept 29, 2011. The next drill is scheduled for October, 2016.

## **Fire Safety Education and Training**

Each year, residents are reminded of fire safety through their all-hall meetings, during which a fire safety video is shown. Resident assistants are annually trained in emergency procedures, including fire emergencies.

## **Cardinal Stritch University Fire Log 2011-2015**

### **Fire Log: 2011**

Date	Location	Nature of Fire	Injuries	Deaths	Damage
3/12/11	Clare Hall – kitchen	Cooking	None	None	None

### **Fire Log: 2012**

There were no residence hall fires in 2012.

### **Fire Log: 2013**

There were no residence hall fires in 2013.

### **Fire Log: 2014**

There were no residence hall fires in 2014.

### **Fire Log: 2015**

There were no residence hall fires in 2015.

## **Evacuation Procedures**

Students who see or smell fire are urged to stay clear of the fire, pull the alarm, evacuate using the stairs (never the elevator) and call 911, then campus security at (414) 410-4220.

People who hear the fire alarm are required to evacuate. To do otherwise not only creates a safety issue, but leaves one vulnerable to disciplinary and legal action.

If you hear the fire alarm, feel your room door. If it is hot, open the door slowly, leading with something other than your body, to determine if it is safe to evacuate. If you cannot safely evacuate, put a towel under the door (wet with water if possible), call 911, and signal for help. Waving something bright out the window, like a red shirt, will help to attract the attention of rescuers.

If you can safely evacuate, proceed to the nearest exit, using the stairwell. Feel all doors before opening them. Stay low, because hot air and noxious gases tend to rise. If you must crawl through smoky areas, or the building is dark, keep one hand along the wall to avoid disorientation.

Once you have exited the building, maintain a safe distance, taking care to avoid emergency vehicles that may be moving rapidly. Please remain nearby until someone in authority has determined that you have been safely evacuated. Do not re-enter the building until you are given the "all clear."

## **Policy on Portable Electronic Appliances, Smoking and Open Flames**

Open flames, smoking, candles, incense, flammable liquids, and halogen lamps are not permitted in the residence hall. Microwaves are not permitted in student rooms, with the exception of the small ones found on microFridges. Refrigerators must be no more than 4.0 cubic feet. All appliances must be UL approved.

Microwaves are available on each residence hall floor. A kitchen is available in each residence hall. Residents are required to remain in the respective area while items are cooking.

Smoking is not permitted on campus, except for in one's personal vehicle.

## **Future Fire Safety Improvements**

The University has been working closely with the North Shore Fire Department to come up with a plan to update the fire alarm notification system throughout all campus buildings. Approximately 90% of the engineering work has been completed. When funding to implement this project becomes available we will begin the two to three year purchase and installation portion of the project.

## **YOUR RESPONSIBILITY RELATED TO CAMPUS SAFETY**

The cooperation, involvement and personal support of all members of the Cardinal Stritch community are crucial to the success of a campus safety program. Everyone must assume responsibility for his/her own personal safety and security of personal belongings by taking simple, common sense precautions. Listed are some Security and Safety Tips:

### **In the Office, Classroom or Laboratory:**

- Report anyone who behaves suspiciously to the local authorities.
- Advise the proper authority of any hazards or security problems.
- Never prop open doors.
- While in class, the library or lab, keep personal belongings in view.
- Your keys should always be kept in your possession and never lent out.
- Lost keys should be reported immediately.
- Keep doors locked, even if you are away for only a few minutes.
- Avoid using stairs in remote sections of the building.
- Keep your purse in a locked cabinet or drawer. Never leave it on top of or underneath a desk.
- Call the proper authority if you see a male entering, leaving, or in a woman's restroom. If you are inside, run out screaming. Do not stop to ask or answer questions.
- Avoid working or studying alone in a building at night.
- Keep petty cash and stamps in a locked drawer.
- Do not remove rings to wash your hands; they can be forgotten and/or stolen.

### **In Your Vehicle:**

- Obey traffic laws.
- Exercise caution when entering or leaving your vehicle, especially in parking lots or garages.
- Keep windows up, doors locked, and your purse and other valuables in your trunk.
- Don't leave your vehicle registration, credit cards or other important papers in the glove compartment.
- Drive defensively and safely.

### **On the street:**

- Vehicles should be parked in lighted areas and kept locked at all times.
  - Valuables should be concealed.
  - If you are followed, act suspicious. Keep looking behind you to discourage the follower.
  - If you are followed on foot, cross the street, change directions or vary your pace.
  - If you are followed by someone in a car, turn around and walk in the opposite direction. If the driver persists, record the license number and notify the police immediately.
  - If you are followed by a vehicle while driving, take three right turns. If you are still being followed, drive to a Police Station or other well populated area. If you have a cell phone call "911".
  - Stay in well lighted areas; walk midway between curbs and buildings away from alleys, entries and bushes.
- If you carry a purse or handbag, keep it close to your body. This will minimize the chances of theft.
- If your purse is snatched, don't fight. Turn it over rather than risk personal injury, then report the incident promptly.
  - Do not stop to give directions or other information to strangers.
  - Never hitchhike.
  - Carry only necessary credit cards and money.
  - Use an escort or walk with someone else whenever possible. Participate in the buddy system.
  - Stay near people. Avoid shortcuts through parks, vacant lots and other deserted places.

## **Crime Prevention**

### ***Book Thefts***

Book thefts occur frequently at universities, especially during the final exam period. Remember - leaving books unattended in public places increases the chance of theft. Books are easily resold, especially to other students. A stolen

book is 100 percent profit for a thief, and often the owners cannot be identified because they failed to mark their books properly. You can prevent book thefts by:

- Marking all books on the inside front cover with your name and operator's license number.
- Marking one or more known page numbers with your initial or other discernible marking.
- Keeping your books with you.

Report book thefts to the Department of Security immediately. A recovery may be made at a resale counter and the thief apprehended.

### ***Harassing Phone Calls***

Although telephone abuse is a problem that can cause unpleasantness, it rarely results in physical harm. Here are some suggestions that can help you deal with harassing, anonymous, obscene or generally annoying telephone calls:

- Don't talk.
- Hang up if the caller doesn't say anything or on the first obscene word, or if the caller doesn't provide identification to your satisfaction.
- Don't slam down the receiver and thus admit that the call has bothered you. Instead, hang up as you normally would.
- If the call is received on campus, call the Department of Security. The extent and nature of the harassment can then be assessed and appropriately handled.
- If you follow these suggestions, chances are you will not need to call the police. You can usually stop the annoying caller by hanging up the instant you recognize the type of call. Remember, you control your telephone.

### ***Robbery***

Robbery is defined as intentionally taking property from another person or from the presence of another person by using or threatening the use of force, or by putting another person in fear for his/her safety. The following is a list of violence prevention procedures to be used in case you are robbed.

#### *Keep it short and smooth.*

- The longer the robbery takes, the more nervous the robber becomes.
- Handle the entire procedure as if you were making a sale to a customer.
- The average robbery takes less than two minutes.

#### *Obey the robber's orders.*

- Robbers seldom hurt people who cooperate with them.
- Let the robber know you intend to obey.
- If you are not sure what the robber is telling you to do, ask.
- Keep calm and observe what the robber is wearing and what he/she looks like.

#### *Tell the robber about any surprises.*

- If you must reach for something or move in any way, tell the robber what to expect.
- If someone is hidden in the area, tell the robber.

#### *Don't argue with the robber.*

- Give him/her all the cash or property he/she wants.
- Once the robbery has started it's too late for the robber to change his/her mind.

#### *Don't fight the robber.*

- The money/property isn't worth risking harm to yourself.

- Attacking an armed robber is not heroic; it's foolhardy.

*Don't chase or follow the robber.*

- Chasing the robber invites violence.
- The police could mistake you for one of the robbers.

*After the robber leaves, call the Police immediately, then the Department of Security.*

### **Sexual Assault Prevention**

The vast majority of sexual assaults occur between people who know each other. So, while it's a good idea to avoid isolated areas, and take precautions against "stranger rape," most victims will be assaulted by someone they know. With this in mind, additional precautions should be taken.

- Think carefully about your sexual limits and communicate them clearly with dates.
- If you are in a situation in which someone is ignoring your stated limits, get out of the situation immediately and into a safe place.
- Exercise caution with someone who is invading your personal space. At the first touch that feels uncomfortable, speak your mind in clear, simple language.
- The use of alcohol and other drugs increases the risk of a sexual assault by an acquaintance. People who are sober recognize danger more easily, and are often in a better position to take care of themselves. Sex with someone who is intoxicated is considered an assault if it is determined that she or he was unable to fully consent. Conversely, someone who commits an assault while under the influence of alcohol or other drugs will still be held responsible for his/her behavior.

If you go to a party with friends, make an agreement that everyone will go home together, no matter what. Keep an eye on each other throughout the party. Avoid venturing upstairs (if the party is down- stairs) by yourself.

- Realize that, no matter how many or how few of these prevention strategies you utilize, no one deserves to be assaulted.