



OCTOBER 2023

ANNUAL SECURITY REPORT

Information for 2023 – 2024 Academic Year

Chippewa Valley Technical College
Department of Public Safety
620 W. Clairemont Ave, Eau Claire, WI 54701
Phone: 715-833-6202

Annual Security Report for Chippewa Valley Technical College:

- Clairemont Campus (Business Education Center and Health Education Center)
- West Campus (Emergency Service Education Center, Transportation Education Center, Energy Education Center and Fire Safety Center)
- Gateway Campus (Manufacturing Education Center and Applied Technology Center)
- Chippewa Falls Campus
- Menomonie Campus
- River Falls Campus &
- Neillsville Campus



September 27, 2023

Dear College Community,

It is our mission at the Department of Public Safety to provide a safe and secure learning and working environment for all members of the college community. Our Public Safety team is trained to handle all types of situations across the College. We are continuously reviewing processes, policies and training on best practices to ensure we stay on the leading edge of crime prevention.

Chippewa Valley Technical College (CVTC) is part of the Wisconsin Technical College System (WTCS) and CVTC serves an 11-county area. The largest campus is located in Eau Claire, with major regional campuses in Chippewa Falls, Menomonie, Neillsville, and River Falls. CVTC has an appointed district board consisting of nine members who serve three-year, staggered terms. To accomplish our mission, we partnered with the U.S. Department of Homeland Security's initiative of *"If you SEE something, SAY something."*[®]

Safety and security are a responsibility that everyone shares and each of us have the personal responsibility to report any incidents or concerns involving our community members. We want everyone to be successful at CVTC and that starts with a safe place to work and study. It is important to be aware of your surroundings. If you see suspicious activity anywhere, report it to local law enforcement or if on campus, to Public Safety. As always, in the event of emergency, call 9-1-1.

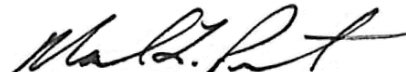
Please take time to review this attached Annual Security Report containing data from the 2022 calendar year. The college is required to publish this report by October 1st each year in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)), also known as the Clery Act. This report contains crime data which occurred within CVTC's Clery geography. In addition, this report includes information required by the Drug-Free Schools and Communities Act of 1989. Lastly, this report contains important college policies concerning campus security, crime prevention, reporting crimes, drug and alcohol abuse, sexual harassment, bias-related crimes, and other important information.

If you have any questions or concerns, please contact a member of Public Safety at 715-833-6202.

Respectfully,



Chris Bergerson
Public Safety Systems Specialist
Clery Compliance Officer



Mark Provost
Public Safety Manager

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// IMPORTANT NOTICE

This report includes compliance information for the following CVTC campuses: Clairemont Campus (Business Education Center and Health Education Center), West Campus (Emergency Service Education Center, Transportation Education Center, Energy Education Center and Fire Safety Center), Gateway Campus (Manufacturing Education Center and Applied Technology Center), Chippewa Falls Campus, Menomonie Campus, River Falls Campus and Neillsville Campus.

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

Overview and Your Right to Know

Chippewa Valley Technical College (CVTC) is committed to maintaining a campus environment that enhances and supports student learning and achievement. All policy statements contained in this report apply to all campuses unless otherwise indicated.

The CVTC Board, administration, and employees recognize that a majority of its student population are at some point of transition in their lives. The college has a responsibility to maintain a safe and drug-free campus, so this transition may be as smooth as possible.

CVTC, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Higher Education Opportunity Act and Wisconsin Legislature, has published this document to provide its students and employees with an overview of the College's security and safety resources, policies, and procedures as well as detailed written information about these issues, including relevant state and federal laws, along with sanctions. The intent of the law is to ensure that you have complete information about the extent of the problem, the risks involved, the legal standards that have been adopted, and the offices and/or agencies in the community to which you can turn for help.

Paper copies of the information contained in this document will be provided upon request. Please contact the Department of Public Safety at 715-833-6202 or PublicSafety@cvtc.edu.

Who to Contact – Concerns/Complaints

CVTC is committed to quality education and values YOUR success. In fulfilling this commitment, the college is responsive to student concerns. In most cases student concerns in the classroom are best resolved through discussion with instructors (when appropriate). However, there may be times when you need to talk with someone else. Concerns or complaints can be made online via the [Student Complaint Form](#). The following contacts are provided for your information or call 715-833-6200 or 1-800-547-2882 (WI Relay: 711) and ask to be transferred to the appropriate contact.

CONCERN/COMPLAINT	CONTACT	CONTACT INFORMATION
Public Safety	Public Safety Manager	Business Education Center, Room 147 Phone: 715-833-6670 or Email: mprovost@cvtc.edu
Complaints, incidents, or grievances dealing with discrimination, harassment, or retaliation	Employees Vice President of Talent and Culture Students Diversity Manager	Employees Business Education Center, Room 104 Phone: 715-852-1377 or Email: tburgau@cvtc.edu Students Business Education Center, Room 120 Phone: 715-833-6234 or Email: diversity@cvtc.edu
Accommodations for persons with disabilities	Disability Services Specialist	Business Education Center, Room 120 Phone: 715-833-6234 or Email: diversity@cvtc.edu
General student concerns, formal grade appeals, college service complaints, or concerns regarding other students	Vice President of Student Services or designee (call Michelle Fischer for appointment)	Business Education Center, Room 104 Phone: 715-852-1355 or Email: mthiess@cvtc.edu
Complaints concerning the quality of instruction	Educational Deans (call Nancy Heller for appointment)	Business Education Center, Room 100 Phone: 715-852-1307 or Email: nheller1@cvtc.edu
Complaints concerning Sexual Harassment	Title IX Coordinator	Business Education Center, Room 113 Phone: 715-852-1399 or Email: nmarlaire@cvtc.edu

Wisconsin Technical College System (WTCS) Complaint Policy

After an attempt is made to resolve complaints through the applicable College appeals or complaint process, students who attend College within the Wisconsin Technical College System (WTCS), can file complaints at the State level in three categories as defined by the United States Department of Education:

- Complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising
- Complaints that allege violations of Wisconsin laws related to the licensure of postsecondary institutions; or
- Complaints relating to the quality of education or other State accreditation requirements.

A student who reasonably believes that a violation has occurred in one or more of these categories may file a written complaint within one year from the date of the alleged violation or the last recorded date of attendance, whichever is later. The WTCS will review complaints only after students attempt to resolve the matter through applicable college appeals or complaint processes. Complaints must be signed by the student and submitted on the official complaint form located at: <http://www.wtcsystem.edu/about-us/governance/policy-overview/educational-services/student-complaints>

Equal Opportunity and Affirmative Action Policy

Compliance: The Chippewa Valley Technical College District will fulfill its Equal Opportunity/Affirmative Action (EO/AA) responsibilities in compliance with the following laws: Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Equal Pay Act of 1963, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Americans with Disabilities Act Amendments Act of 2008; the Civil Rights Act of 1991; the Wisconsin Fair Employment Law; 1989 Wisconsin Acts 186, 177; Federal and Wisconsin Executive Orders; Wisconsin Administrative Code, rules of the Department of Employee Relations; the Carl D. Perkins Vocational Education Act; the Office of Civil Rights Guidelines of Eliminating Discrimination in Vocational Education Programs; and the Civil Rights Restoration Act of 1987; and any other legislation or executive order related to equal opportunity or affirmative action.

Equal Employment Opportunity: It is the college's policy not to discriminate but to maintain fair and impartial relations with employees and qualified applicants for employment. Chippewa Valley Technical College is in full compliance with applicable federal and state laws, executive orders, and regulations regarding nondiscrimination employment practices including, but not limited to, recruitment, hiring, transfers, promotions, training, compensation, benefits, layoffs, terminations, retention, certification, testing, and committee appointments.

Affirmative Action: The principles and concepts of affirmative action established to overcome the effects of past discrimination will be integrated into all phases of full- and part-time hiring practices. Affirmative action will be used to achieve a balanced workforce which includes an appropriate representation of women, ethnic/racial minorities, and persons with disabilities.

Equal Educational Opportunity: The College will provide equal educational opportunity which includes, but is not limited to, access to courses and programs; admissions; student policies and their application; counseling, guidance, and placement services; physical education and athletics; financial assistance; work-study; housing; and extracurricular activities. Chippewa Valley Technical College will seek to maintain an educational climate conducive to and supportive of cultural and ethnic diversity.

Equal Opportunity/Affirmative Action Responsibility: Ultimate responsibility for equal opportunity and affirmative action rests with the College President. Responsibility for implementing the EO/AA program rests with the College's Equal Opportunity Officer. All managerial and supervisory staff will assume active roles in implementing and complying with the Affirmative Action Plan. Each employee of the College is responsible for conducting employment and educational activities in support of and in compliance with this procedure.

Role of the Equal Opportunity Officer: The College Equal Opportunity Officer's responsibilities include: developing a written Affirmative Action plan; internal and external communication procedures; collecting and analyzing employment and student data; identifying problem areas; setting goals and timetables; developing and implementing programs to remedy/eliminate discriminatory practices; designing and implementing an internal monitoring system; and submitting compliance plans and reports to the Wisconsin Board Equal Opportunity Officer and Federal Reports as required. The Equal Opportunity Officer will meet with the College President on a regular basis. The officer will plan, monitor, and advise the College President, appropriate staff members and appropriate College employees on equal opportunity and affirmative action matters. The Equal Opportunity Officer will report to the full Board on a periodic basis.

Grievance Procedure: A grievance or complaint of discrimination/harassment on the basis of race, color, national origin, ancestry, religion, creed, sex, disability, age, arrest or conviction record, marital status, parental status, military status, veteran status, pregnancy, or sexual orientation is utilized to investigate and resolve charges. A formal and informal process exists and is administered by the College Equal Opportunity Officer.

Sexual Harassment: In compliance with federal and state law, the Board will not tolerate and prohibits sexual harassment by its employees, non-employees, or students participating in the activities of the institution.

Harassment: Harassment of and by its employees, non-employees or students participating in the activities of the College on the basis of the protected groups listed under the Grievance Procedure section is an unlawful employment and education practice and is prohibited by the College. Appropriate disciplinary sanctions and preventive measures will be used to eliminate harassment. The grievance procedure is available from the College Equal Opportunity Office.

Accommodations for Persons with Disabilities: Reasonable accommodation will be provided for persons with disabilities to ensure equal access to employment and educational programs. The College will maintain physical accessibility.

Religion/Creed Accommodations: In response to a student or employee request, reasonable accommodations will be provided for the student's or employee's sincerely held religious beliefs with regard to examinations and other academic or workplace requirements.

Vendors: The College will obtain nondiscrimination assurances from contractors and suppliers of services and will also seek assurance of contractors and suppliers of service of their maintenance of reputable affirmative action practices.

Contact Person: Any questions concerning affirmative action or equal opportunity should be directed to the Vice President of Talent and Culture, Chippewa Valley Technical College, Room 104, 620 West Clairemont Avenue, Eau Claire, Wisconsin 54701 Telephone number (715) 852-1377.

// CVTC's Diversity Statement

Chippewa Valley Technical College welcomes, values, and respects differences and commonalities of all people. By valuing differences, we demonstrate our commitment to treating everyone with fairness and respect.

About Chippewa Valley Technical College

Chippewa Valley Technical College (CVTC) was established in 1912 as part of the public school system and became one of sixteen colleges organized as [Wisconsin Technical College System](#) (WTCS) in 1968 and serves an 11-county area. The largest campus is located in Eau Claire, with major regional campuses in Chippewa Falls, Menomonie, Neillsville, and River Falls. The College is one of 16 WTCS colleges located throughout the state. CVTC has an appointed [district board](#) consisting of nine members who serve three-year, staggered terms.

// Mission Statement

CVTC delivers innovative and applied education that supports the workforce needs of the region, improves the lives of students, and adds value to our communities.

// Values

Commitment, Trust, Respect, Collaboration, Excellence, and Accountability

// Vision Statement

CVTC is a dynamic partner for students, employers, and communities to learn, train, and succeed.

// Core Abilities

In keeping with our mission and vision, CVTC promotes the development of four key core abilities. These core abilities address the broad-based skills that will prepare a student to become a productive member of the workforce, a civic-minded citizen of the community, and a life-long learner ready to grow with her/his chosen profession. A student who has mastered the core abilities is one who does the following:

• Models Integrity

- Develops self-awareness
- Practices personal accountability
- Demonstrates ethical behavior
- Applies quality standards
- Follows sustainable practices

• Thinks Critically

- Applies problem solving strategy
- Acquires relevant information
- Uses technology and other resources appropriately
- Evaluates alternatives
- Constructs probing questions

• Communicates Effectively

- Adapts communication for audience
- Speaks clearly, concisely, and professionally
- Writes clearly, concisely, and professionally
- Practices active listening
- Reads critically

• Values Diversity

- Recognizes personal biases
- Demonstrates respectful and inclusive interactions
- Adapts to culturally diverse situations
- Works effectively with others
- Demonstrates global awareness



CVTC's Department of Public Safety

CVTC considers security to be an important issue and will make every reasonable effort to provide a safe and secure learning and working environment. The protection of students, employees, and College property will follow established procedures.

About the Department of Public Safety

The Department of Public Safety is responsible for providing a safe and secure environment for the entire college community. To accomplish this, we provide:

- Emergency response and scene control
- Assistance during a medical emergency (CPR/AED and basic first aid)
- Inspection of safety and security processes
- Personal security escort services
- Investigate criminal and College policy/procedure incidents
- Management of tobacco use on campus
- Management of campus traffic and parking
- Vehicle jump start (power packs) and motorist assist program
- Management of key, access and building control



CVTC Public Safety has full and part-time staff. The Public Safety Manager is responsible for the overall direction and management of the Department of Public Safety. Public Safety also hires a number of Student Public Safety Officers to assist with proactive patrols, safety audits, assist in the office, daily tasks and much more.

Student Public Safety Officers that are hired are typically enrolled in the Criminal Justice – Law Enforcement program or related field. We accept students starting in their first and second year of the program. Along with academic training provided by the Criminal Justice program, student officers are offered advanced training in report writing, patrol operations, professional communications, verbal de-escalation, suicide prevention measures and much more. All officers are certified and maintain certification in first aid, CPR and AED.

All full-time Public Safety staff have prior experience in law enforcement and/or are active in law enforcement in another capacity. However, while working at CVTC, they are non-sworn Public Safety staff who do not have statutory powers of arrest. Public Safety staff and student officers enforce all college policies and regulations. Public Safety has jurisdictional authority while on CVTC owned or controlled properties only.

If an individual violates the law on campus, Public Safety will contact the appropriate local law enforcement agency to assist or take over the incident, if deemed necessary. Public Safety officers are not responsible for monitoring and/or responding to criminal activity that occurs at off-campus locations but will respond to all criminal activity occurring on CVTC owned and controlled property.

Public Safety maintains a good working relationship with all local police departments that have jurisdiction over the CVTC district. CVTC does not have a Memo of Understanding with the Eau Claire, Chippewa Falls, Menomonie, River Falls or Neillsville police departments regarding the investigation of criminal incidents; however, those agencies would be the primary investigative agencies in their respective jurisdictions for matters of criminal activity.

Crime Prevention and Security Awareness Programs

CVTC Public Safety utilizes several security awareness and crime prevention programs to assist in deterring and reducing crime on campus. The students are informed of these programs via the orientation sessions given to new students and on the [Public Safety webpage](#) as well by a variety of physical postings and advertisements in and around campus buildings. Throughout the year, crime prevention and security awareness programs are offered with the assistance and cooperation of other college organizations such as Student Life, Student Association (SA) and employee wellness.

These programs deal with campus security awareness, crime prevention, personal protection and protection of community members both on and off campus. Topics such as sexual assault prevention (including awareness of rape, acquaintance rape, as well as other sex offenses) and reporting; harassment; property theft reduction; vehicle theft reduction; alcohol abuse; workplace violence; active threat and other crime-related issues concerning campus life are discussed and debated.

These security awareness and crime prevention topics are not only aimed at students but the entire college community, which includes college employees equally. Crime prevention is discussed during new student and employee orientations as well.

In addition, facilities and public safety personnel conduct routine inspections and patrol buildings and grounds to identify and correct deficiencies. Being proactive is preferable to being reactive. Crime prevention is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and staff to be responsible for their own security and the security of others.

Public Safety is pleased to offer the following tips to help keep you and your loved ones safe.

If someone tries to harm you:

- Stay calm and think rationally.
- Remember what the attacker looks like.
- Consider what you can do to defend yourself.

On the phone:

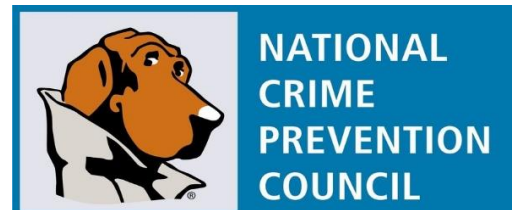
- List only first initials and last name in directories.
- Do not divulge your name and address to people you don't know.
- Hang up immediately on obscene phone callers.
- Never reveal that you are alone.

In your car:

- Lock your doors and windows.
- Park in well-lit areas.
- Store valuables out of sight, locked in a trunk when parked.
- If your car breaks down, activate emergency flashers.
- Stay in the locked car.
- If someone stops to help, ask the person to call for help for you.
- Sound the horn if threatened.
- Never pick up hitchhikers.

At home:

- Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
- Install deadbolt locks on all exterior doors and locks on windows.
- Make sure shrubbery is trimmed away from entryways and windows.
- Light entrances all night long.



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Find out more about crime prevention information and techniques by visiting the National Crime Prevention Council at <https://www.ncpc.org/>

Daily Crime Log

The purpose of the daily crime log is to record **all criminal incidents** and **alleged criminal incidents** that are reported to the Public Safety Office. The crime log includes specific information about criminal incidents, not crime statistics. The crime log is available for the most recent 60-day period and is open to public inspection during normal business hours, free of charge. Any portion of the log that is older than 60 days can be made available upon request.

The log is designed to provide crime information on a timelier basis than the annual statistical disclosures. A crime must be entered into the log within two business days of when it was reported to the Public Safety Office. This includes crimes that are reported directly to Public Safety Office, as well as crimes that are initially reported to another campus security authority or to a local law enforcement agency, which subsequently reports them to the Public Safety Office.

The UCR Hierarchy Rule does not apply to the crime log. If multiple Criminal Offenses are committed during a single incident, all of the offenses shall be recorded in the log. The log will include the date the crime was reported, date and time the crime occurred, nature of the crime, general location of the crime and the disposition (status) of the report or complaint. The only exceptions to including crimes on the log are when disclosure is prohibited by law; or if the disclosure would jeopardize the confidentiality of the victim.

The Daily Crime Log is available for review at the Public Safety Office in the Business Education Center (Room 147), and always available online at [Public Safety's webpage on the college's intranet \(Commons\)](#).

- Login to **commons** and click on **Student Services & Support // Public Safety // View Daily Crime Log**

Programs to Prevent and Educate on Sexual Assault, Domestic Violence, Dating Violence, and Stalking

The College conducts annual training for students and employees. The training is designed to help participants to become familiar with CVTC's Sexual Harassment policy, and to become aware of the sensitive nature of sexual harassment and Title IX hearings and issues of confidentiality. A comprehensive sexual violence prevention program that focuses on sexual assault, domestic/dating/partner violence and stalking takes place throughout each year. Programming themes are identified and will vary throughout the year. They include themes such as consent, domestic/dating/partner violence, sexual assault, stalking, and self-care.

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

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

Our educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students. The following are important topic or information related to the training: and that:

1. CVTC prohibits the crimes of domestic violence, dating violence, sexual assault and stalking;
2. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
3. What behavior and actions constitute consent, in reference to sexual activity, in the State of Wisconsin;
4. CVTC's definition of consent and the purposes for which that definition is used;
5. A description of safe and positive options for bystander intervention ([see page 47](#));
6. Information on risk reduction;

7. Information regarding:
 - a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs
 - b. how the institution will protect the confidentiality of victims and other necessary parties;
 - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community and
 - d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures;
 - e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking

Primary Prevention and Awareness Programs

These programs include an online program of videos, including comprehension tools, provided via website; participating in and presenting information and materials during new student and employee orientations; providing programs by invitation at employee meetings and academic courses; distribution of Annual Security Report;

Specifically, the College offered the following primary prevention and awareness programs for all incoming students in 2022:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Not Any More Training (Student)	Online (anytime)	Online	Domestic Violence, Dating Violence, Sexual Assault, Stalking
Sexual Harassment (Title IX) Webpages	Online (anytime)	Online/ Website	Domestic Violence, Dating Violence, Sexual Assault, Stalking
New Student Orientation	On-going (online – Canvas training)	Online	Domestic Violence, Dating Violence, Sexual Assault, Stalking, General prevention information and resources

The College offered the following primary prevention and awareness programs for all new employees in 2022:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Sexual Harassment Training (Employee)	Online (anytime)	Online	Domestic Violence, Dating Violence, Sexual Assault, Stalking
Sexual Harassment (Title IX) Webpages	Online (anytime)	Online/ Website	Domestic Violence, Dating Violence, Sexual Assault, Stalking
New Employee Orientation	Jan 2022 & Aug 2022	BEC	Safety plans, general crime prevention, emergency procedures
New Public Safety Officer Training	July - Aug 2022	BEC	Training of new officers regarding college policy and procedures for reporting and investigating crimes and active prevention strategies.



Ongoing Prevention and Awareness Campaigns

The College has developed an annual educational campaign consisting online text and video presentations; in-person presentations at new student and employee orientations; promotion of local and national domestic violence and sexual assault awareness campaigns; distribution of printed materials.

These programs and initiatives have proven to be successful in providing students and employees alike with valuable information and resources needed to prevent domestic violence, dating violence, sexual assault and stalking behaviors.

The College offered the following ongoing awareness and prevention programs for students in 2022:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Not Any More Training (Student)	Online (anytime)	Online	Domestic Violence, Dating Violence, Sexual Assault, Stalking
Sexual Harassment (Title IX) Webpages	Online (anytime)	Online/ Website	Domestic Violence, Dating Violence, Sexual Assault, Stalking
Public Safety Webpages	Online (anytime)	Online/ Website	General crime prevention strategies

The College offered the following ongoing awareness and prevention programs for all new employees in 2022:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Sexual Harassment Training (Employee)	Online (anytime)	Online	Domestic Violence, Dating Violence, Sexual Assault, Stalking
Sexual Harassment (Title IX) Webpages	Online (anytime)	Online/ Website	Domestic Violence, Dating Violence, Sexual Assault, Stalking
Public Safety Webpages	Online (anytime)	Online/ Website	General crime prevention strategies
Public Safety Training Request Form	Available upon request	Any CVTC campus	Request online // Topics include: emergency response, general campus security, reporting procedures, and active threat.

Reporting of Criminal Actions, Emergencies and Other Incidents Occurring on Campus

Chippewa Valley Technical College is committed to providing students, employees, and visitors with an environment that is safe, secure, and free from threats, intimidation, and violence.

Community members, students, employees, and visitors are encouraged to report all crimes, actual or perceived as criminal, and public safety incidents to CVTC Public Safety Office and/or local law enforcement agency in a timely manner. CVTC Public Safety Officers are not sworn law enforcement officers and do not have arrest powers so any criminal incidents are referred to the local law enforcement agency that has jurisdiction on the campus.

Any student involved in perpetrating a reported crime occurring on campus property, is subject to disciplinary action up to and including dismissal from the College. Crimes and other emergencies should be accurately and promptly reported to the Department of Public Safety or the appropriate local law enforcement agency, when the victim of a crime elects to, or is unable to, make such a report.

Local law enforcement agencies:

	Eau Claire Police Department 740 2nd Ave, Eau Claire, WI Non-emergency: (715) 839-4972		Chippewa Falls Police Department 210 Island St, Chippewa Falls, WI Non-emergency: (715) 723-4424		Menomonie Police Department 615 Stokke Pkwy, Menomonie, WI Non-emergency: (715) 232-1283
	UW-Eau Claire Police Dept. Crest Wellness Center 119, 630 Hilltop Circle, Eau Claire, WI 54701 Non-emergency: (715) 839-4972		Neillsville Police Department 118 W 5th St, Neillsville, WI Non-emergency: (715) 743-3122		River Falls Police Department 125 E Elm St, River Falls, WI Non-emergency: (715) 425-0909
EMERGENCY ALWAYS CALL 9-1-1					

CVTC will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased, CVTC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Members of the community are helpful when they immediately report crimes or emergencies to the Public Safety Office and/or the primary CSAs for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.



- To report by campus phone, dial **1-1-1-1** to reach CVTC Public Safety. If you are calling from a cellphone/landline, dial **715-833-6202** or **715-579-7544** (after-hours).
- If reporting an emergency, dial **9-1-1** from any phone, including campus phones.
- To report in person, visit the CVTC Public Safety Office at the Business Education Center, 620 W. Clairemont Ave, Eau Claire, WI and enter the north hall, room 147.
- To report a crime or other incident online, go to **commons // Student Services & Support // Public Safety** and click on **"File a Report"** or click below
(https://cm.maxient.com/reportingform.php?ChippewaValleyTC&layout_id=15)

All reported crimes occurring on campus will be investigated by the College and may become a matter of public record. All Public Safety incident reports involving violations of the Student Code of Conduct are forwarded to the Threat Assessment Team for review and action, including referral to the Conduct Review Board or Title IX Coordinator for potential action, as appropriate.

Public Safety Officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Threat Assessment Team and the Conduct Review Board, as

appropriate. If assistance is required from a Police Department or Fire Department of a particular jurisdiction, Public Safety will contact the appropriate unit. If a sexual assault or rape should occur, employees on the scene, including Public Safety staff, will offer the victim a wide variety of services.

Immediate Physical Threat

Any individual who experiences, or is aware of campus violence or witnesses someone who poses clear and present danger to a person or property should follow these guidelines:

- Call 911 from any phone in the building to contact the local police department or send someone to call 911. When 911 is dialed from any CVTC phone the Public Safety Office is automatically notified.
- Do not attempt to control a violent person.
- If possible, seek safety by leaving the area. When at all possible, an employee should relocate his or her class or office to a safer location and send for help.
- Talk in a calm voice and listen to the person in an attempt to allow an “airing” of the perceived grievance without comment or judgment.
- Maintain eye contact. It’s a sign of respect and it indicates the person is getting your full attention.
- Allow the aggrieved party to suggest a solution.
- After the incident, immediately notify the Public Safety Office by dialing x1111 (only CVTC phones) or 715-833-6202, a supervisor or campus administrator and complete a [Public Safety Report](#), if requested.

Less Immediate Threats

Any individual who witnesses a person acting in a threatening, hostile, or aggressive manner (and is not violent or does not pose immediate danger of physical harm) should follow these guidelines:

- Keep distance between themselves and the perpetrator.
- Immediately notify the Public Safety Office by dialing x1111 (only CVTC phones) or 715-833-6202. In addition, notify a supervisor or campus administrator and complete a [Public Safety Report](#), if requested.

Primary Campus Security Authorities (CSAs)

- **Public Safety employees** // Phone: 715-833-6202 (or after-hours: 715-579-7544)
- **Charissa Jakusz**, Associate Vice President of Student Services; Code of Conduct Officer // Phone: 715-858-1825
- **Natti Marlaire**, Director of Advising & Services; Title IX Coordinator // Phone: 715-852-1399
- **Mitchell Baroni**, Diversity Manager // Phone: 715-831-7229
- **Tam Burgau**, Vice President of Talent and Culture // Phone: 715-852-1377
- **Alisa Schley**, Director of Student Life // Phone: 715-833-6266

***Additional CSAs are documented, managed and reassessed at a minimum annually by the College.*

Voluntary and Confidential Reporting

Consistent with federal, state and local laws, the College strives to provide a safe and welcoming learning environment. In order to attain this goal, the College seeks to provide safety, privacy and confidentiality where possible, and provide support to victims of any crime or College policy violation.

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report.

With your permission, Public Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

With such information, the College can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. The Annual Security Report is public record, therefore personally identifying information will not be listed about the victim.

CVTC encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to Public Safety.

Anonymous Reporting

To report a crime and/or dangerous situation anonymously, contact the Department of Public Safety and inform them of your wish to remain anonymous. If you are interested in reporting a crime by phone, you can call CVTC Public Safety by dialing **1-1-1-1** from a campus phone or **715-833-6202** from any other phone. The College will honor an individual's request to remain anonymous. This same process can also be followed when making reports to local law enforcement.

It is our policy to not attempt to trace the origin of the person who submits this form or call, unless such is deemed necessary for campus safety. Cases reported anonymously are disclosed in the annual crime statistics.

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

The College does encourage professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics.

Response to a Report

In response to a call, Public Safety will take the required action, either dispatching an officer or asking the victim to report to the Public Safety Office at BEC 147 to file a report. All reported crimes will be investigated by the College and may become a matter of public record. All Public Safety incident reports are reviewed and maybe forwarded for review and referral to the Threat Assessment Team and/or Student Conduct Officer for potential action, as deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Threat Assessment Team and/or Student Conduct Officer. Public Safety Officers shall then decide whether outside assistance from other authorities is needed or if internal resources are sufficient to effectively deal with the matter.

If assistance is required from the local Police Department or the local Fire Department, CVTC Public Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including CVTC Public Safety, will offer the victim a wide variety of services and support and notify the Title IX Coordinator.

Chippewa Valley Technical College encourages accurate and prompt reporting of all crimes to the Public Safety Office or the appropriate local police department, when the victim of a crime elects to, or is unable to, make such a report.

Title IX Concerns

Students, employees and community members are encouraged to direct Title IX questions, concerns, and complaints to the Title IX Coordinator. If the Title IX Coordinator is alleged to be the person who engaged in discrimination or sexual harassment, the report may be filed with an identified Title IX Investigator, or with the office of the Vice President of Student Services. Complaints can also be filed with the Office of Civil Rights (OCR). The OCR statute of limitations applies to students enrolled in the College. The statute of limitations for staff/employees at the College is technically 300 days under current Fair Employment Legislation and Complaint Standards for Discrimination (and by default, harassment):

<https://dwd.wisconsin.gov/dwd/forms/erd/erd-4206-e.htm>

Title IX Coordinator:

Natti Marlaire, Director of Advising and Services

620 W Clairemont Avenue, BEC 113

Eau Claire, WI 54701

Phone: 715-852-1399

Email: nmarlaire@cvtc.edu

File a Title IX report online: https://cm.maxient.com/reportingform.php?ChippewaValleyTC&layout_id=7

/// *Learn more about Title IX and Sexual Harassment policies on [page 28](#).*

Off-Campus Reporting

Because of the limited scope of authority vested in Public Safety, we are currently unable to monitor or provide public safety and/or law enforcement related services to students and employees while they are off campus. CVTC does not have any officially recognized student organizations with non-campus housing facilities. Public Safety enjoys a close working relationship with the all local and regional police departments should violations of federal, state or local laws present themselves. This cooperative team-based approach addresses and resolves urgent situations as they arise as well as future concerns of the college community.

Public Safety Officers

Incidents can be reported in person to any Public Safety officer making routine patrols of the campuses. All Public Safety officers are trained in advanced recognition of criminal activity or suspicious behavior and are able to properly facilitate a response to all criminal acts and/or situations. In response to reported incidents, all contacts with Public Safety officers are documented and if deemed necessary, an Incident/Case Report will be generated and completed in a timely matter. Public Safety officers shall then decide whether outside assistance from other authorities is needed or if internal resources are sufficient to effectively resolve the situation.

Method of Compiling Clery Act Statistics

Crime statistics compiled for the Annual Security Report in accordance with the Jeanne Clery Act are obtained by various methods including electronic filtering of Public Safety's in-house incident reporting system. Campus Security Authorities (CSAs) as defined by federal law, and local law enforcement jurisdictions, located in and around Eau Claire and within the various regional campuses located in neighboring counties also provide data and crime statistics to CVTC Public Safety. Crime statistics are collected for buildings that are owned or controlled by CVTC and used for educational and institutional purposes.

- *Campus Security Authorities are defined as individuals who have significant responsibility for student and campus activities, including, but not limited to, Public Safety staff, many advisers to student organizations and student conduct office staff.*

Investigation

The College will convene a Threat Assessment Team to review situations of threat, potential violence or violence on campus that does not involve immediate physical threat. The Threat Assessment Team is responsible to evaluate, investigate, intervene, respond to and follow up as necessary. Confidentiality is adhered to except when danger to self or others becomes apparent. The identity of the reporter and perpetrator may become apparent, or disclosed, as a result of actions taken to resolve the investigation. Federal laws require mandated reporting to appropriate authorities when potential violence is reported.

Filing of False Reports

False reports, allegations and/or reports of threats and violence will be taken seriously. Any person who knowingly and intentionally files a false report shall be subject to disciplinary action that may include expulsion, termination of employment and/or legal action.

False reports can take up many valuable resources and time. In addition, if law enforcement is involved and a police report is filed there could be criminal consequences. Filing a false report is one form of speech that is not constitutionally protected.

Retaliation Prohibited

Individuals who report threats of violence or who participate in an investigation in good faith are protected from retaliation and/or reprisal whether direct or indirectly. Any person who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including expulsion/dismissal for students and termination of employment for employees.

Title IX regulations prohibit recipients from intimidating, coercing or retaliating against individuals due to activities protected by Title IX. Retaliation for filing or reporting a complaint or for participating in a related investigation or disciplinary proceeding is considered a violation of this policy. The College prohibits retaliation behaviors against any individual for:

- Reporting sex harassment in any form.
- Assisting someone in reporting discrimination or filing a complaint.
- Participating in any manner in a sexual harassment investigation.
- Protesting any form of sexual harassment.

Retaliation, founded in any form, may result in sanctions or corrective actions by the College.

If you
SEE something | **SAY** something™

Report suspicious activity to CVTC
Public Safety or local authorities.

715-833-6202

U.S. DEPARTMENT OF HOMELAND SECURITY
NEW YORK STATE HOMELAND SECURITY
STATE OF NEW YORK
U.S. DEPARTMENT OF EDUCATION

** "If You See Something, Say Something" is used with permission of the NY Metropolitan Transportation Authority and U.S. Department of Homeland Security

Confidentiality - Pastoral and Professional Counselors

Confidential Reporting Policy

The College is committed to create a safe environment in which individuals can be confident in discussing sexual misconduct concerns and, if necessary, file a complaint free of retaliation. The College will take necessary steps to maintain confidentiality of persons reporting incidents of sexual misconduct. There are certain times when safety or legal obligations exist for the College to report sexual misconduct. In these instances, the privacy of the individual(s) involved cannot be guaranteed, however, identities will be protected to as great an extent as is legally and reasonably possible. An individual's expressed wishes of confidentiality will be considered in the context of the College's legal obligation to act upon the charge and the right of the charged party to be informed concerning the charge(s). When mandatory state reporting occurs, alternative means of identification regarding personally identifiable information will be used when possible.

If you are the victim of a crime and do not want any action taken by Public Safety or the criminal justice system, you may still want to consider making an anonymous report. This will allow Public Safety staff to report the details of the crime without revealing your identity. With such information, Public Safety can keep an accurate record of the number of incidents involving students, determine whether or not a pattern of crime may exist with regards to a particular location, method or assailant and then maximize efforts to prevent the criminal act in question by proactive means. Regardless, it will allow Public Safety to alert the campus community of potential danger. Reports filed in this manner are then counted and disclosed in the annual crime statistics for CVTC.

Student Success Services

Services are free and available to all current students. Your Student Success Specialist will assist you in overcoming barriers that many students encounter during their academic career. Our goal is to help students be academically successful during their time at CVTC. If we determine that students need more resources, we will provide them with a referral to appropriate community resources, including referrals to mental health counseling services.

CVTC does **not** have a professional or pastoral counseling department; however, CVTC does have a contract with a local counselor(s) to provide professional counseling services.

The Clery Act defines a *Campus Professional Counselor* as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification. When acting as such, counselors are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. However, CVTC does not have any employees in this capacity.

The CVTC Department of Public Safety encourages contracted professional counselors, if and when they deem it appropriate, to inform the persons they are counseling to voluntarily report the incident to the Public Safety Office on a confidential basis for inclusion of the annual disclosure of crime statistics.

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

The College does encourage contracted professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics.

Timely Warning

In the event that a situation, occurs within the CVTC Clery geography (On-Campus, Public Property and Non-Campus property) in the judgment of the Department of Public Safety, constitutes a serious or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through college communication systems including but not limited to college e-mail, college phone system, and/or mass communication systems.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate or continuing threat to the community and individuals, the Department of Public Safety may also post a notice on the CVTC website. Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety by phone at 715-833-6202 or in person at the CVTC Business Education Center Room 147 located at 620 W. Clairemont Avenue, Eau Claire, WI.

For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other CVTC community members, and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and amount of information known by Public Safety.

CVTC will make the decision to issue a timely warning on a case-by-case basis in light of all the facts surrounding a crime, including the following factors:

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

The information included in a timely warning will be based on known information at the time and is meant to enable members of the campus community to protect themselves. Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences. All Timely Warning Notices will include the following when available:

- Date, time and location of the incident,
- Suspect description(s) when deemed appropriate, and
- Nature of the crime (including brief description of incident)

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

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger CVTC community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Click here to enter text., or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Public Safety Manager or his/her designee in their absence.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of CVTC. Timely warnings are not limited to violent crimes against persons.

Timely Warning Notices may **not** be issued with respect to crimes reported to a college professional counselor.

Timely Warning Methods of Communications

PRIMARY METHODS OF COMMUNICATION					
System/Program	Primary Message Creator	Backup Message Creator	Authority for Approving and Sending Messages	Primary Message Sender	Backup Message Sender
CVTC Alert: Rave (SMS, voice calls and email)	Public Safety Manager	Public Safety Systems Specialist or Coordinator	Vice President of Finance and Facilities	Director of Student Central	Public Safety Mgr, SS, or Coord.
CVTC Alert: InformaCast (Internal alert on-campus)	Public Safety Manager	Public Safety Systems Specialist or Coordinator	Vice President of Finance and Facilities	Public Safety Systems Specialist	Public Safety Coordinator
Social Media (Facebook, Twitter, etc)	VP of Strategic Communications	Marketing & Digital Experience Manager	President	Marketing & Digital Experience Manager	Web Developer
Website	VP of Strategic Communications	Marketing & Digital Experience Manager	President	Marketing & Digital Experience Manager	Web Developer

SECONDARY METHODS OF COMMUNICATION					
System/Program	Primary Message Creator	Backup Message Creator	Authority for Approving and Sending Messages	Primary Message Sender	Backup Message Sender
Posting on Exterior Building Door(s)	Public Safety Manager	Public Safety Systems Specialist or Coordinator	Vice President of Finance and Facilities	Public Safety Manager	Public Safety + Building Administrator(s)
Posting on Electronic Bulletin Boards	VP of Strategic Communications	Marketing & Digital Experience Manager	President	Marketing & Digital Experience Manager	Web Developer
Mass (Manual) Email (All Student + Staff)	Public Safety Manager	Public Safety Systems Specialist or Coordinator	VP of Strategic Communications	VP of Strategic Communications	VP of Student Services
Press Releases	VP of Strategic Communications	Marketing & Digital Experience Manager	President	President	VP of Strategic Communications
Face-to-Face Communication	Public Safety Manager	Public Safety Systems Specialist or Coordinator	Vice President of Finance and Facilities	Public Safety Staff	Applicable Staff (building manager or facilities team)

A timely warning determination can be issued by the following:

- Decision will be made by Cabinet representation in conjunction with the Department of Public Safety.
- Local law enforcement should be included on a case-by-case basis.
- In the event of imminent life safety, Public Safety has the authority to immediately issue a Timely Warning.
- Content of timely warning will be agreed upon by Cabinet representation and the Department of Public Safety.
- Timely warning will be communicated through any/all of the following means of communication
 - CVTC student/employee email (Internal)
 - Mass communication systems (RAVE and InformaCast)
 - In the event of a power issue or communication issue, the timely warning will be posted on the building by Building Administrators.
- Follow up Timely Warning Notice information may be distributed using the primary systems listed above or may be posted on exterior doors of any affected campus building(s), student bulletin boards, the main page of the CVTC website and electronically mailed to members of the campus community. In some instances, press releases will be disseminated to local radio and television stations for mass broadcast. If any of the systems listed above fail, the college staff may implement a method of face-to-face communication, if deemed necessary.

Emergency Response

The CVTC Emergency Action Plan is designed to provide a resource for CVTC personnel, administrators and students and to assist with providing information and guidelines in planning and responding in a crisis. While the Plan does not cover every conceivable contingency situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. To view the current CVTC Emergency Action Plan, go to [commons // Student Services & Support // Public Safety // Emergency Procedures](#) and click on “[View Current Emergency Action Plan](#)” or [click here](#).

Public Safety Officers are trained to respond to emergencies on campus according to the Emergency Action Plan. If a serious incident occurs that poses an immediate threat to the campus, first responders include Public Safety officers, local police, fire and EMS agencies for the appropriate geographical locations and jurisdictions.

All CVTC departments are responsible for developing contingency plans and continuity of operations plans for their employees and areas of responsibility.

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

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

The college publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act. Emergency Procedures Guides are also distributed to each campus and can be found near common areas and in each classroom or main office. In addition, each room shall have an orange emergency placard providing room number and nearest exit information. To view current emergency procedures online, go to [commons // Student Services & Support // Public Safety](#) and click on “[Emergency Procedures](#)” or [click here](#).

EMERGENCY PROCEDURES
Chippewa Valley Technical College

EMERGENCY Dial 911	URGENT ASSISTANCE 1-1-1-1 Public Safety: 715-833-6202 After Hours: 715-579-7544	POISON CONTROL 1-800-222-1222
WHEN CALLING 911 <ul style="list-style-type: none">Tell dispatcher your location, including building address and room numberAnswer the dispatcher's questions and don't hang up until told to by the dispatcherFollow all directions given by emergency personnel	ACTIVE THREAT <ul style="list-style-type: none">RUN → Have an escape route and plan in mind. Run if safe!HIDE → Hide in area out of threat's view. Barricade post firmly.FIGHT → Attempt to incapacitate the active threat as last resort. CALL 911 WHEN IT IS SAFE TO DO SO	
FIRE EMERGENCY <ul style="list-style-type: none">Fire in Building<ul style="list-style-type: none">Evacuate the area & pull alarmUse nearest exit or alternate safe routeDo NOT use elevatorsFire Alarm<ul style="list-style-type: none">Evacuate the areaUse nearest exit or alternate safe routeDo NOT use elevators CALL 911 <ul style="list-style-type: none">Stay safe distance away from buildingClose doorsCheck other areas if safeDo NOT return to building until "ALL CLEAR" is given	SEVERE WEATHER ALERTS <ul style="list-style-type: none">Warning<ul style="list-style-type: none">Severe weather has actually been sighted in the areaSeek shelter in designated area or interior hallwayStay away from windowsDo NOT use elevatorsAvoid large rooms & high ceilingsMonitor news & weather broadcastsWatch<ul style="list-style-type: none">Conditions are favorable for the development of severe weatherKeep an eye on the sky and weather reports	
MEDICAL EMERGENCY <ul style="list-style-type: none">If trained, begin first aid or CPRCALL 911Have another person meet first responders at the nearest entrance to direct responders to the victim	POWER OUTAGE <ul style="list-style-type: none">Remain calm, it may be temporaryStay put and wait for instructionIf building evacuation is necessary, carefully make your way to exits	

CVTC Department of Public Safety

Individuals needing assistance during an evacuation are encouraged to develop personal action plans and contacts in the building.

Emergency Drills, Testing and Evacuation Procedures

Annual drills and emergency system tests are held in accordance with College policy. Student notification systems are in place. On campus emergency announcements as determined by College administration and/or the Public Safety Office go to all campus phones using an InformaCast system, and off-campus students receive phone messages via the RAVE System. CVTC Emergency Procedures are outlined on MyCVTC and in each building.

Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the college an opportunity to test the operation of fire alarm system components. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

Emergency Evacuation Procedures and Testing

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

General Evacuation Procedures

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

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired or check designated Areas of Rescue.
4. Proceed to a clear area away from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

General Shelter-in-Place Procedures

What it Means to “Shelter-in-Place”

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

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

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

A shelter-in-place notification may come from several sources, CVTC Public Safety, other College employees, Local Police Departments, or other authorities utilizing the College’s emergency communications (CVTC Alert) tools.

How to “Shelter-in-Place”

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

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

Fire Protection and Drills

The College facilities have fire protection that is managed by college personnel and contracted services. Fire protection infrastructure varies depending on the age of the building and associated risk within the building. Activation of fire protection systems is initiated by manual pull stations, smoke detection, and/or heat detection.

Horns/Strobes – All facilities have evacuation notification consisting of audible horns and visual strobes.

Sprinkler Protection – Some facilities have wet sprinkler protection including HEC, MEC, ATC, FSC, EEC, and the paint booths in East Annex.

Fire Response Action

The College maintains an Emergency Action Plan found on the Public Safety Website under Emergency Procedures. All employees are expected to respond to fire alarms by evacuating the facility. Employees are expected to be aware of identified exit routes both primary and secondary.

The College maintains response resources consisting of an internal Emergency Response Team and Floor Captain Team to assist in orderly evacuation of personnel and investigative response to enhance the safety of building occupants.

The College works with local Fire, Police, and EMS to ensure quick and proper response to emergency situations.

Testing and Drills

Contracted services inspect all fire protection systems and test the horns and strobes at a minimum annually. Fire drills are conducted by CVTC Public Safety and are scheduled annually for each campus.

Responsibility

CVTC Department of Public Safety is responsible for fire protection and response.

Severe Weather

Each CVTC building has designated severe weather shelter areas. These may be reviewed on MyCVTC in the Public Safety section under Campus Maps. Generally, the lowest level floor interior hallways away from windows and doors can be used. If a weather emergency is indicated, the CVTC Department of Public Safety will initiate emergency procedures.

Once the storm has passed and no more danger is eminent, the following steps should be taken:

- If any medical attention is required, call 9-1-1. Give the dispatcher your location and request medical assistance.
- Facilities staff or designee will walk through the facility looking for damage created by the severe weather. Any damage will be reported to the Facilities Manager.

The following are directions for specific weather emergencies:

1. **Severe thunderstorm watch**: Conditions are right for a severe thunderstorm. Continue with normal activities and monitor the situation.
 - The Department of Public Safety and campus front office personnel will notify affected campus(s) via email communication and will monitor internet alerts for weather updates until the watch has passed.
2. **Severe thunderstorm warning**: Severe thunderstorms are occurring. Be prepared to move to severe weather shelters if threatening weather approaches or conditions worsen.
 - The Department of Public Safety and campus front office personnel will notify affected campus(s) via email communication and will monitor internet alerts for weather updates until the warning has passed.
3. **Tornado watch**: Conditions are right for a tornado to develop. Continue with normal operations but be prepared to take shelter.
 - The Department of Public Safety and campus front office personnel will notify affected campus(s) via email communication and will monitor internet alerts for weather updates until the watch has passed.
4. **Tornado warning**: Radar or weather spotters have identified a tornado. Emergency sirens will sound a steady tone for three minutes or longer if danger is in the immediate area.
 - The Department of Public Safety or designee will advise all employees of the approaching weather conditions via InformaCast system on all CVTC Cisco phones.
 - All building occupants should move immediately to the designated severe weather shelter areas listed on the building evacuation and severe weather shelter postings (see posted Evacuation maps).
 - Disabled individuals may use any restroom as a suitable shelter if unable to descend stairways.
 - If designated shelter is not accessible, seek shelter in the basement or interior parts of the building. Stay away from windows, and do not use elevators.
 - If a funnel-shaped cloud is seen and no announcements have been made, seek shelter immediately at the designated shelter-in place locations.
 - The CVTC Department of Public Safety or designee shall continue to monitor the internet for weather updates and will use the mass notification system to announce the “all clear” when the warning has expired.
 - Stay in place until the “all clear” announcement has been made or if your location becomes unsafe.
5. **Winter Storm Warning or Blizzard**:
 - Campus Administration will advise all employees of the weather conditions that may affect College Operations.
 - Campus Administration will monitor internet alerts for weather updates.
 - Campus Administration will decide whether or not to cancel college operations for the day.
 - Notification will be made by a combination of email, text, voicemail, and MyCVTC as well as media outlets as available.

Severe Weather Notification Testing

In coordination with Wisconsin's Tornado and Severe Weather Awareness Week CVTC will test the emergency notification via InformaCast and email at each campus.

CVTC Public Safety is part of the Weather-Ready Nation Ambassador™ initiative organized by the National Oceanic and Atmospheric Administration (NOAA). As a WRN Ambassador, partners commit to working with NOAA and other Ambassadors to strengthen national resilience against extreme weather. In effect, the WRN Ambassador initiative helps unify the efforts across government, non-profits, academia, and private industry toward making the nation more ready, responsive, and resilient against extreme environmental hazards. Weather-Ready Nation (WRN) is a strategic outcome where society's response should be equal to the risk from all extreme weather, water, and climate hazards.



Active Threat

Active threat in building means an ongoing danger is happening within a building and immediate action is required. Action is dependent on proximity to the active threat. Notification of situations posing an immediate threat to the college community will be made according to CVTC's Timely Warning and Emergency Notification Policies.

An active shooter is an individual or individuals actively engaged in killing or attempting to kill people in a confined space or other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active Shooters generally do not negotiate with potential victims or take hostages. Since it may take a few minutes for police to arrive and active shooters kill or wound a victim every 20 seconds, on the average, prompt decisive action by police and potential victims is imperative.

➤ RUN

- Have an escape route and plan in mind. Run if safe and get as far from threat as possible. Remember law enforcement may be entering building so keep hands visible, remain quiet, and do not interfere with law enforcement activities.

➤ HIDE

- Hide in area out of active threat's view, barricade and fortify to protect yourself. Ensure lights, computers, overheads are powered off and cell phones are on silent. Position yourself away from doors and windows as much as possible.
- All doors and windows should be closed and locked.
- All occupants should stay low on the floor behind a desk or other furniture, if possible.

➤ FIGHT

- When faced with an active threat, attempt to incapacitate the threat as a last resort. Use whatever means available to distract and immobilize the threat.

*** The "Run, Hide, Fight" campaign is a multi-agency effort and is promoted by the U.S. Department of Homeland Security.*

Learn more about CVTC's active threat procedures and information:

<https://studentcvtc.sharepoint.com/sites/EmployeeHub/SitePages/Safety/Active-Threat.aspx>

Emergency (Immediate) Notification Policy

The College President or designee may declare a state of emergency on campus when:

1. Conditions exist on or within the vicinity of one of the campuses resulting from a natural or human-caused disaster, a civil disorder posing the threat of serious injury or damage to property, or other seriously disruptive events; and
2. Extraordinary measures are required immediately to avert, alleviate, or repair damage to college property or to maintain the orderly operation of the campus.

CVTC's Department of Public Safety, along with other College departments/staff, will cooperate fully with municipal first responders and municipal/county emergency management, so that the College is more resilient, better prepared, and better able to respond to and recover from the disaster or emergency.

Each building has a designated floor or sector captain who helps building occupants during an emergency. This may involve assisting with evacuations or shelter-in-place, depending upon the emergency.

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

In the event of an emergency, CVTC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors.

If the Public Safety Manager, or designee, in conjunction with other College administrators, local first responders and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the CVTC Community, the CVTC Department of Public Safety and Media Relations will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the CVTC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

CVTC will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: CVTC Department of Public Safety, Local Police Department(s), and/or the Local Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If there is an immediate threat to the health or safety of students or employees occurring on campus, CVTC will follow emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed. Follow-up information following an incident or immediate threat may be routed through the same notification systems, email or by a press release.



PRIMARY METHODS OF COMMUNICATION					
System/Program	Primary Message Creator	Backup Message Creator	Authority for Approving and Sending Messages	Primary Message Sender	Backup Message Sender
CVTC Alert: Rave (SMS, voice calls and email)	Public Safety Manager	Public Safety Systems Specialist or Coordinator	Vice President of Finance and Facilities	Director of Student Central	Public Safety Mgr, SS, or Coord.
CVTC Alert: InformaCast (Internal alert on-campus)	Public Safety Manager	Public Safety Systems Specialist or Coordinator	Vice President of Finance and Facilities	Public Safety Systems Specialist	Public Safety Coordinator or Training Resource Officer
Social Media (Facebook, Twitter, etc)	VP of Strategic Communications	Marketing & Digital Experience Manager	President	Marketing & Digital Experience Manager	Web Developer
Website	VP of Strategic Communications	Marketing & Digital Experience Manager	President	Marketing & Digital Experience Manager	Web Developer

SECONDARY METHODS OF COMMUNICATION					
System/Program	Primary Message Creator	Backup Message Creator	Authority for Approving and Sending Messages	Primary Message Sender	Backup Message Sender
Posting on Exterior Building Door(s)	Public Safety Manager	Public Safety Systems Specialist or Coordinator	Vice President of Finance and Facilities	Public Safety Manager	Public Safety + Building Administrator(s)
Posting on Electronic Bulletin Boards	VP of Strategic Communications	Marketing & Digital Experience Manager	President	Marketing & Digital Experience Manager	Web Developer
Mass (Manual) Email (All Student + Staff)	Public Safety Manager	Public Safety Systems Specialist or Coordinator	VP of Strategic Communications	VP of Strategic Communications	VP of Student Services
Press Releases	VP of Strategic Communications	Marketing & Digital Experience Manager	President	President	VP of Strategic Communications
Face-to-Face Communication	Public Safety Manager	Public Safety Systems Specialist or Coordinator	Vice President of Finance and Facilities	Public Safety Staff	Applicable Staff (building manager or facilities team)

All current college students and employees are automatically enrolled into the CVTC Alert System. Please make sure your phone numbers are current with the college in order to receive these alerts.

Update your address and/or phone on **commons** - SIS: https://ssbprd.cvtc.edu/PROD/bwggogad.P_SelectAtypUpdate.

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

Opting-out of the Rave Alert System

By default, CVTC students and employees have been entered into the Rave Alert Emergency Notification system. Participating in Rave Alert is voluntary. However, because this is an important campus safety feature; all students, faculty and staff members are urged to participate in the program. If a member decides not to participate, he/she must positively indicate this by utilizing the Rave opt-out option. Opting out is available only for text messages to a student, faculty, or staff member's personal cell phone or email messages to a personal email account. You may not opt-out of emails to college accounts or text messages to college-provided cell phones.

// Users who choose to opt-out will receive NO Emergency Broadcast Alert messages from CVTC.

Title IX and Violence Against Women Act (VAWA) Policies and Programs

Sexual Harassment Policies and Resources

INTRODUCTION

CVTC strives to provide a safe environment in which students can pursue their education free from the detrimental effects of sexual harassment, which includes, any instance of quid pro quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access and any instance of dating violence, domestic violence, stalking or sexual assault as defined in the Clery Act. [Title IX of the Higher Education Act of 1972](#) ("Title IX") prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance.

Title IX ensures the College does not discriminate on the basis of sex in its education programs and the Campus Sexual Violence Elimination Act (SAVE) of 2013 and Violence Against Women Reauthorization Act (VAWA) ensures that colleges and universities implement policies and programs to prevent sexual assault, dating violence, domestic violence, and stalking. The College seeks to educate students and employees about these issues and to provide a means of recourse for those who believe they have experienced such misconduct. This policy defines College expectations and establishes a mechanism for determining when those expectations have been violated.

The College specifically prohibits all forms of sexual harassment and violence including, but not limited to, rape, acquaintance rape, sexual assault, dating violence, domestic violence, stalking, and hate crimes between or against members of its College community.

To learn more about CVTC's Sexual Harassment policy visit [commons // Student Services & Support // Sexual Harassment: Title IX - Sexual Harassment](#)

PURPOSE

The College does not discriminate on the basis of gender, gender identity, or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and other College-administered programs or in its employment practices. As such, the purpose of this policy is to define sexual harassment, which includes domestic violence, intimate partner violence, stalking, other forms of non-consensual sexual behavior, and sexual assault as well as:

- To affirm the College's commitment to stopping sexual harassment and preventing its recurrence.
- To establish procedures for filing and processing complaints of sexual harassment.
- To identify resources and support for individuals reporting an incident of sexual harassment.
- To ensure impartial investigation of complaints and to respond appropriately when incidents do occur.

BOUNDARIES OF CVTC'S SEXUAL HARASSMENT AND VAWA POLICY

Laws and the requirements of this policy affect all relationships within the College community, including, but not limited to:

- Student and/or employee relationships with other students and/or employees.
- Employee conduct toward students and/or each other.
- Student conduct toward employees.
- Conduct between members of same or different genders.
- Conduct toward persons outside the College community may be considered a violation of this policy if the College concludes there is a sufficient connection between the conduct and the College.
- Conduct between campus visitors and students or employees.

On-campus violations include any violation which occurs: within the geographic confines of the College, including its land, institutional roads and buildings, its leased premises, the property, facilities and leased premises of organizations affiliated with the College.

Because off-campus events can impact the learning environment while a student is attending the College, CVTC will also consider the effects of off-campus misconduct under this policy when evaluating whether there is a hostile environment on-campus or in an off-campus education program or activity. Examples of sexual harassment which are within the scope of the College's interest under this policy include those where such behavior:

- Involves conduct directed at or by a College student or other member of the College community (e.g. outside employment).
- Occurs during College-sponsored events (e.g. field trips, social or educational functions, College-related travel, student recruitment activities, internships and service-learning experiences).
- Occurs during the events of organizations affiliated with the College, including the events of student organizations and College events.
- Poses a disruption and/or threat to the College community.

The College cannot fully address the continuing effects of off-campus sexual violence on campus or in an off-campus education program or activity unless it processes the complaint and gathers appropriate additional information in accordance with its established procedures.

TITLE IX COORDINATOR

The Title IX Coordinator is responsible to ensure compliance with Title IX laws and regulations and to serve as a neutral administrator and resource to students, employees, and community members as well as answer questions, coordinate reporting requirements, handle complaints, and review internal College proceedings.

If the Title IX Coordinator is alleged to be the person who engaged in sexual misconduct, a report may be filed with an identified Title IX Investigator, or with the Vice President of Student Services. Complaints can also be filed with the Office of Civil Rights (OCR) >> <https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf>.

CVTC TITLE IX COORDINATOR

Natti Marlaire, Director of Advisement and Services

620 W Clairemont Avenue, Business Education Center Room 113, Eau Claire, WI 54701

Phone: 715-852-1399 // nmarlaire@cvtc.edu

File a Title IX report online: https://cm.maxient.com/reportingform.php?ChippewaValleyTC&layout_id=7

CVTC TITLE IX INVESTIGATORS

Title IX Student Deputy Coordinator

Mitchell Baroni, Diversity Manager
 Student EEOC/AA Officer
 620 W Clairemont Avenue, Eau Claire, WI 54701
 Business Education Center Room 120
 715-831-7229 // mbaroni@cvtc.edu

Trish Campbell, Academic Dev & Transition Manager
 Title IX Student Investigator
 620 W Clairemont Avenue, Eau Claire, WI 54701
 Business Education Center Room 100
 715-833-6341 // pcampbell4@cvtc.edu

Claire Roder, Director of Professional Development
 Title IX Student Investigator
 620 W Clairemont Avenue, Eau Claire, WI 54701
 Business Education Center Room 116
 715-858-1806 // croder3@cvtc.edu

Title IX Employee Deputy Coordinator

Tam Burgau, Vice President of Talent and Culture
 Employee EEOC/AA Officer
 620 W Clairemont Avenue, Eau Claire, WI 54701
 Business Education Center Room 104
 715-832-1377 // tburgau@cvtc.edu

TBD – Vacant
 Title IX Employee Investigator
 620 W Clairemont Avenue, Eau Claire, WI 54701
 Business Education Center Room 104
 (Phone) // (Email)

Eric Anderson, Associate Dean – Emergency Services
 Title IX Employee Investigator
 3623 Campus Road, Eau Claire, WI 54703
 Emergency Education Center Room 118
 715-855-7512 // eanderson72@cvtc.edu

CVTC Investigation Process – Sexual Harassment (Title IX & VAWA)

EMPLOYEES OBLIGATION TO REPORT

All College employees have an obligation to report information or incidents regarding sexual harassment made known to them, or which they have reasonable cause to suspect are occurring or may have occurred. Employees are encouraged to advise students of their obligation to report potential or alleged violations of this policy. While the College has an obligation to report sexual harassment behavior, individuals may elect not to pursue action through a complaint process or, in some cases, participate in a disciplinary proceeding if proceedings are warranted. However, under certain circumstances the College may need to investigate reports of sexual harassment should safety or legal reasons become apparent. To the extent possible, privacy will be maintained and information will only be shared with individuals on a need-to-know basis. A request for confidentiality does not relieve the College employee of their obligation to report.

FILING A COMPLAINT OF SEXUAL HARASSMENT (INCLUDING STALKING AND DOMESTIC/DATING VIOLENCE)

The College will take appropriate measures to address violations of this policy in a manner that is reasonable to prevent such conduct from recurring and to minimize the effects on students, employees and community members.

The College's policy to address cases of alleged sexual misconduct is designed to:

- Consider the rights of the complainant, the rights of the respondent, the safety of the community, and compliance with applicable laws and College policies.
- Conduct a timely, fair, impartial, and equitable investigation and adjudication process with thoroughness and respect for all involved parties.
- Protect the privacy of all parties to the extent practical, while balancing the need to perform an investigation, follow the procedures outlined below, comply with applicable law, and maintain campus safety.
- Provide appropriate remedies and sanctions to address the discriminatory effects of sexual harassment on the complainant and others.
- Support the needs of the complainant and respondent in the areas of emotional and mental health, physical well-being, and safety from future violence or retaliation.

A student or employee who believes they have been the victim of any form of sexual harassment is encouraged to file a report describing the person(s) involved, specific conduct, incident(s) or occurrence(s) that form the basis for the complaint. Individuals may file complaints directly with the Title IX Coordinator, a Title IX Investigator or CVTC Public Safety.

For specific contact information, please refer [page 28](#). A report may also be filed electronically on [commons // Forms // File a Report](#) or click here: https://cm.maxient.com/reportingform.php?ChippewaValleyTC&layout_id=7

It is encouraged to file a complaint as soon as possible after an incident to ensure safety precautions and necessary actions are taken for all the parties involved.

PRELIMINARY INQUIRY

Once the College has received notification of harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures with or without filing a formal complaint and explain to the complainant the process for filing a formal complaint. A preliminary inquiry will be conducted to determine if there is reasonable cause to believe a policy was violated. If no reasonable grounds for the complaint are found, the complaint will be dismissed and the complainant will be informed why the act does not constitute sexual harassment. Voluntary, informal methods may be used to resolve the complaint.

If an individual requests confidentiality or requests that a complaint not be pursued, all reasonable steps will be taken to honor the request, however under certain safety and legal circumstances, it may be deemed that an

investigation, whether formal or informal, should occur. Information will only be shared with individuals responsible for addressing incidents of sexual violence. Prior to disclosing information, the complainant will be notified of the information to be disclosed, whom it will be disclosed to, and why the information needs to be disclosed. Honoring a request for confidentiality may limit the College's ability to respond to the allegation, including pursuing sanctions and remedies against the respondent(s). The College will determine if the confidentiality request can be honored while providing a safe and non-discriminatory environment. The College will take steps to maintain confidentiality of persons reporting incidents of sexual harassment in records available for public inspection by using alternative means of identification and not including personally identifiable information in the annual campus security report, campus crime log, and emergency warning notices required under the Clery Act. Requests for confidentiality will be evaluated in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all students.

Supportive Measures

Upon receiving a report of an allegation of policy violations, CVTC will offer supportive measures to involved parties as appropriate. Supportive measures are made available when the College is provided actual knowledge of allegations of harassment, discrimination, or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant and/or the Respondent. Such measures are designed to restore or preserve equal access to CVTC's education programs or activities without unreasonably burdening the other party. These may include, but are not limited to:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Work accommodations
- Leaves of absence
- Increased security and monitoring of certain areas of the campus
- No contact orders (Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement).

FORMAL COMPLAINT

A formal complaint alleges sexual harassment against a respondent, and requests that the College investigate such allegations. A formal complaint may be filed by the complainant or signed by the Title IX Coordinator. Formal complaints can be made in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such reports may be made at any time, including during non-business hours.

If allegations in a formal complaint do not meet the definition of sexual harassment, or did not occur in the school's education program or activity against a person in the United States, the College will dismiss such allegations for the purposes of Title IX but may address the allegation in any manner the College deems appropriate under the Code of Conduct or outlined in the Employee Handbook.

In compliance with guidelines distributed by Office of Civil Rights (OCR), CVTC uses a preponderance of the evidence (more likely than not) standard for determining responsibility. This is different than the standard used in a criminal investigation.

Throughout the investigation, the complainant and respondent will be informed of campus and community resources, including referrals to counseling and other health services. These options may be made available to both parties regardless of whether they proceed with a formal complaint under the College policy or files a criminal report or complaint with the police.

An individual has the option to file a criminal report with a local law enforcement agency. A Title IX Coordinator, Investigator(s), department of Public Safety, or designee can provide assistance if an individual elects to contact the police. Declining to pursue a complaint at the time of the initial incident does not prevent the individual from filing a criminal report or a Title IX complaint at a later date. Individuals requesting accommodations in filing a report, visit the [disability services website](#) or call 715-833-6234.

False Reporting

The College does not condone false reporting. Any person who makes a report that is later found to have been intentionally false or was made maliciously may be subject to corrective action or code of conduct violation up to and including dismissal from the College.

Interim Protective Measures

The College reserves the right to impose interim protective measures based on the nature and severity of a complaint and the relevant facts and circumstances of a reported incident in order to protect the rights and personal safety of students, employees and members of the CVTC community. Pending outcome of a sexual harassment investigation temporary measures may include, but are not limited to, admission to the College, interim suspension from campus, paid or unpaid administrative leave, increased security, course or work related adjustments, modification of class or work schedules and/or class or work assignments, campus restraining order or no contact orders, as well as other necessary measures up to and including reporting the matter to local police. The College may modify those measures based on evolving needs or information.

RIGHTS OF ALL PARTIES

The complainant shall have the right to:

- A timely investigation and appropriate resolution of all credible complaints of sexual harassment made in good faith to College authorities.
- Be treated with dignity, respect and fairness.
- Have access to campus or community services designed to assist in such cases.
- Have an advisor of their choosing during all phases of the investigation and conduct proceedings, including at the live hearing and cross examination. Note that the College will provide such an individual at hearing and at College costs, only.
- Written notice of the outcome and sanction(s), if any, and, if applicable, of the hearing.
- Be informed of options to notify proper law enforcement authorities, including on-campus safety personnel or local police, and the option to be assisted by campus authorities in notifying such authorities; this also includes the right not to report, if this is the complainant's desire.
- Preservation of confidentiality to the extent possible and allowable by law.
- Be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint.
- The presence of student or employee witnesses, and be given the right to ask questions, directly or indirectly, of witnesses and the right to challenge documentary evidence.
- Be present for all testimony given and evidence presented at the live hearing and cross-examination
- Be informed in advance, when possible, of any public release of information regarding the complaint.
- Reasonable individualized interim protective measures.
- An outcome based solely on evidence presented during the investigation process and the right to review and supplement the investigator's record prior to finalization of the decision.

The respondent shall have the right to:

- A timely investigation and appropriate resolution of all credible complaints of sexual harassment made in good faith to College authorities.
- Be treated with dignity, respect and fairness.
- Have access to campus or community services designed to assist in such cases.

- Have an advisor of their choosing during all phases of the investigation and conduct proceedings, including at the live hearing and cross examination. Note that the College will provide such an individual at hearing and at College costs, only.
- Written notice of the outcome and sanction(s), if any, and, if applicable, of the hearing.
- Have an investigation and/or meeting closed to the public.
- Be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint.
- The presence of student or employee witnesses, and the right to ask questions, directly or indirectly, of witnesses and the right to challenge documentary evidence.
- Be present for all testimony given and evidence presented at the live hearing and cross-examination
- Be informed in advance, when possible, of any public release of information regarding the complaint.
- An outcome based solely on evidence presented during the investigation process and the right to review and supplement the investigator's record prior to finalization of the decision.

FORMAL INVESTIGATION PROCESS

A formal investigation process is used when a formal complaint is filed by the complainant or Title IX Coordinator. College investigations will be prompt, thorough and impartial. The College's Title IX Coordinator is responsible for internal College investigation proceedings to include coordinating investigations and processing all reporting requirements as outline below.

The following formal process will be used to investigate allegations:

1. Upon receiving a complaint, trained Title IX Investigator(s) will facilitate a fact-finding investigation which includes interviews with the complainant, respondent, and other appropriate individuals.
2. The complainant and respondent have a right to bring counsel or an advisor of their choosing to assist them through the investigation and adjudication process. Counsel or an advisors may attend investigation meetings but may not participate in the investigation. A party utilizing an advisor at this stage shall be responsible for the costs of such advisor at all stages of the investigation.
3. The interview with the complainant, respondent and potential witnesses is to determine a true and complete account of the facts and circumstances involved in the complaint. The following information will also be sought during the process:
 - The severity of the conduct.
 - The number and frequency of acts of alleged misconduct.
 - The apparent intent of the person alleged to have engaged in sexual misconduct.
 - The relationship of the parties.
 - The response of the complainant at the time of the incident(s).
 - The relevant educational/work environment.
4. Periodic updates to the complainant and the respondent will be provided during the process. The parties shall be given advanced notice of witness interviews and an opportunity to participate.
5. All persons involved in a sexual harassment investigation will be reminded that confidentiality may serve the best interests of the complainant and respondent; retaliatory action against the complainant, respondent or witnesses will not be tolerated.
6. In situations involving student complaints, and depending on the nature of the allegations, investigation results or findings, the College's Threat Assessment Team and/or College personnel may be consulted to assess level of risk and identify remedy(ies) and or sanction(s).
7. A written record of the investigation will be made to all complainant(s) and respondent(s) prior to the finalization of the investigation, including notes made of interviews, conversations, or responses (texts, social media, etc.) to questions posed by the Title IX Investigator(s) to the complainant, respondent, or witnesses of the investigation. The investigator shall make a recommendation as to remedies, including discipline, if applicable, within the report.
8. A review of the investigative report, evidence and all known circumstances will be provided to the Title IX Coordinator. The Title IX Coordinator will refer the matter for a hearing to the Wisconsin Division of Hearing and Appeals.

9. No less than 10 business days prior to the hearing, the Title IX Coordinator will send Notice of Hearing to the parties.
10. The Hearing Officer conducts the hearing, investigators present a summary of final investigation report and parties/witnesses will submit to questioning through their Advisors (cross-examination)
11. The Hearing Officer will deliberate in closed session to determine whether the respondent is responsible or not responsible for the policy violations(s) in question. The preponderance of the evidence standard of proffer is used.
12. The Hearing Officer will prepare a written deliberation statement and deliver to the Title IX Coordination detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments and any recommendations for sanctions.
13. The Title IX Coordinator and designated officials will work with the Hearing Officer to prepare a Notice of Outcome that will be shared with parties simultaneously. Notification will be made in writing and may be delivered in one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official CVTC records.

SANCTIONS/CORRECTIVE ACTIONS

Not all forms of sexual harassment are deemed equal. The College reserves the right to take necessary measures in response to an allegation of sexual harassment to protect the rights and safety of students, employees and the community. Previous conduct violations or corrective actions may be considered in determining the appropriate actions to be taken. The College will consider the concerns and rights of both the complainant and the respondent. Such measures include, but are not limited to:

- Employment or class schedule modification(s).
- Interim suspension from campus; inability to access CVTC campuses and resources.
- Corrective action, up to and including, warning, probation and/or dismissal.
- Referral to law enforcement when there is danger or threat to student, employee or community and/or when requested by complainant.
- Referral to campus or community services.
- Sanctions or actions otherwise enumerated in the CVTC Student Code of Conduct or CVTC Employee Handbook.

The Title IX Coordinator reserves the right to broaden or lessen recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

APPEAL PROCESS

The complainant or respondent has the right to appeal the decision within 10 business days based upon only the following grounds:

- a) Procedural irregularity that affected the outcome of the matter
 - b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter
 - c) The Title IX Coordinator, Investigator(s), or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter.
 - d) The sanctions imposed are not proportionate to the violations (s) and the cumulative record of the respondent.
1. If any of the grounds in the Request for Appeal do not meet the grounds in this policy, the request will be denied by the Wisconsin Department of Hearing and Appeals officer.
 2. If the grounds in the Request for Appeal meet the grounds in this policy, the Appeals officer will notify the other party(ies) and their Advisors, The Title IX Coordinator, and when appropriate, the Investigators and/or the original Hearing Officer.

3. The Appeal Officer will collect any additional information needed and all documentation regarding the approved grounds and render a decision in no more than 5 business days, barring exigent circumstances to the Title IX Coordinator.
4. A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision and any additional sanctions if applicable.
5. The decision of the appeal is final and binding.

The body hearing the appeal shall be based upon the status of the respondent. If the respondent is a student, the appeal shall be heard by the Department of Hearings and Appeals. If the respondent is an employee, the appeal shall be heard by the College's Board of Trustees.

Regardless of the appellate body to which the matter is referred, the reviewer shall not be the decision maker for the hearing, the investigator, or the Title IX Coordinator. The reviewer shall notify the parties of the appeal procedures and set a briefing schedule for the parties to submit written statements in support of, or challenging, the outcome. Such briefing schedule shall provide an opportunity for each party to respond to the arguments of the other party. The reviewer shall issue a written decision describing the result of the appeal and rationale to both parties. The reviewer's decision shall be final and binding upon the parties and there shall be no further appeal within the College of the matter.

DISCLOSURES – FERPA EXEMPTIONS

The final results of proceedings will be disclosed to the complainant and to the respondent. This includes charges, findings, sanction(s) and or corrective actions related to the allegations of sexual harassment. The College may not disclose the name of any other individual(s) involved without prior written consent. The final results of proceedings may be disclosed if the College determines that there is evidence for threat to self or others.

INFORMAL RESOLUTION

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

DOCUMENTATION AND CONFIDENTIALITY

A record of all complaints, investigation and hearing records, informal resolutions and training records must be maintained and forwarded to the Title IX Coordinator for reporting purposes in compliance with federal and state laws.

Resources

On and Off Campus Services for Victims

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

ON CAMPUS		
Type of Services Available	Service Provider	Contact Information
Counseling & Mental Health	None for students; however, contracted counseling services are available.	CVTC Student Success Services will assist with connecting with our contracted counselor. Eau Claire: 715-833-6346 (or BEC 113) River Falls: 715-426-8200 (or RF 101B)
	EAP for employees	Vital WorkLife // 1-800-383-1908 or visit: https://www.vitalworklife.com/home
Health Services	Prevea Health Services – Eau Claire <i>(Students registered for 5 or more credits)</i>	Prevea Health Family Medicine 617 W. Clairemont Ave; Eau Claire, WI 54701 Phone: 715-839-5175
	M. Health Fairview Clinic – River Falls <i>(Students registered for 5 or more credits)</i>	M. Health Fairview Clinic – River Falls 319 S. Main Street; River Falls, WI 54022 Phone: 715-425-6701
Victim Advocacy	CVTC Student Success Services	Eau Claire: 715-833-6346 (or BEC 113) River Falls: 715-426-8200 (or RF 101B)
	CVTC Diversity and Disability Services	Learning Center – BEC 120 Phone: 715-833-6234 Email: diversity@cvtc.edu
	Title IX Office: <u>Title IX Coordinator</u> Natti Marlaire, Director of Advising & Services 620 W Clairemont Avenue, BEC 113 Phone: 715-852-1399 Email: nmarlaire@cvtc.edu	File a report online:
Legal Assistance	None (<i>see Off Campus resources</i>)	N/A
Visa/Immigration Assistance	None; however, CVTC Diversity Resources can help in finding external resources.	Learning Center – BEC 120 Phone: 715-833-6234 Email: diversity@cvtc.edu
Student Financial Aid	Money Matters <i>(provided through Student Central)</i>	Website: Money Matters Phone: 715-833-6200 (or BEC 113)
	Financial Aid Office	FAFSA Website: http://www.fafsa.ed.gov/ CVTC Phone: 715-833-6200 (or BEC 113)
	Student Emergency Fund	CVTC Student Central Phone: 715-833-6200; Email: SEF@cvtc.edu
Other	CVTC Student Food Pantry	Hours: Contact Student Life *Subject to change Location: Business Ed Center, Room 120L Website Student Food Pantry
	Veteran's Benefits	Veterans Certifying Official Student Central, BEC 113 Ph: 715-833-6272; Email: veterans@cvtc.edu
	Student Central <i>(one-stop shop for all things related to the business of being a student)</i>	Business Education Center – Room 113 Phone: 715-833-6200 Email: studentcentral@cvtc.edu Website: Student Central

OFF CAMPUS

Type of Services Available	Service Provider	Contact Information
Counseling & Mental Health	Northwest Connections (NWC)	Crisis please call 888-552-6642
	Eau Claire County Mental Health Services	https://www.co.eau-claire.wi.us/health-family/human-services
	Dunn County Mental Health Services	https://www.co.dunn.wi.us/index.asp?SEC={D63FAFFE-FB74-4033-9323-FE7C88C52893}
	Chippewa County Mental Health Services	https://www.co.chippewa.wi.us/government/public-health
	Clark County Mental Health Services	https://www.clarkcountywi.com/community-services
	St. Croix County Mental Health Services	https://www.sccwi.gov/250/Behavioral-Health-Services
	Pierce County Mental Health Services	https://www.co.pierce.wi.us/departments/human_services/mental_health.php
Health	SANE Exam	Mayo Clinic Health System—Eau Claire Emergency Department: 715-838-3242 Sacred Heart Hospital—Eau Claire Emergency Department: 715-717-4222 St. Croix Valley S.A.R.T.—Pierce/St. Croix/Dunn 24/7 Help and Support: 715-425-6443
Victim Advocacy	Bolton Refuge House https://www.boltonrefuge.org/	Buffalo County, WI Phone: 715-926-6080 Eau Claire County, WI Phone: 715-834-9578 Jackson County, WI Phone: 715-333-2350
	<i>**Additional services, per county, are available on MyCVTC.</i>	Website: Community Resources
Legal Assistance	Eau Claire County District Attorney's Office - Victim/Witness	721 Oxford Ave, Suite 2310 Eau Claire, WI 54703 Phone: (715) 839-4795
	Dunn County District Attorney's Office - Victim/Witness	615 Stokke Parkway, Suite 1700 Menomonie, WI 54751 Phone: (715) 232-1687
	Chippewa County District Attorney's Office - Victim/Witness	711 N Bridge St. Room 222 Chippewa Falls, WI 54729 Phone: (715) 726-7733
	Clark County District Attorney's Office - Victim/Witness	517 Court St, Room 404 Neillsville, WI 54456 Phone: (715) 743-5167
	St. Croix County District Attorney's Office - Victim/Witness	1101 Carmichael Rd, Main Level, Rm 1259 Hudson, WI 54016 Phone: (715) 386-4666
	Pierce County District Attorney's Office - Victim/Witness	Courthouse – Basement Level 414 W. Main St., Rm 3 PO Box 808, Ellsworth, WI 54011 Phone: (715) 273-6750
	Legal Action of Wisconsin - Sexual Assault Victim Rights Project	Website: https://www.legalaction.org/services/sexual-assault-victim-rights-project Phone: 855-947-2529
	End Domestic Abuse Wisconsin: The WI Coalition Against Domestic Violence	Website: https://www.endabusewi.org/our-work/legal-services/ Phone: (608) 255-0539
Local Police Department	See page 13 for contact information and details on reporting crimes to local police departments.	
Visa/Immigration Assistance	Wisconsin Collaboration on Immigrants and Public Benefits	Website: https://www.immigrantbenefitswi.org/ Email: coveringwisconsin@gmail.com Phone: 608-261-1455

***For the most updated list of community resources, please visit [Community Resources](#).*

State of Wisconsin Resources

- 211 Crisis Line Services www.greatrivers211.org
 - Texting Service: Text your *zip code* to 898211
 - 24/7 Confidential Crisis Line: Dial 2-1-1 or 800-362-8255
- The Wisconsin Coalition Against Sexual Assault (WCASA)
 - <http://www.wcasa.org> Email: wcasa@wcasa.org
 - 608-257-1516



Get Connected. Get Help.™

When you need help and don't know where to turn, 211 is your one-stop connection to the local services you need, like utility assistance, housing, food, elder care, crisis intervention, alcohol and other drug recovery and much more.

National Resources

National Sexual Assault/RAINN Hotline

- <http://www.rainn.org> // 24/7 confidential crisis line: 1-800-656-HOPE (4673)

National Coalition Against Domestic Violence

- <https://ncadv.org/> // 24/7 confidential line: 1-800-799-SAFE (7233)

Love is Respect (*Resources for youth ages 13-26*)

- <https://www.loveisrespect.org/> // 24/7 confidential line: 1-866-331-9474 or Text: LOVEIS to 22522

National Suicide Prevention Lifeline

- <http://www.suicidepreventionlifeline.org/> // 24/7 confidential crisis line: Dial 9-8-8

National Coalition for the Homeless

- <http://nationalhomeless.org> // Call: 1-202-462-4822

National Center for Victims of Crime

- <https://victimsofcrime.org/> // Call: 1-202-467-8700



Free, 24/7, confidential crisis support by text.



Definitions:

SEXUAL HARASSMENT DEFINED BY CVTC

The College prohibits sexual misconduct in any form. Sexual harassment is a broad term encompassing any unwelcome behavior of a sexual nature between persons of the same or different genders. Sexual Harassment is unwelcome, gender-based verbal or physical conduct, determined by a reasonable person, to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to CVTC's education program or activity. Sexual harassment can be based on power differentials such as quid pro quo harassment, the creation of a hostile environment on the basis of gender or sex, or retaliation for a person complaining about or participating in the investigation of sexual harassment.

This policy prohibits all forms of sexual harassment that would violate applicable federal, state, and local laws. Specific examples of prohibited sexual harassment include, but are not limited to:

- A. Unwelcome sexual advances or requests for sexual favors. Examples include, but are not limited to:
 - Staring at a person or looking a person up and down.
 - Whistles, catcalls, and sexual references.
 - Repeated pressure on an employee to socialize or date another individual.
- B. Unwelcome verbal or physical conduct of a sexual nature. Examples include, but not limited to:
 - Sexual gestures or hand movements.
 - Unnecessary and unwanted touching, grabbing, caressing, pinching or brushing up against a person.
 - Asking personal questions about a person's social or sexual life.
 - Making sexual comments or innuendoes, telling jokes or stories of a sexual, demeaning, offensive or insulting nature.
 - Deliberate display of offensive sexually graphic material which is not necessary for business purposes.
 - Posters, cartoons, photographs or artwork of a sexual, hostile or degrading nature.
- C. Making submission to, or rejection of, such conduct a factor in academic or employment decisions affecting a student or employee. Examples may include, but are not limited to: availability of educational opportunities or grades, granting or withholding pay increases, promotions, job offers or other academic or employment issues based on sex or gender.
- D. Taking adverse educational or employment action against a student or employee because of the person's participation in a complaint or investigation of sexual harassment.

Other prohibited conduct under this policy includes, but is not limited to, the following:

1. **Sexual Assault**

Sexual Assault is defined very broadly by criminal law, and thus also by this policy. Sexual assault includes a wide variety of both non-consensual sexual contact as well as non-consensual sexual intercourse.

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent. Such conduct may be with or without force. Examples of sexual contact include, but are not limited to: 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; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-consensual sexual intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent. Such conduct may be with or without force. Examples of sexual intercourse includes, but are not limited to: vaginal penetration by a penis, object,

tongue or finger, anal penetration 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.

2. Domestic Violence

Includes misdemeanor and felony crimes of violence committed against a victim when the offender is the spouse of the victim, a former spouse of the victim, cohabitant of the victim, an intimate partner of the victim, or has a child in common with the victim. Domestic violence also includes misdemeanor or felony crimes of violence when the victim is a minor subject to the control of the offender or is an incapacitated individual subject to the control of the offender.

According to Wisconsin State Statute 813.12, Domestic Abuse means any of the following, when engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common:

- a. Intentional infliction of physical pain, physical injury or illness.
- b. Intentional impairment of physical condition.
- c. Conduct which would violate Wis. Stat. § 940.225, including first, second, or third-degree sexual assault
- d. Physical act that may cause the other person reasonably to fear imminent engagement in the conduct above.

3. Stalking

Involves a course of conduct, including harassment, intimidation, or surveillance, directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress, serious physical injury, or death. Stalking can also be a form of sexual harassment, and/or it can involve a total stranger. The physical location of the course of conduct or portions of it does not matter.

According to Wisconsin State Statutes 940.32, a "course of conduct" means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

- a. Maintaining a visual or physical proximity to the victim.
- b. Approaching or confronting the victim.
- c. Appearing at the victim's workplace or contacting the victim's employ or coworkers.
- d. Appearing at the victim's home or contact the victim's neighbors.
- e. Entering property owned, leased, or occupied by the victim.
- f. Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
- g. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
- h. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.
- i. Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
- j. Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.
- k. Causing a person to engage in any of acts described above.

4. Dating Violence

Violence by a person who is or has been in a romantic or intimate relationship with the victim. Whether a romantic or intimate relationship exists will be gauged by its length, type, and frequency of interaction between the offender and the victim.

5. Hostile Environment on the Basis of Gender or Sex

A hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive such that it alters the conditions of employment or limits, interferes with, or denies

educational benefits, opportunities, or employment from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

6. Other Sex-Based Misconduct Offenses

The following additional sexual harassment offenses, when gender or sex based, violate this policy:

- a. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person.
- b. Discrimination defined as actions that deprive other members of the community of educational or employment access, benefits, or opportunities.
- c. Intimidation defined as implied threats or acts that cause an unreasonable fear of harm in another
- d. Bullying defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person physically or mentally.

OTHER SEXUAL MISCONDUCT DEFINITIONS BY CVTC

BYSTANDER

Individual who observes a crime, impending crime, conflict, potentially violent or violent behavior or conduct that is in violation of rules or policies of an institution.

COERCION

Individual(s) compelled to engage in sexual activity based on an unreasonable amount of pressure to include harassment, threats and intimidation. When an individual makes it clear that they do not want to engage in sexual conduct, wants it to stop, or does not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

CONSENT

Consent must be Informed, knowing, and voluntary as well as by the following concepts:

- A. Active, not passive, given by words or actions as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
- B. Silence, in and of itself, cannot be interpreted as consent.
- C. Non-verbal consent, such as non-verbal actions, or non-verbal communication is not as clear as verbally consenting to sexual activity. Persons who want to engage in sexual activity are responsible for obtaining consent.
- D. Known consent to one form of sexual activity does not imply consent to other forms of sexual activity
- E. Consent requires the individual to be of legal age.

HARM TO PERSONS

Actions which result in or have the potential to cause physical harm or create conditions that pose a risk of physical harm or cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm, or creates hazardous conditions for others, such as dropping, throwing, or causing objects or substances to fall from windows, ledges, balconies or roofs is also prohibited.

HATE CRIME

The victim is intentionally selected because of the actual or perceived gender or sexual orientation.

INCAPACITATION

A state where an individual has the absence of mental capacity or is not able to make a rational or reasonable decision due to a temporary or permanent inability to understand the concepts or care of his or her own person regarding sexual interaction. Use of alcohol or other drugs does not excuse behavior that violates this policy. If an individual engages in sexual activity with someone they know or should have known to be mentally or physically incapacitated, they may be in violation of this policy.

***These definitions, listed above, are also available in CVTC's Sexual Harassment policy:*

<https://www.cvtc.edu/sites/default/files/documents/about-cvtc/consumer-disclosures/title-ix/policies-resources.pdf>

Legal Definitions – Wisconsin State Law

WISCONSIN STATE STATUTE [§ 813.12](#) – DOMESTIC ABUSE RESTRAINING ORDERS AND INJUNCTIONS

(ag) "Dating relationship" means a romantic or intimate social relationship between 2 adult individuals but "dating relationship" does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.

(am) "Domestic abuse" means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2) or (3).
4. A violation of s. 940.32.
5. A violation of s. 943.01, involving property that belongs to the individual.
6. A threat to engage in the conduct under subd. 1., 2., 3., 4., or 5.

WISCONSIN STATE STATUTE [§ 968.075](#) – DOMESTIC ABUSE INCIDENTS; ARREST AND PROSECUTION

(1) DEFINITIONS. IN THIS SECTION:

968.075(1)(a)(a) "Domestic abuse" means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2) or (3).
4. A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subd. 1., 2. or 3.

DATING VIOLENCE: *The state of Wisconsin does not have a definition of dating violence as it is combined into domestic violence definitions and statutes.*

WISCONSIN STATE STATUTE [§ 940.225](#) – SEXUAL ASSAULT

(1) FIRST DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class B felony:

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

(2) SECOND DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class C felony:

- a. Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- b. Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- c. Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.
- cm. Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.

- d. Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
 - f. Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
 - g. Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.
 - h. Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
 - i. Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
 - j. Is a licensee, employee, or non-client resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.
- (3) THIRD DEGREE SEXUAL ASSAULT. (a) Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony.
- (b) Whoever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.
- (3m) FOURTH DEGREE SEXUAL ASSAULT. Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.
- (4) CONSENT. "Consent", as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent is not an issue in alleged violations of sub. (2) (c), (cm), (d), (g), (h), and (i). The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11 (2):
- (b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.
 - (c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
- (5) DEFINITIONS.
- (b)"Sexual contact" means any of the following:
 1. Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s. 940.19 (1):
 - a. Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the use of any body part or object, of the complainant's intimate parts.
 - b. Intentional touching by the complainant, by the use of any body part or object, of the defendant's intimate parts or, if done upon the defendant's instructions, the intimate parts of another person.
 2. Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant's instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.
 3. For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant's body, whether clothed or unclothed.
 - (c) "Sexual intercourse" includes the meaning assigned under s. [939.22 \(36\)](#) as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal opening either by the defendant or upon the defendant's instruction. The emission of semen is not required.

WISCONSIN STATE STATUTE § 948.02 – SEXUAL ASSAULT OF A CHILD

(1) First degree sexual assault.

(am) Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years and causes great bodily harm to the person is guilty of a Class A felony.

(b) Whoever has sexual intercourse with a person who has not attained the age of 12 years is guilty of a Class B felony.

(c) Whoever has sexual intercourse with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony.

(d) Whoever has sexual contact with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony if the actor is at least 18 years of age when the sexual contact occurs.

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

(2) Second degree sexual assault. Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 16 years is guilty of a Class C felony. This subsection does not apply if s. 948.093 applies.

(3) Failure to act. A person responsible for the welfare of a child who has not attained the age of 16 years is guilty of a Class F felony if that person has knowledge that another person intends to have, is having or has had sexual intercourse or sexual contact with the child, is physically and emotionally capable of taking action which will prevent the intercourse or contact from taking place or being repeated, fails to take that action and the failure to act exposes the child to an unreasonable risk that intercourse or contact may occur between the child and the other person or facilitates the intercourse or contact that does occur between the child and the other person.

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

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

WISCONSIN STATE STATUTE § 948.09 – SEXUAL INTERCOURSE WITH A CHILD AGE 16 OR OLDER

Whoever has sexual intercourse with a child who is not the defendant's spouse and who has attained the age of 16 years is guilty of a Class A misdemeanor if the defendant has attained the age of 19 years when the violation occurs.

WISCONSIN STATE STATUTE § 948.093 – UNDERAGE SEXUAL ACTIVITY

Whoever has sexual contact with a child who has attained the age of 15 years but has not attained the age of 16 years, or whoever has sexual intercourse with a child who has attained the age of 15 years, is guilty of a Class A misdemeanor if the actor has not attained the age of 19 years when the violation occurs. This section does not apply if the actor is the child's spouse.

WISCONSIN STATE STATUTE § 940.32 - STALKING

(1) DEFINITIONS. IN THIS SECTION:

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

1. Maintaining a visual or physical proximity to the victim.
2. Approaching or confronting the victim.
3. Appearing at the victim's workplace or contacting the victim's employer or coworkers.
4. Appearing at the victim's home or contacting the victim's neighbors.
5. Entering property owned, leased, or occupied by the victim.
6. Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
- 6m. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
7. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.
8. Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
9. Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.
10. Causing a person to engage in any of the acts described in subds. 1. to 9.

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

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

940.32(1)(c)(c) "Labor dispute" includes any controversy concerning terms, tenure or conditions of employment, or concerning the association or representation of persons in negotiating, fixing, maintaining, changing or seeking to arrange terms or conditions of employment, regardless of whether the disputants stand in the proximate relation of employer and employee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(4)

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

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

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

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

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

If words or phrases are not specifically defined in the respective statute, please refer to the “general words and phrases defined” WI statute: [§939.22](#).

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

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

- **Domestic Violence:**
 - A Felony or misdemeanor crime of violence committed—
 - a) By a current or former spouse or intimate partner of the victim;
 - b) By a person with whom the victim shares a child in common;
 - c) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - d) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - e) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - For the purposes of complying with the requirements of this section and 34 CRF §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition—
 - a) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b) Dating violence does not include acts covered under the definition of domestic violence.
 - For the purposes of complying with the requirements of this section and 34 CRF §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent.”
 - **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

What is a Bystander?

A bystander is anyone who observes an emergency or a situation that looks like someone could use some help.

Bystander Intervention

Every individual has the ability to help create a culture of civility, respect, and responsibility on campus and in the community. CVTC encourages staff and students to move beyond bystanders (those who will observe a concerning situation without taking action to help) to someone who is equipped to safely and effectively intervene.

As bystanders witnessing a potentially concerning situation, some options for assistance include:

- Call police.
- Call CVTC Public Safety.
- Find a staff member.
- Grab a friend for backup.
- Yell for help.
- Ask a friend in a potentially dangerous situation if he/she wants to leave and then make sure that he/she gets to safety.
- Ask a victim if he/she is okay. Provide a listening ear and walk-through options.
- Call a local crisis center or stop by a campus office for guidance.

Risk Reduction

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

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

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

What to Do If You Are a Victim

FIRST, GET TO A SAFE PLACE

Talk with someone you trust

- Visit [Commons](#) for community resources for sexual assault & domestic violence for all 11 counties we serve.

Preserve evidence

- If at all possible, to preserve physical evidence do not bathe, wash your hands, use the toilet, drink, smoke, change clothing or brush your teeth following a sexual assault.
- Keep emails, text messages, social media postings, screen shots, or other digital information about the incident or other methods of contact from your attacker.
- Victims of sexual assault, domestic/dating violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College investigators or local police.
- As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with CVTC Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a restraining or no contact order.

Seek medical attention

- Local hospitals can provide services and evidence collection after an assault.
- For severe injuries call 9-1-1 immediately.

Seek out support

- [Community counseling](#)
- Local domestic violence/sexual assault advocacy center(s)
- [CVTC's Department of Public Safety](#)
- [Prevea Clinic \(Eau Claire\), M. Health Fairview Clinic Services \(River Falls\)](#)

Report the incident

- See [page 13](#) for reporting information and procedures.

Rights of Victims and Chippewa Valley Technical College's Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by Chippewa Valley Technical College

Chippewa Valley Technical College complies with Wisconsin law in recognizing orders of protection, i.e. temporary restraining orders and permanent injunctions by providing escorts from Public Safety staff; arranging special parking accommodations; changing class times/classroom locations; or allowing a student to complete assignments from home. Other reasonable accommodations in response to restraining orders, injunctions or orders of no contact will be considered upon request. If it is determined that a violator has violated the terms of an order of protection, local law enforcement shall be informed at the victim’s request.

Any person who obtains an order of protection from the state of Wisconsin or any other state or tribal authority should provide a copy to the Department of Public Safety and the appropriate Title IX Coordinator.

- Students and community members should contact the Title IX Coordinator: Natti Marlaire at (715) 852-1399, or email nmarlaire@cvtc.edu.
- Employees should contact the Vice President of Talent and Culture: Tam Burgau at (715) 852-1377, or email tburgau@cvtc.edu.

A complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. CVTC cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s); the victim is required to apply directly for these services.

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

A restraining order is a court order that orders someone not to hurt you, to stay away from you, move out of the house, have no contact with you, or stop harassing you. You start the process by requesting papers for a temporary restraining order (TRO). These papers are called the petition.

If the court grants the TRO, the court will schedule a hearing for you to come back to court within 14 days. At that hearing you will ask the court to order a final order of protection, which is called an injunction. An injunction can be granted for up to 2 years for child abuse, and up to 4 years for domestic abuse, harassment, and individuals at risk. In cases where there is a substantial risk of homicide or sexual abuse to the petitioner by the respondent, the injunction may be granted for up to 5 years for child abuse, and up to 10 years for domestic abuse, harassment, and individuals at risk.

You can represent yourself or you can hire an attorney to provide legal advice and assist in the court process.

The various protection from abuse orders available in the state of Wisconsin, who may be eligible to petition the appropriate circuit court for one, and where a victim may file his or her petition is contained in the table below:



TYPE OF ORDER	WHO MAY FILE	LOCATION
<p>DOMESTIC ABUSE (WI § 813.12)</p> <p>TRO valid up to 14 days;</p> <p>Injunctions granted up to 4 years, can be extended</p>	<ol style="list-style-type: none"> 1. Adult Family Member 2. Adult Household Member 3. Adult Former Spouse 4. Adult with whom have child in common 5. Adult with whom have or have had a dating relationship (<i>including same-sex</i>) 6. Adult under a caregiver’s supervision 7. Adult guardian of an incompetent individual 	<ol style="list-style-type: none"> 1. County where petitioner resides 2. County where respondent resides 3. County where cause of action arose (where incident occurred) 4. County where petitioner is temporarily residing
<p>CHILD ABUSE (WI § 813.122)</p> <p>TRO valid up to 14 days;</p> <p>Injunctions granted up to 2 years, can be extended</p>	<ol style="list-style-type: none"> 1. Child victim 2. Parent of child victim 3. Step-parent of child victim 4. Legal guardian of child victim 5. Guardian ad litem in a matter involving a child found to be in need of protection or services §48.235(4)(a)6. 6. If a proceeding is brought under §48.13 [child alleged to be in need of protection or services], any party to or any governmental or social agency involved in the proceeding. (§48.25(6)) 	<ol style="list-style-type: none"> 1. County where petitioner resides 2. County where respondent resides 3. County where incident occurred
<p>HARASSMENT (WI § 813.125)</p> <p>TRO valid up to 14 days;</p> <p>Injunctions granted up to 4 years, can be extended</p>	<ol style="list-style-type: none"> 1. Any person who has been harassed 2. Child 3. Parent 4. Step-parent 5. Legal guardian* of a child §813.125(2)(b). 6. Guardian ad litem* in a matter involving a child found to be in need of protection or services. §48.235(4)a,(6). 7. If a proceeding is brought under §48.13 [child alleged to be in need of protection or services], any party to or any governmental or social agency involved in the proceeding. (§48.25(6)) 	<ol style="list-style-type: none"> 1. County where petitioner resides 2. County where respondent resides 3. County where cause of action arose (where incident occurred)
<p>INDIVIDUALS AT RISK (WI § 813.123)</p> <p>TRO valid up to 14 days;</p> <p>Injunctions granted up to 4 years, can be extended</p>	<ol style="list-style-type: none"> 1. Individual at risk 2. Any person acting on behalf of an individual at risk 3. An elder-adult-at-risk agency on behalf of an individual at risk 4. Adult-at-risk agency on behalf of an individual at risk 	<ol style="list-style-type: none"> 1. County where it occurred 2. County where defendant (respondent) resides

Learn more about Wisconsin orders of protection: <https://www.doj.state.wi.us/ocvs/tips-restraining-orders>

Additional services are available by WI Dept. of Corrections and Dept. of Health Services (DOC NOTIS) which provides notification, information and support to victims of offenders in the custody or supervision of the Wisconsin DOC, persons required to register with the Wisconsin Sex Offender Registry and patients committed to the Wisconsin Department of Health Services.

If you are a crime victim but have not yet enrolled or have any questions or concerns, please contact the following:

For Adult Offenders:
Office of Victim Services and Programs
Phone: 1-800-947-5777 or 608-240-5888
Email: docovspadmin@wisconsin.gov

For Juvenile Offenders:
DJC Victim/Witness Coordinator
Phone: 1-866-792-6677 or 608-240-3838
Email: docdjcvwadmin@wisconsin.gov

Registered Sex Offender Information

In accordance to the Adam Walsh Child Protection and Safety Act of 2006, Family Educational Rights and Privacy Act of 1974, and other federal and local laws, the CVTC Public Safety Office is providing a link to the Wisconsin Department of Corrections Sex Offender Registry. This Act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable to the fullest extent of the law.

The Wisconsin Department of Correction is responsible for maintaining the registry in Wisconsin. Follow the link below to access the Wisconsin Department of Corrections Sex Offender Registry Website: <https://appsdoc.wi.gov/public>.



Learn more about sex offender registration laws in Wisconsin by visiting <https://appsdoc.wi.gov/public/faq> or by reviewing WI State Statute §301.45 (<https://docs.legis.wisconsin.gov/statutes/statutes/301/45>).



THE UNITED STATES
DEPARTMENT of JUSTICE

The United States Department of Justice National Sex Offender Public Registry website is <https://www.nsopw.gov/>.

Campus Violence Policy

All threats and acts of aggressive or violent behavior are to be taken seriously. It is the responsibility of every student and every employee to immediately report all threats, acts of intimidation, harassment, violence (physical and verbal), and any other questionable behavior. See [page 13](#) for reporting information and procedures.

Chippewa Valley Technical College views aggressive and/or violent behavior as disruptive and contrary to the development and maintenance of a safe, productive, and supportive learning and work environment. Such behavior will not be tolerated. Any person who exhibits such behavior will be held accountable under college policy, as well as local, state, and federal law. Any student or employee who commits a violent act or threatens to commit a violent act towards other persons or property will be subject to disciplinary action, up to and including expulsion for students and termination of employment for employees.

Threatening behavior includes any behavior, whether intentional or reckless, that by its nature would be interpreted by a reasonable person as an intent to harm another person or damage property belonging to another. Threats may be oral, written, or communicated through conventional mail, electronic mail, fax, telephone or any other communication medium and may be direct or implied.

Violent behavior includes any behavior, whether intentional or reckless, which results in bodily injury to another person and/or damage to property. Campus violence can include, but is not limited to the following:

- Physically assaulting a person, including slapping, hitting, punching, pushing, poking or kicking; Physical threats to inflict physical harm;
- Arson, sabotage, equipment vandalism; Damaging or destroying property, throwing or hitting objects;
- Displaying a weapon or an object which appears to be a weapon in a threatening manner; Carrying a firearm or weapon of any kind onto College-owned or controlled property; Using a weapon to harm someone;
- Using greater physical size/strength to intimidate another; Intimidating or threatening gestures, bullying or hazing;
- Intimidating, threatening, hostile, obscene language, unwelcome name-calling or abusive language directed toward another person that communicates the intention to engage in violence against that person and leads a reasonable person to expect that violent behavior may occur;
- Stalking another person.

Security and Access of College Facilities

Chippewa Valley Technical College is a non-residential college and therefore does not provide 24-hour security coverage. However, public safety personnel are on-call 24 hours a day and will respond immediately to emergencies. Response time may be affected by many factors, such as the number and location of available personnel. Public Safety and Facilities personnel patrol the grounds of all Eau Claire Campuses while they are open. In addition, all outreach campuses are patrolled based on events and activities at those campuses. College staff regularly check outdoor pathway lighting and egress lighting in hallways and stairwells.

Campus buildings are accessible to students, employees, and visitors during the normal hours of business Monday through Friday, and on weekends depending on usage demand. This excludes holidays and most Sundays. During non-business hours, all College facilities are locked and College employees who have College-issued keys/access cards are only allowed access.

Periodic surveys of campus property will be requested of CVTC Facilities Department, local law enforcement, fire/EMS or other security consultants for the purpose of reporting any deficiencies. Parking lots of the College are monitored for parking violations only.

All campuses, with the exception of Neillsville Campus, use an access card system and Closed-Circuit Television (CCTV) video systems. CVTC maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Public Safety works closely with Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the College community are helpful when they report equipment problems to the Department of Public Safety or to Facilities Management.

Law Enforcement & Jurisdiction Policy

The College has a Department of Public Safety; however, they do not have arrest powers. The public safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. College public safety officers have the authority to issue parking citations and enforce College policy.

The College does not have officially recognized student organizations that own or control housing facilities outside of the CVTC main campus, including noncampus housing facilities.

Local law enforcement agencies investigate and enforce ordinances and criminal laws. The Eau Claire Police Department has jurisdiction over the Clairemont Campus, West Campus and Gateway Campus. The Chippewa Falls Police Department has primary jurisdiction over the Chippewa Falls Campus. The Menomonie Police Department has primary jurisdiction over the Menomonie Campus. The River Falls Police Department has jurisdiction over the River Falls Campus. The Neillsville Police Department has primary jurisdiction over the Neillsville Campus. These departments periodically patrol all campus locations within their jurisdiction.

There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between CVTC and the local police department. The CVTC Department of Public Safety maintains a strong working relationship with state and local police agencies, including the Wisconsin State Patrol, Eau Claire Police Department, UW-Eau Claire Police Department, Eau Claire County Sheriff's Office, Chippewa Falls Police Department, Menomonie Police Department, River Falls Police Department and Neillsville Police Department.

The patrol jurisdiction of CVTC public safety officers is limited to any buildings or properties owned or controlled by CVTC.

Drug Free Schools and Community Act

In compliance with the Drug Free Schools and Communities Act, CVTC publishes information regarding the College's policies, procedures and educational programs related to drug and alcohol abuse prevention. This information includes information related to sanctions for violations of federal, state, and local laws and College policy; a description of the health risks associated with alcohol and other drug use; and a description of available treatment programs for CVTC students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available on CVTC's website under Drug and Alcohol Abuse Prevention Program (DAAPP): <https://www.cvtc.edu/sites/default/files/documents/about-cvtc/consumer-disclosures/Drug-and-Alcohol-Abuse-Prevention-Program.pdf>

CVTC's DAAPP is distributed to all employees and enrolled students annually through a variety of distribution methods, including: 1) to employees at initial hire; 2) to all employees annually via college email; and 3) to currently enrolled students each term via official student e-mail notification. Care is taken in the distribution to ensure that access to this information is afforded to all employees and staff. The DAAPP is also available for review online at CVTC's website and a direct link is provided in the Student Handbook (available both online and in hard copy format). Hard copies of the DAAPP and Biennial Review may be printed upon request at HumanResources@cvtc.edu (715-833-6334) and StudentLife@cvtc.edu (715-833-6267).

Public Safety Officers cannot directly enforce underage drinking laws or other violations of local, state and federal laws around alcohol and drugs, because the officers are not sworn law enforcement authorities. However, Public Safety Officers will work with and involve the appropriate law enforcement authorities for serious violations that warrant a police response. The primary investigative agency within the respective jurisdiction has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws. The Department of Public Safety works closely with the respective jurisdictions to enforce federal, state and municipal laws.

For more drug information including appearance, paraphernalia, effects on the body and more visit:

Campus Drug Prevention

www.campusdrugprevention.gov

Offenses and penalties for OWI in WI: <https://wisconsin.gov/Pages/safety/education/drunken-driv/ddoffenses.aspx>

Learn more about drunk driving on Wisconsin's Department of Transportation website: <https://wisconsin.gov/Pages/safety/education/drunken-driv/ddlaw.aspx>

Health Risks

Health Risk of Drugs

The information in this section is taken from the U.S. Department of Justice Drug Enforcement Administration. Student and employees are strongly encouraged to review this publication for more detailed information regarding the health risks associated with illicit drug use and abuse.⁶ The Controlled Substance Act (CSA) regulates five classes of drugs: narcotics, depressants, stimulants, hallucinogens, and anabolic steroids. Each class has distinguishing properties, and drugs within each class often produce similar effects. However, all controlled substances, regardless of class, share a number of common features. The CSA also places all substances which were in some manner regulated under existing federal law into one of five schedules. The schedule placement is based upon the substance's medical use, potential for abuse, and safety or dependence liability.

Below are detailed description of the five classes of drugs:

Schedule I

- The drug or other substance has a high potential for abuse.
- The drug or other substance has no currently accepted medical use in treatment in the United States.
- There is a lack of accepted safety for use of the drug or other substance under medical supervision.

Schedule II

- The drug or other substance has a high potential for abuse.
- The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.
- Abuse of the drug or other substance may lead to severe psychological or physical dependence.

Schedule III

- The drug or other substance has less potential for abuse than the drugs or other substances in Schedules I and II.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.

Schedule IV

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III.

Schedule V

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substances may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV.

A table displaying controlled substances along with its schedule, medical use, trade or other names, physical and psychological dependency, methods of abuse, effects on the mind and body and overdose effects is available on CVTC DAAPP on [page 11](#).

Health Risks of Alcohol

Alcohol affects every organ in the body and can lead to many immediate and long-term health risks. Intoxication can impair brain function and motor skills, thus immediate health risk can range from a simple fall to overdose on alcohol. Research has shown that heavy long-term use can increase risk of certain cancers, stroke, and liver disease. It can also lead to alcoholism or alcohol dependence, a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.

The short-term and long-term alcohol health risks below are taken directly from the Centers for Disease Control.

Short-Term Health Risks

Excessive alcohol use has immediate effects that increases the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.

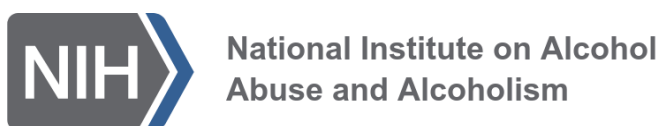
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or fetal alcohol spectrum disorders (FASDs) among pregnant women.

Long-Term Health Risks

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence, or alcoholism.

By not drinking too much, you can reduce the risk of these short- and long-term health risks.



For more information on how alcohol effects your body, visit the [National Institute on Alcohol Abuse and Alcoholism](https://www.niaaa.nih.gov) website.

Resources are available on [page 15](#) in CVTC's DAAPP.

Alcohol and Other Drug Policy and Procedures

CVTC is committed to maintaining a drug-free learning environment. The CVTC Board, administration, and staff recognize that the abuse of alcohol and other drugs interferes with a person's ability to learn and retain new information and increases the risk of injuries and serious health problems. All drugs chemically influence a person's motor skills, body function, and brain processes, interfering with judgment, perception, reaction time, and other skills necessary to produce a safe and effective learning environment.

The possession, use, sale, transfer, or purchase of alcohol or controlled substances on College property is strictly prohibited. This applies to all College sites and facilities including leased property and clinical sites. Consumption of alcoholic beverages is prohibited during the scheduled time of an educational field trip.

All students are prohibited from being under the influence of alcohol or controlled substances while on College property, while conducting College business, or while receiving instruction. Students are expected to cooperate with Public Safety personnel if suspected of being in violation of this policy. Violations of this policy may be reported to local law enforcement as well as being the basis for disciplinary action, up to and including dismissal from the College. This policy shall not apply to substances prescribed by a physician, ingredients in food preparation, or utilized as part of the Field Sobriety Testing Program.

The advertising of alcoholic beverages is prohibited on CVTC property and in College publications.

Student social events must be sponsored by a recognized student club, organization, or class of CVTC. Such events must be approved by the Student Life Office and follow the CVTC Alcohol and Drug Policy for Employees and Students which prohibits the serving of alcohol at student events.

Alcohol and Other Drug Guidelines for Student Life Activities

Working together, we assist students in planning activities that are legal, provide enjoyable social interaction, and promote a positive image of the student clubs and CVTC. Questions regarding these guidelines should be referred to the Student Life Office.

All students are prohibited from being under the influence of alcohol or controlled substances while on College property or while conducting College business or receiving instruction. Violations of this policy will be reported to law enforcement agencies as well as being the basis for disciplinary action, up to and including dismissal from the College. Alcohol is not to be served at student events and fundraisers.

Club Travel and Educational Field Trips are scheduled learning activities. All disciplinary procedures in existence on campus apply to field trips. Illegal drug use at any time, and alcohol use during the scheduled part of the trip, is prohibited and is cause for dismissal from the trip. The consumption of alcoholic beverages is forbidden in motor vehicles or chartered bus. Disciplinary action upon return to the campus will be taken according to district policy. Groups/members permitting or participating in the consumption of alcoholic beverages or illegal drug use forfeit subsidy from the Student Association. Furthermore, violating student(s) or group(s) may be denied the privilege of scheduling or participating in future trips. The consumption of alcoholic beverages is permitted, but not advised, once the group is finished with scheduled activities.

Fundraisers (such as silent auctions or other sales) by student clubs must be in compliance with the policy prohibiting advertisement of alcoholic beverages by NOT offering alcohol or drug related paraphernalia or promotional items (such as neon bar signs, wine holders, or articles of clothing with beer logos, etc.) as available prizes or purchases.

Drug Convictions and Financial Aid Eligibility

Drug Convictions may impact your eligibility for Federal Financial Aid. According to the US Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Financial Aid Office immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction. Federal Financial Aid consists of:

- Federal Student Loans
- Federal PLUS Loans
- Federal Grants
- Federal Work-Study

For additional information, including information on regaining eligibility after a drug conviction, Review the “Drug Convictions” Policy on the [CVTC Financial Aid Page](#).

Tobacco Use Policy

CVTC recognizes a responsibility to provide a safe and healthy learning environment. Because of this commitment the use of tobacco and smoking products in any form on CVTC property is prohibited except in designated outdoor areas. This includes the use of electronic cigarettes, vapor cigarettes and smokeless tobacco. Employees who violate this policy may be subject to corrective action. Students and visitors who violate this policy may be subject to reasonable actions by the College in an effort to enforce acceptable tobacco use on the property. Designated tobacco use areas will be posted at the entrance of each Chippewa Valley Technical College facility.

The Chippewa Valley Technical College President, or designee, may:

1. Designate additional or temporary tobacco use areas
2. Eliminate existing tobacco use area(s)

Tobacco receptacles shall be located only where tobacco use is permitted.

Learn more about CVTC's Tobacco Use Policy and maps of designated use locations: <https://bit.ly/cvtctobacco>

Accommodating Religious Beliefs

CVTC complies with [WI §38.04 \(16\)](#), which provides for the reasonable accommodation of a student's sincerely held religious beliefs. Students can request a reasonable accommodation with regard to scheduling an examination and other academic requirements. The student request must be in writing and submitted to the instructor five working days prior to the date or dates of the anticipated absence. The student request will be kept confidential. Instructors will provide a means by which a student can perform the makeup examination or other academic requirement in a timely manner without any prejudicial effect.

Accommodating Disabilities

CVTC is in compliance with [Section 504 of the 1973 Rehabilitation Act](#) and with the [Americans with Disabilities Act of 1990](#), ensuring that no qualified person solely by reason of disability will be denied access to, participation in, or the benefits of any program or activity operated by the College. Reasonable accommodations and auxiliary aids will be available for qualified students with disabilities. Reasonable accommodations are not mandatory when the person with the disability poses a direct threat to the health or safety of others. If the student feels the need for an accommodation and/or service, the instructor should be notified as early as possible at the start of the term.

CVTC welcomes individuals with disabilities. Our goal is to create a learning and training environment that is supportive and accepting of all students. Our staff will coordinate reasonable accommodations for all individuals with documented disabilities.

Learn more about disability services:

CVTC Diversity Resources

Business Education Center, LRC - 120

Phone: 715-833-6234

WI Relay: 711

Email: diversity@cvtc.edu

Webpage: Disability Services

Service Animal Voluntary Registration

CVTC welcomes service animals. Individuals with disabilities who are accompanied by service animals may voluntarily register their service animals by completing and submitting the [Service Animal Voluntary Registration](#) form. This form and all responses are voluntary.

Download the [Service Animals at CVTC](#) flyer for more details about your rights and responsibilities, related to service animals.

Missing Student Notification Policy

CVTC is a commuter college and currently does not offer on-campus student housing (dorms). Therefore, these statistics and procedures are not collected or in existence, at this time. They only apply if a College maintains on-campus student housing.

However, CVTC has partnered with University of Wisconsin-Eau Claire (UWEC) and University of Wisconsin-River Falls (UWRF) to offer CVTC students a residence hall style housing option. Get the residence living experience by getting involved in CVTC Student Life and UWEC/RF residence hall activities.

- Students using UWEC residence halls/dorms can visit <https://www.uwec.edu/kb/article/policies-missing-students/> for more information about missing student policies at UWEC. CVTC does not have jurisdiction or patrol authority on UWEC property.
- Students using UWRF residence halls/dorms can visit <https://www.uwrf.edu/Police/Annual-Security-Report.cfm> for more information about missing student policies at UWRF. CVTC does not have jurisdiction or patrol authority on UWRF property.

// [View UWEC's Clery information and Annual Security and Fire Safety Report.](#)

// [View UWRF's Clery information and Annual Security and Fire Safety Report.](#)

Learn more about missing persons:

Wisconsin Clearinghouse for Missing & Exploited Children & Adults

17 West Main Street

Madison, WI 53703

Office: 608-266-1671

1-800-THE HOPE (1-800-843-4673)

www.missingpersons.doj.wi.gov

Fire Safety Reporting and Statistics

CVTC is a commuter college and currently does not offer on-campus student housing (dorms). Therefore, these statistics and procedures are not collected or in existence, at this time. They only apply if a College maintains on-campus student housing.

However, CVTC has partnered with University of Wisconsin-Eau Claire (UWEC) and University of Wisconsin-River Falls (UWRF) to offer CVTC students a residence hall style housing option. Get the residence living experience by getting involved in CVTC Student Life and UWEC/RF residence hall activities.

Students using UWEC residence halls/dorms can visit <https://www.uwec.edu/police/resources/clery-report-safety-information/> for more information about fire safety policies and statistics at UWEC. CVTC does not have jurisdiction or patrol authority on UWEC property.

Students using UWRF residence halls/dorms can visit <https://www.uwrf.edu/Police/Annual-Security-Report.cfm> for more information about fire safety policies and statistics at UWEC. CVTC does not have jurisdiction or patrol authority on UWEC property.

Annual Clery Crime Statistics

Chippewa Valley Technical College complies with the Clery Act (20 U.S.C. 1092), Higher Education Opportunity Act (Public Law 110-315) and VAWA to prepare statistics on reported crimes that have occurred within defined CVTC geography. The report can be found on the College public website, MyCVTC on the Public Safety page, or may be obtained from any campus office. As required by law, the report is also distributed to students and employees each year by October 1. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College officials, including anonymous reports. In an effort to obtain the statistics from local law enforcement, Public Safety makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated. The reported crimes are also maintained in a daily crime log, which is located on [Public Safety page](#).

Statistics for all Clery Act crimes must be reported by the type of crime that was committed, the year in which the crime was reported and the geographic location where the crime occurred.

Hierarchy Rule

When counting multiple offenses, CVTC must use the FBI's UCR Hierarchy Rule. Under this rule, when more than one Criminal Offense was committed during a single incident CVTC will only count the most serious offense for purposes of the Clery Act. A single incident means that the offenses were committed at the same time and place. That is, the time interval between the offenses and the distance between the locations where they occurred were insignificant. There are exceptions to using the Hierarchy Rule when counting offenses. They apply to Arson, Sexual Assaults, Hate Crimes and VAWA Offenses.

Excluded Crimes

There are some crimes that are not included in CVTC's Clery Act statistics and may be excluded under particular circumstances. Non-Clery Act crimes are not included. Crimes not committed in geographic locations specified by the Clery Act are not included. For example, although Rape is a Clery Act crime, where it was committed is important in determining if the crime must be included in the annual security report and the Web-based data collection. If a student reports being raped over spring break, the statistic for the Rape must be included if it occurred on campus, in or on a noncampus building or property, or on public property as defined by Clery Act regulations. If the Rape did not occur in one of these locations, it is not included in our Clery Act statistics.

// CONTINUE TO NEXT PAGE FOR THE CAMPUS CRIME STATISTICS

CLAIREMONT CAMPUS (Includes Business Education Center and Health Education Center) 620 W. Clairemont Avenue Eau Claire, WI 54701	2022				2021				2020				
	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	HOUSING/DORMS**	
Murder / Non-negligent Manslaughter	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Negligent Manslaughter	0	0	0		0	0	0		0	0	0		0
Sex Offense - Rape	0	0	0		0	0	0		0	1	0		0
Sex Offense - Fondling	0	0	0		0	0	0		0	0	0		0
Sex Offense - Incest	0	0	0		0	0	0		0	0	0		0
Sex Offense - Statutory Rape	0	0	0		0	0	0		0	0	0		0
Robbery	0	0	0		0	0	0		0	0	0		0
Aggravated Assault (Battery)	0	0	0		0	0	0		0	0	0		0
Burglary	0	0	0		0	0	0		0	0	3		0
Motor Vehicle Theft	0	0	0		0	0	0		0	0	0		0
Arson	0	0	0		0	0	0		0	2	0		0
VAWA OFFENSES													
Domestic Violence	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Dating Violence	0	0	0		0	0	0		0	0	0		
Stalking	0	0	0		0	0	0		0	0	0		
ARRESTS													
Weapon Law Violations	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Drug Law Violations	1	0	0		0	0	1		0	0	5		
Alcohol/Liquor Law Violations	0	0	0		0	0	0		4	0	0		
DISCIPLINARY REFERRALS													
Weapon Law Violations	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Drug Law Violations	0	0	0		0	0	0		0	0	0		
Alcohol/Liquor Law Violations	0	0	0		0	0	0		0	0	0		
HATES CRIMES													
There were no hate crimes reported in 2020, 2021 or 2022.													
UNFOUNDED CRIMES													
There were no unfounded crimes reported in 2020, 2021 or 2022.													
If a crime is reported as occurring On Campus, in On-campus student housing/dorms, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."													

**The Business Education Center does not have any on-campus student housing facilities.

**The Health Education Center does not have any on-campus student housing facilities or any non-campus buildings or property.

**The Diesel Education Center does not have any on-campus student housing facilities or any public property as it is considered a non-campus. This building is no longer being used as of August 2022.

WEST CAMPUS (Includes Energy Education Center, Emergency Service Education Center, Transportation Education Center and Fire Safety Center) 4000 Campus Road Eau Claire, WI 54703	2022				2021				2020				
	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	HOUSING/DORMS**	
Murder / Non-negligent Manslaughter	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Negligent Manslaughter	0	0	0		0	0	0		0	0	0		0
Sex Offense - Rape	0	0	0		0	0	0		0	0	0		0
Sex Offense - Fondling	0	0	0		0	0	0		0	0	0		0
Sex Offense - Incest	0	0	0		0	0	0		0	0	0		0
Sex Offense - Statutory Rape	0	0	0		0	0	0		0	0	0		0
Robbery	0	0	0		0	0	0		0	0	0		0
Aggravated Assault (Battery)	0	0	0		0	0	0		0	0	0		0
Burglary	0	0	0		1	0	0		0	1	0		0
Motor Vehicle Theft	0	0	0		0	0	0		0	0	0		0
Arson	0	0	0		0	0	0		0	0	0		0
VAWA OFFENSES													
Domestic Violence	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Dating Violence	0	0	0		0	0	0		0	0	0		
Stalking	0	0	0		0	0	0		0	0	0		
ARRESTS													
Weapon Law Violations	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Drug Law Violations	0	0	0		0	0	0		0	0	0		
Alcohol/Liquor Law Violations	0	0	0		0	0	0		0	0	0		
DISCIPLINARY REFERRALS													
Weapon Law Violations	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Drug Law Violations	0	0	0		0	0	0		0	0	0		
Alcohol/Liquor Law Violations	0	0	0		0	0	0		0	0	0		
HATES CRIMES													
There were no hate crimes reported in 2020, 2021 or 2022.													
UNFOUNDED CRIMES													
There were no unfounded crimes reported in 2020, 2021 or 2022.													
<i>If a crime is reported as occurring On Campus, in On-campus student housing/dorms, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."</i>													

**The Transportation Education Center does not have any on-campus student housing facilities or any non-campus buildings or property. This is a new building in 2021.

**The Fire Safety Center does not have any on-campus student housing facilities or any non-campus buildings or property.

**The Emergency Service Education Center does not have any on-campus student housing facilities.

**The Energy Education Center does not have any on-campus student housing facilities.

GATEWAY CAMPUS (Includes Manufacturing Education Center and Applied Technology Center) 2320 Alpine Road Eau Claire, WI 54703	2022				2021				2020			
	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**
Murder / Non-negligent Manslaughter	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Negligent Manslaughter	0		0		0							
Sex Offense - Rape	0		0		0							
Sex Offense - Fondling	0		0		0							
Sex Offense - Incest	0		0		0							
Sex Offense - Statutory Rape	0		0		0							
Robbery	0		0		0							
Aggravated Assault (Battery)	0		0		0							
Burglary	0		0		2							
Motor Vehicle Theft	0		0		0							
Arson	0		0		0							
VAWA OFFENSES												
Domestic Violence	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Dating Violence	0		0		0							
Stalking	0		0		0							
ARRESTS												
Weapon Law Violations	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Drug Law Violations	0		0		0							
Alcohol/Liquor Law Violations	0		0		0							
DISCIPLINARY REFERRALS												
Weapon Law Violations	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Drug Law Violations	0		0		0							
Alcohol/Liquor Law Violations	0		0		0							
HATES CRIMES												
There were no hate crimes reported in 2020, 2021 or 2022.												
UNFOUNDED CRIMES												
There were no unfounded crimes reported in 2020, 2021 or 2022.												
<i>If a crime is reported as occurring On Campus, in On-campus student housing/dorms, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."</i>												

**The Gateway Campus does not have any on-campus student housing facilities or any non-campus buildings or property.

CHIPPEWA FALLS CAMPUS 770 Scheidler Road Chippewa Falls, WI 54729	2022				2021				2020			
	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**
Murder / Non-negligent Manslaughter	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Negligent Manslaughter	0		0		0							
Sex Offense - Rape	0		0		0							
Sex Offense - Fondling	0		0		0							
Sex Offense - Incest	0		0		0							
Sex Offense - Statutory Rape	0		0		0							
Robbery	0		0		0							
Aggravated Assault (Battery)	0		0		0							
Burglary	0		0		0							
Motor Vehicle Theft	0		0		0							
Arson	0		0		0							
VAWA OFFENSES												
Domestic Violence	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Dating Violence	0		0		0							
Stalking	0		0		0							
ARRESTS												
Weapon Law Violations	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Drug Law Violations	0		0		0							
Alcohol/Liquor Law Violations	0		0		0							
DISCIPLINARY REFERRALS												
Weapon Law Violations	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Drug Law Violations	0		0		0							
Alcohol/Liquor Law Violations	0		0		0							
HATES CRIMES												
There were no hate crimes reported in 2020, 2021 or 2022.												
UNFOUNDED CRIMES												
There were no unfounded crimes reported in 2020, 2021 or 2022.												
<i>If a crime is reported as occurring On Campus, in On-campus student housing/dorms, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."</i>												

**The Chippewa Falls Campus does not have any on-campus student housing facilities or any non-campus buildings or property.

MENOMONIE CAMPUS 403 Technology Drive East Menomonie, WI 54751	2022				2021				2020			
	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**
Murder / Non-negligent Manslaughter	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Negligent Manslaughter	0		0		0							
Sex Offense - Rape	0		0		0							
Sex Offense - Fondling	0		0		0							
Sex Offense - Incest	0		0		0							
Sex Offense - Statutory Rape	0		0		0							
Robbery	0		0		0							
Aggravated Assault (Battery)	0		0		0							
Burglary	0		0		0							
Motor Vehicle Theft	0		0		0							
Arson	0		0		0							
VAWA OFFENSES												
Domestic Violence	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Dating Violence	0		0		0							
Stalking	0		0		0							
ARRESTS												
Weapon Law Violations	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Drug Law Violations	0		0		0							
Alcohol/Liquor Law Violations	0		0		0							
DISCIPLINARY REFERRALS												
Weapon Law Violations	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Drug Law Violations	0		0		0							
Alcohol/Liquor Law Violations	0		0		0							
HATES CRIMES												
There were no hate crimes reported in 2020, 2021 or 2022.												
UNFOUNDED CRIMES												
There were no unfounded crimes reported in 2020, 2021 or 2022.												
<i>If a crime is reported as occurring On Campus, in On-campus student housing/dorms, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."</i>												

**The Menomonie Campus does not have any on-campus student housing facilities or any non-campus buildings or property.

RIVER FALLS CAMPUS 500 South Wasson Lane River Falls, WI 54022	2022				2021				2020				
	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	HOUSING/DORMS**	
Murder / Non-negligent Manslaughter	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Negligent Manslaughter	0	0	0		0	0	0		0	0	0		0
Sex Offense - Rape	0	0	0		0	0	0		0	0	0		0
Sex Offense - Fondling	0	0	0		0	0	0		0	0	0		0
Sex Offense - Incest	0	0	0		0	0	0		0	0	0		0
Sex Offense - Statutory Rape	0	0	0		0	0	0		0	0	0		0
Robbery	0	0	0		0	0	0		0	0	0		0
Aggravated Assault (Battery)	0	0	0		0	0	0		0	0	0		0
Burglary	0	0	0		0	0	0		0	0	1		0
Motor Vehicle Theft	0	0	0		0	0	0		0	0	0		0
Arson	0	0	0		0	0	0		0	0	0		0
VAWA OFFENSES													
Domestic Violence	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Dating Violence	0	0	0		0	0	0		0	0	0		
Stalking	0	0	0		0	0	0		0	0	0		
ARRESTS													
Weapon Law Violations	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Drug Law Violations	0	0	0		0	0	0		0	0	0		
Alcohol/Liquor Law Violations	0	0	0		0	0	0		0	0	0		
DISCIPLINARY REFERRALS													
Weapon Law Violations	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Drug Law Violations	0	0	0		0	0	0		0	0	0		
Alcohol/Liquor Law Violations	0	0	0		0	0	0		0	0	0		
HATES CRIMES													
There were no hate crimes reported in 2020, 2021 or 2022.													
UNFOUNDED CRIMES													
There were no unfounded crimes reported in 2020, 2021 or 2022.													
<i>If a crime is reported as occurring On Campus, in On-campus student housing/dorms, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."</i>													

**The River Falls Campus does not have any on-campus student housing facilities. These statistics include crime data starting in 2020 when CVTC purchased the adjacent property at 590 South Wasson Lane, River Falls, WI.

CVTC is a partner and has a presence at the [St. Croix Valley Business Innovation Center](#) in River Falls, WI. This building is not reasonably contiguous to the River Falls Campus; therefore, this center is listed as a non-campus property for the River Falls Campus.



NEILLSVILLE CAMPUS 11 Tiff Avenue Neillsville, WI 54456	2022				2021				2020				
	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**	ON-CAMPUS	NON-CAMPUS**	PUBLIC PROPERTY	HOUSING/DORMS**	
Murder / Non-negligent Manslaughter	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	
Negligent Manslaughter	0		0		0		0		0		0		0
Sex Offense - Rape	0		0		0		0		0		0		0
Sex Offense - Fondling	0		0		0		0		0		0		0
Sex Offense - Incest	0		0		0		0		0		0		0
Sex Offense - Statutory Rape	0		0		0		0		0		0		0
Robbery	0		0		0		0		0		0		0
Aggravated Assault (Battery)	0		0		0		0		0		0		0
Burglary	0		0		0		0		0		0		0
Motor Vehicle Theft	0		0		0		0		0		0		0
Arson	0		0		0		0		0		0		0
VAWA OFFENSES													
Domestic Violence	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	
Dating Violence	0		0		0		0		0				
Stalking	0		0		0		0		0				
ARRESTS													
Weapon Law Violations	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	
Drug Law Violations	0		0		0		0						
Alcohol/Liquor Law Violations	0		0		0		0						
DISCIPLINARY REFERRALS													
Weapon Law Violations	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	
Drug Law Violations	0		0		0		0						
Alcohol/Liquor Law Violations	0		0		0		0						
HATES CRIMES													
There were no hate crimes reported in 2020, 2021 or 2022.													
UNFOUNDED CRIMES													
There were no unfounded crimes reported in 2020, 2021 or 2022.													
<i>If a crime is reported as occurring On Campus, in On-campus student housing/dorms, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."</i>													

**The Neillsville Center does not have any on-campus student housing facilities or any non-campus buildings or property.

-END OF CRIME STATISTICS-



CLAIREMONT CAMPUS

620 W. Clairemont Ave.
Eau Claire, WI 54701

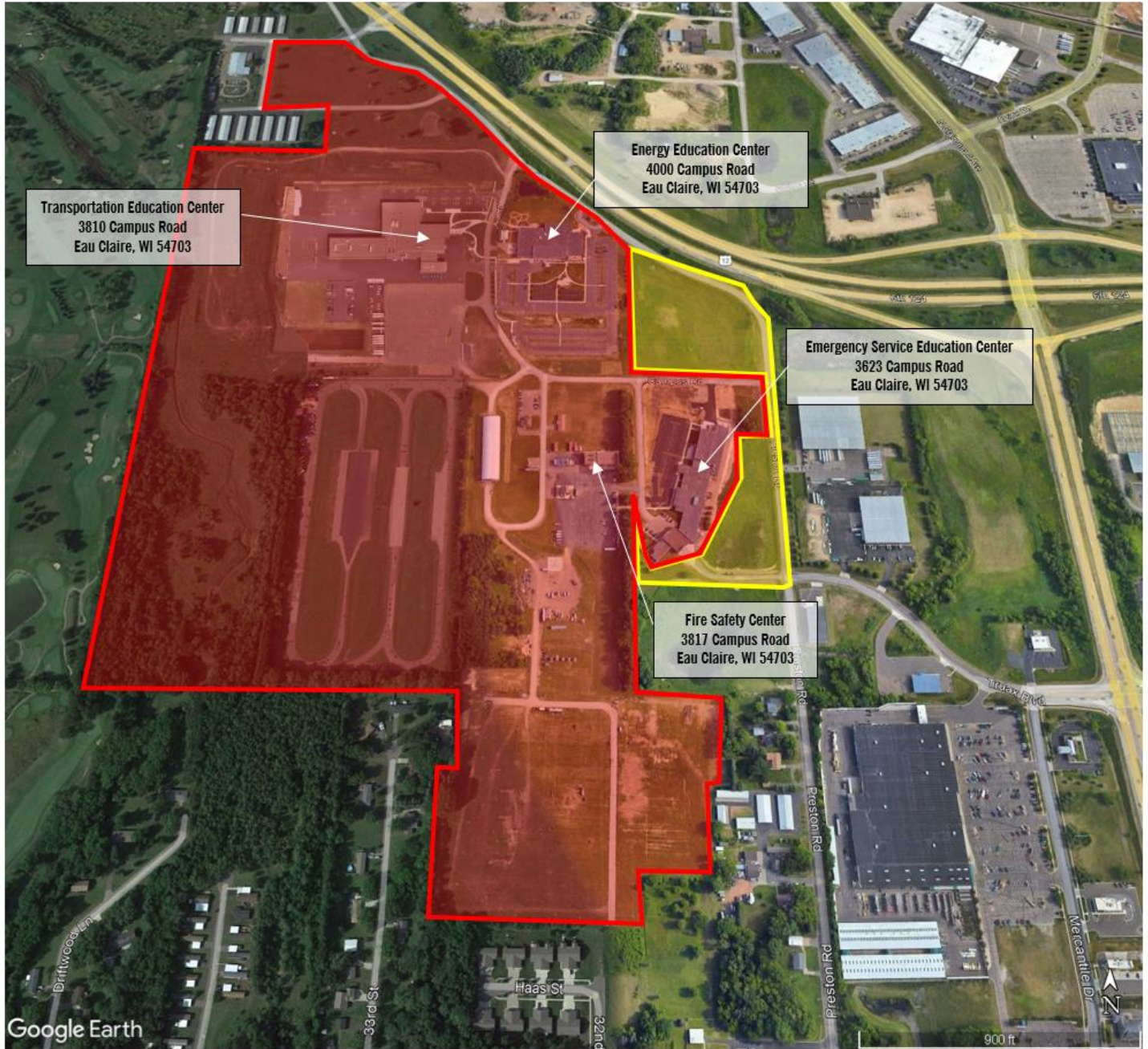


RED LINES = ON-CAMPUS DEFINED PROPERTY BOUNDARIES

Under the Clery Act, the **on-campus** category includes the following: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

YELLOW LINES = PUBLIC PROPERTY DEFINED BOUNDARIES (ADJACENT STREETS/SIDEWALKS)

Under the Clery Act, **public property** encompasses the following: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.



****West Campus is over 3 miles from the main campus. Clairmont Avenue (Hwy 12) is a 6-lane highway which changes to a 4-lane near West Campus.**

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GATEWAY CAMPUS

2320 Alpine Road
 Eau Claire, WI 54703



Applied Technology Center
 2322 Alpine Road
 Eau Claire, WI 54703

Manufacturing Education Center
 2320 Alpine Road
 Eau Claire, WI 54703

RED LINES = ON-CAMPUS DEFINED PROPERTY BOUNDARIES

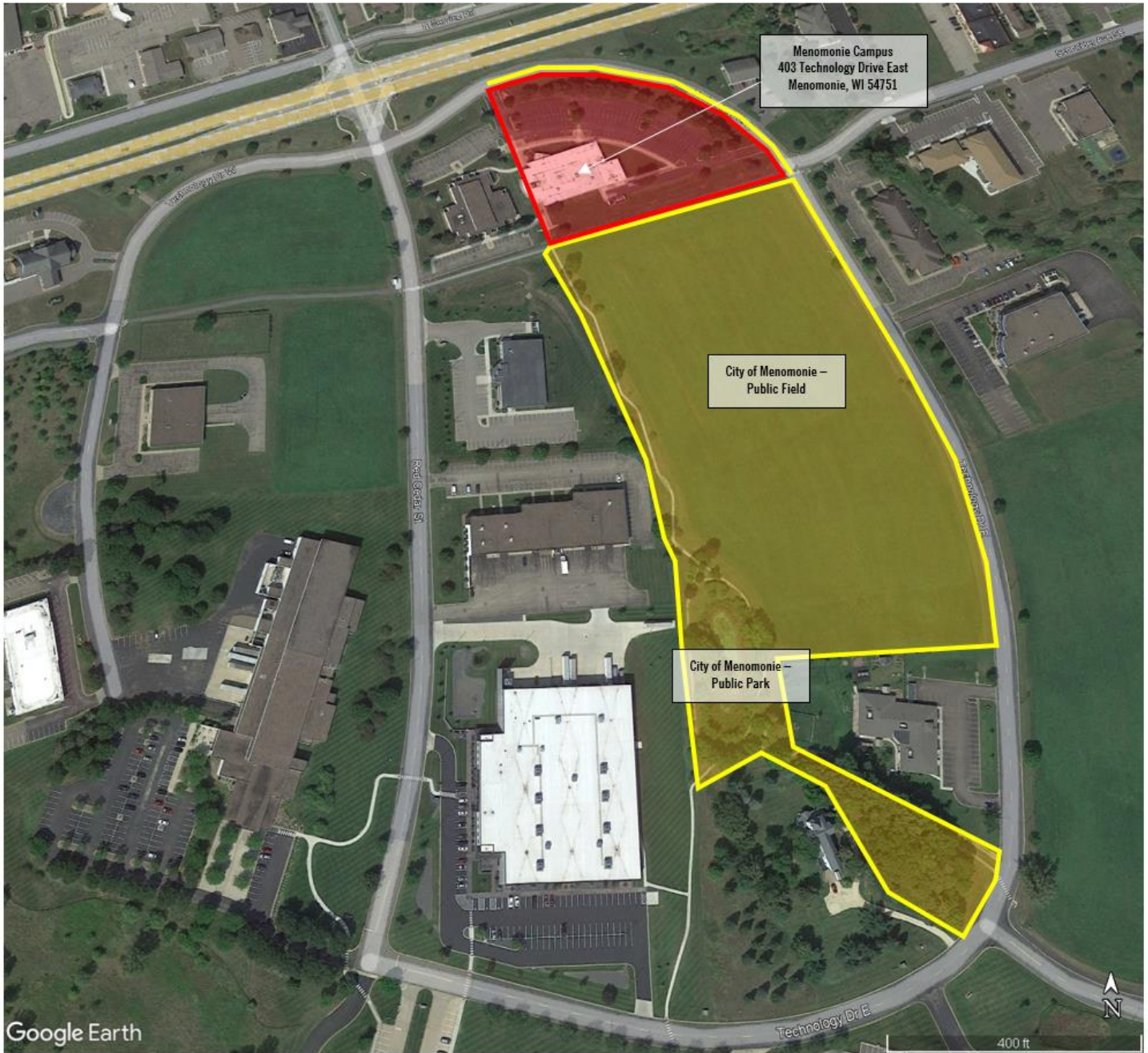
Under the Clery Act, the **on-campus** category includes the following: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

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MENOMONIE CAMPUS

403 Technology Drive East
 Menomonie, WI 54751



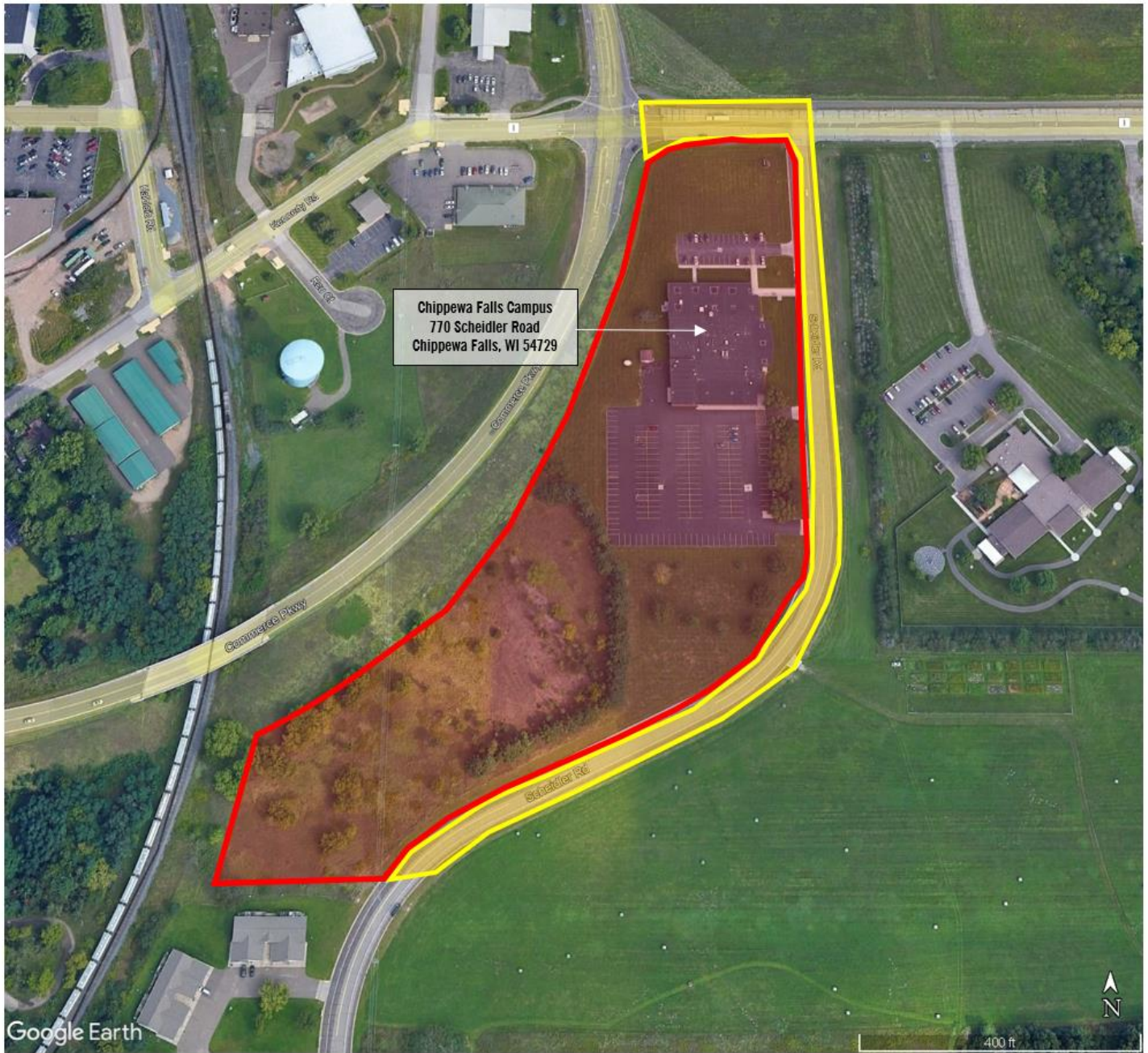
Public Park: Stout Technology Park - Paved walking trail and natural features inside the pond and trees.

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RIVER FALLS CAMPUS

500 S Wasson Lane
 River Falls, WI 54022



CVTC is a partner and has a presence at the [St. Croix Valley Business Innovation Center](#) in River Falls, WI. This building is not reasonably contiguous to the RF Campus; therefore, this center is listed as a **non-campus** property for the Campus.



RED LINES = ON-CAMPUS DEFINED PROPERTY BOUNDARIES

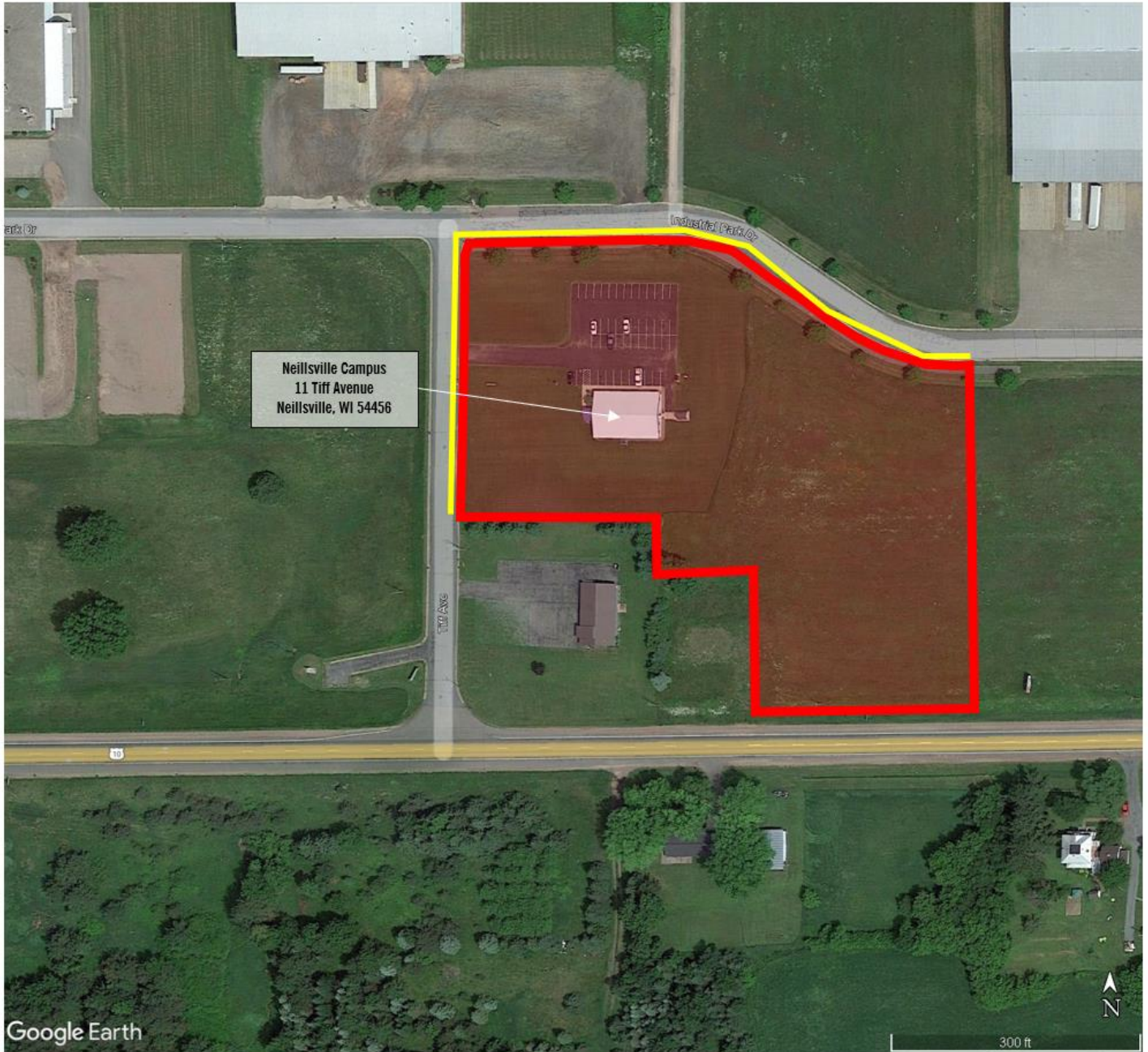
Under the Clery Act, the **on-campus** category includes the following: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

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NEILLSVILLE CAMPUS

11 Tiff Avenue
Neillsville, WI 54456



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Under the Clery Act, **public property** encompasses the following: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

// As a reminder...

If you have any questions regarding this document, its contents, or any questions regarding campus safety and security, please [visit our website](#) or contact the Public Safety Office at 715-833-6202 or PublicSafety@cvtc.edu.
~Thank you.

-END OF REPORT-



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