

# 2023

## *Concordia University Wisconsin Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act and Fire Safety Report*



*This report contains the University policies and procedures related to campus security and fire safety for the Concordia University Mequon Campus and all associated off campus centers. Included in this report are crime and fire statistics from the 2022 calendar year as required by the Higher Education Opportunity Act (2008).*

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**Concordia University-Wisconsin  
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Mequon, Wisconsin 53024**

***September 27, 2023***

## **Concordia University Annual Campus Security and Fire Safety Report**

Concordia University-Wisconsin publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act requires Institutions to prepare, publish, and distribute an annual security report containing specific information about campus security policies and campus crime statistics. This year's report contains crime and fire statistics for the 2022 calendar year.

We take the commission of crimes against our students, faculty, staff and visitors very seriously, and aggressively investigate reported crimes.

The Campus Safety Office works with many other departments and agencies to compile the information required for this report. Other campus offices such as Residence Life, Student Life, Athletics, Maintenance, etc., all provide critical information concerning campus security policies and campus crime and fire statistics for inclusion in this report. Crime statistics for the main campus and off campus centers are also requested from local law enforcement for disclosure in the report.

We encourage all members of the Concordia University community to use this report as a guide for safe practices on and off-campus. It outlines campus policies and provides important safety and crime prevention tips.

This report also contains The Annual Fire Safety Report which includes information about the universities fire alarm systems and safety procedures and fire statistics. The annual Fire Safety Report is prepared university's Environmental Safety Officer.

We appreciate you taking the time to review our Annual Campus Security and Fire Safety reports. Together we can make our campus a safe place for everyone.

If you have any questions about this report please feel free to contact me by phone at **262-243-4344**.

Sincerely,

Michael Stolte  
Director of Campus Safety

## ENCOURAGING ACCURATE AND PROMPT REPORTING OF ALL CRIMES TO CAMPUS SAFETY AND LOCAL POLICE

All faculty, staff, students, and visitors are encouraged to report all criminal incidents to the Concordia University Campus Safety Office in an accurate and timely manner. By promptly reporting crimes, it will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.

To report a crime or suspicious activity, please contact Campus Safety at **262-243-4344** or **4344** from any campus phone. Campus Safety Officers are available 24 hours per day to answer and respond to your call. If it is an emergency that requires an immediate response from police, fire or EMS personnel, dial “911” or “9- 911” from any campus phone. If you wish to make your report directly to the Mequon Police Department for a non-emergency issue, please call the Ozaukee County Sheriff’s Office dispatch center at **262-284-7172**.

If you are unsure if what you have witnessed or experienced is a crime, please contact the Campus Safety Office at **262-243-4344** or **4344** from any campus phone and we will assist in determining if a crime occurred and/or should be reported to the Mequon Police Department or other law enforcement agency. Concordia University further encourages accurate and prompt reporting to Campus Safety or local law enforcement when the victim of the crime elects to, or is unable to, make sure a report.

### REPORTING CRIMES ON A VOLUNTARY, CONFIDENTIAL BASIS

If you are a victim of a crime and do not want to pursue action within the University’s Student Conduct system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the director or designee of the Concordia University Campus Safety Department can file a report on the details of an incident without revealing your identity except for Title IX violations.

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 University can keep an accurate record of the number of crimes, determine where there is a pattern of crime in regard to a particular location, method, or assailant, and alert the campus community to an ongoing or continuing threat or potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university.

Crimes can be reported confidentially in person, via telephone by calling **262-243-2200**, or by completing an Anonymous Tip Form online at: <https://www.cuw.edu/academics/services/campus-safety/anonymous-tip-form.html>. Additionally, you may make an anonymous report to the Mequon Police Department by calling 262-242-3500.

### REPORTING CRIMES AND EMERGENCIES

To help provide a secure and safe environment, all members of the Concordia University community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe. Reporting may be reported in person at the Campus Safety Office located in Rincker 023; by contacting the Campus Safety Office directly at **262-243-4344** or by dialing **4344** from any on campus phone. Anonymous reports can be made by calling **262-243-2200** or by dialing **2200** from any on campus phone. Anonymous tips may also be submitted online at the following web address: <https://www.cuw.edu/academics/services/campus-safety/anonymous-tip-form.html>

To report a crime or other emergency requiring police, fire or medical response, dial **9-911** from a campus phone. To request a non-emergency Police/Fire/EMS response contact the Ozaukee County Sheriff’s Office dispatch center at **262-284-7172**.

Campus Safety is available 24 hours a day and will immediately respond to your location in the event of an emergency. While responding to your emergency, Campus Safety Officer's may request the involvement of additional University personnel including staff from the Counseling Center, Health Center, Maintenance, Residence Life, and/or an outside police agency or other agencies if an incident requires manpower or specialized abilities beyond the capabilities of Campus Safety. All reported crimes will be investigated by Campus Safety for administrative purposes related to campus judicial procedures. Investigation of crimes reported for criminal prosecution are completed by the Mequon Police Department or other law enforcement agency with jurisdiction.

Should you not want to report a crime to Campus Safety or the local police department for prosecution, you may report a crime for the purpose of making a timely warning report and inclusion in the annual crime statistics to any of the following individuals:

<b>CONCORDIA UNIVERSITY MEQUON CAMPUS</b>			
<b>PERSONS TO REPORT A CRIME OR EMERGENCY TO</b>			
Vice President of Student Success	Dr. Elizabeth Polzin	Albrecht 107	262-243-4210
Dean of Student Services	Mr. Joseph Niswonger	Albrecht 107	262-243-4331
Director of Residence Life	Ms. Becky Kruse	Albrecht 107	262-243-4443
Director of Counseling	Mr. David Enters	Albrecht 111	262-243-4211
Counselor	Ms. Dawn Cataldo	Albrecht 111	262-243-2115
Asst. Vice President of Human Resources	Ms. Kimberly Masenthin	Stuenkel 104D	262-243-4414
Director of Athletics	Dr. Robert Barnhill	Field House 106D	262-243-4404
Campus Pastor	Rev. Steve Smith	Albrecht 108D	262-243-4389

### **MONITORING OFF CAMPUS CRIMINAL ACTIVITY**

Concordia University operates no off-campus housing or off-campus student organization facilities that would require the University to monitor off campus criminal activity. However, the Campus Safety office maintains a strong working relationship with all local area police departments and regularly exchanges information with them.

### **PASTORAL AND PROFESSIONAL COUNSELORS (CRIME REPORTING)**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for the inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

#### **PASTORAL COUNSELOR**

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

#### **PROFESSIONAL COUNSELOR**

A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

## DAILY CRIME AND FIRE LOGS

The Campus Safety Office maintains a Daily Crime Log as required by the Higher Education Act. The purpose of the daily crime log is to record criminal incidents, and alleged criminal incidents that are reported to or identified by the Campus Safety Office. This log includes *all* crimes reported to Campus Safety, not just the “Clery Crimes” for which separate statistics are maintained. The Daily Crime Log contains the following for each crime: Nature of the Crime, Date/Time Reported, Date/Time of Occurrence, General Location, and Disposition. The Daily Crime Log must be updated within 2 business days from the date the crime was reported to the Campus Safety Office. The Daily Crime Log is available for viewing in the Campus Safety Office (Rincker Hall Room 023).

The Campus Safety Office also maintains a Fire Log as required by the Clery Act. This log contains information on any fire that occurs in an on-campus student housing facility. The Fire Log includes the following: Date Reported, Nature of the Fire, Date and Time of the Fire and General Location of the fire. A printed version of the Fire Log is available for viewing in the Campus Safety Office (Rincker Hall Room 023).

## DEPARTMENT AUTHORITY

The Concordia University Wisconsin Campus Safety Office is located in Rincker Hall room R023 and operates 24 hours a day, 365 days a year. Campus Safety Officers are charged with the responsibility of enforcing University policies and procedures, emergency response, conducting investigations, crime prevention, administration of parking permits, parking enforcement and the overall security of the university.

Campus Safety’s jurisdiction encompasses its Clery geography which includes its main campus, campus residence halls, buildings, and/or facilities and public property adjacent to and accessible from on-campus property. Campus Safety does not have an expanded patrol jurisdiction beyond the buildings, facilities and property the university owns.

Campus Safety Officers do not have arrest powers, though they may detain a person for law enforcement agencies in certain circumstances. Campus Safety Officers who have completed the State of Wisconsin Basic Police Recruit training are authorized to carry firearms on campus while on duty. Campus Safety Officers receive ongoing training throughout the year on various topics including defensive tactics and first aid. The Campus Safety Office maintains a strong working relationship with the City of Mequon Police Department, Ozaukee County Sheriff’s Department as well as other local public safety agencies and federal authorities. Campus Safety staff work closely with the Mequon Police Department, when incidents arise that require joint investigative efforts, resources, and exchanging of information as deemed necessary. There is no written memorandum of understanding between Concordia University Wisconsin and the Mequon Police Department or any other local law enforcement agency.

If someone has significant responsibility for student and campus activities, he or she is a campus security authority. All campus security authorities shall notify the Campus Safety Office of any allegations of Clery Act crimes he or she receives. Individuals who want to report crimes for inclusion in the Annual Report, or for the purpose of making timely warning reports, should report them to the Concordia University Campus Safety Department. Campus Safety is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study, and live on campus.

## **CRIME PREVENTION & SAFETY PROGRAMS**

### **OPERATION IDENTIFICATION**

This nationally organized program encourages engraving personal identification numbers on valuable property. Thieves tend to shy away from property with engraved or permanently marked items due to the difficulty in selling it on the “open” market. If an item is stolen and later recovered, the identification number will assist law enforcement agencies in locating and returning the property to the rightful owner. This program is on-going and any person interested in having their property engraved/marked can stop at Campus Safety to use an engraver.

### **CAMPUS ESCORT PROGRAM**

Campus Safety Officers are available 24 hours a day to provide an escort to or from any location on the Concordia University Wisconsin, Mequon campus.

### **ACTIVE ASSAILANT RESPONSE PROGRAM**

Campus Safety provides the campus community with active assailant response training based on the ALICE™ philosophy of Alert, Lockdown, Inform, Counter, Evacuate. Our certified instructors will provide you with option based practical and proactive strategies you can use during a violent critical incident until law enforcement arrives. This training can take 1-2 hours and is designed to be taught in a group setting. To request this training, please send your request via email ([Campus.Safety@cuw.edu](mailto:Campus.Safety@cuw.edu)) and one of the instructors will respond to you to coordinate your training.

### **Stop the Bleed Training**

Over 30 red backpacks containing bleeding control kits are hung on the walls throughout the Mequon campus. Each backpack contains eight individually sealed kits containing a pair of gloves, gauze, pressure dressing and a tourniquet to be used to control life threatening bleeding. Getting trained in the proper use and application of the tourniquet is quick and easy. Several Campus Safety Officers are Stop the Bleed™ instructors and can provide in person training to individuals or small groups. As an alternative to in person training, [a link to an online course is available here](#). You can complete the training online and then contact Campus Safety to schedule the hands-on skills only course. At the skills only course you'll demonstrate proper wound packing, dressing and application of the tourniquet. To request either the in person or skills only training, please send your request via email ([Campus.Safety@cuw.edu](mailto:Campus.Safety@cuw.edu)) and one of the instructors will respond to you to coordinate your training.

### **STUDENT ORIENTATION**

Campus Safety Officers meet with new students and their parents throughout the year at orientation events. Topics discussed include, general safety tips, lost and found property, parking on campus, escort availability, building access and a question/answer segment from those in attendance.

### **SAFETY TIPS BROCHURE**

Campus Safety publishes a safety tips brochure available to the Concordia community. This brochure includes personal protection tips, protecting your property and parking lot and vehicle safety.

### **SOCIAL AWARENESS**

Social awareness programs are offered annually through a cooperative effort of the Student Life Office, Community Activities Board, and the Counseling Center. These programs can include topics such as sexual assault awareness, depression awareness, and others.

## SECURITY AWARENESS PROGRAMS

During orientation sessions, incoming students are informed of services offered by the Concordia University Campus Safety Office as well as provided instructions on how to report a crime or emergency to Campus Safety. Resident students are provided information about reporting crimes or other emergencies during mandatory hall meetings with Residence Life staff.

Campus Safety also participates in new employee orientation with the Human Resources office throughout the year. Employees are made aware of services offered by Campus Safety, instructions for reporting a crime or emergency on campus. Both students and employees are encouraged to be aware of their responsibility for their own security and the security of others.

Campus Safety Officers are available to speak on crime prevention or other security awareness topics by request.

## TIMELY WARNING / CRIME ALERTS

Students, faculty, staff, community members, and visitors are encouraged to report all crimes and public safety-related incidents to Campus Safety in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics. Reports may be made to the Campus Safety Office by phone (262-243-4344 or Ext: 4344 from a campus phone), in person at the Campus Safety Office (Rincker Hall Rm. 023), or by use of the online anonymous tip (<https://www.cuw.edu/academics/services/campus-safety/anonymous-tip-form.html>) or anonymously via phone by calling 262-243-2200 or Ext: 2200 from an on campus phone.

Concordia University Campus Safety Department has the authority to develop and distribute timely warning notices (Crime Alerts) for the University to notify members of the community about crimes that occur that represent a serious or continuing threat to the campus community.

Depending on the particular circumstances of the crime, the Timely Warning may be delivered through use of an emergency text message system (Rave Mobile Safety™), campus wide emails, campus wide voicemails on the University's phone system, postings in residential halls or a combination of the above listed. Additionally, the warning may be posted on the university website ([www.cuw.edu](http://www.cuw.edu)) and the announcements channel of the portal ([my.cuw.edu](http://my.cuw.edu), user account required for access). Timely Warnings will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences. Timely warnings are not required to be issued for crimes reported to a pastoral or professional counselor.

All timely warning notices will include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes.
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- University Campus Safety contact information
- Other information as deemed appropriate by Campus Safety.

The description of subjects will only be included in the timely warning if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the notification. The Violence against Women Act (VAWA) strictly prohibits publishing victim names in timely warning notifications.



## EMERGENCY RESPONSE & EVACUATION PROCEDURES

All university community members should report any significant emergency or dangerous situation that may present an immediate or ongoing threat to the health and safety of students or employees on campus to the Campus Safety Office as soon as possible. Reports may be made to the Campus Safety Office by phone (262-243-4344 or Ext: 4344 from a campus phone), in person at the Campus Safety Office (Rincker Hall Rm. 023), or by use of the online anonymous tip (<https://www.cuw.edu/academics/services/campus-safety/anonymous-tip-form.html>) or anonymously via phone by calling 262-243-2200 or Ext: 2200 from an on campus phone..

Campus Safety has the responsibility of responding to, and contacting additional resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. First responders to a serious incident are usually Campus Safety Officers however, Environmental Health and Safety Office, Maintenance and Residence Life personnel may also respond. Depending on the size, nature and location of the incident, local, state and/or federal agencies may also be requested to assist with the response.

If Campus Safety confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the university community an emergency notification will be made to the campus community. Campus Safety may collaborate with employees from the Student Life, Information Technology, Maintenance, University Relations and Marketing offices, without delay and considering the safety of the community, to determine the content and target audience of the notification and initiate the notification system. unless issuing a notification will, in the judgment of the first responders (including Police, Fire, EMS personnel), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to the members of the Concordia community, the University has various systems in place for communicating information quickly. These methods of communication include use of the campus P.A. system, emergency text message system (Rave Mobile Safety™), television interrupt, campus wide emails, voicemails on the University's phone system, social media and internet postings on the University's website, or a combination of the above listed. Updates containing additional information may be posted on the university website ([www.cuw.edu](http://www.cuw.edu)), the announcements channel of the portal (my.cuw.edu, user account required for access). Students and employees are automatically signed up to receive emergency text messages and emails through Rave Mobile Safety.

During certain emergency conditions, it may be necessary to evacuate a building. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable during and after an emergency situation.

Students and visitors to a building may not know what procedures to follow during an emergency. The class instructor is responsible for providing pertinent information both at the beginning of the semester and at the time of the evacuation to ensure that students evacuate the building in a safe manner.

### **BUILDING EVACUATION**

1. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Safety or Resident Director in the case of Residence Halls.
2. During an emergency leave by the nearest marked exit and alert others to do the same in a calm, orderly manner.
3. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped individuals. **DO NOT USE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE. DO NOT PANIC.**

4. Once outside, proceed to the designated assembly area for your department, class or residence hall. Designated areas must be at least 500 feet from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
5. Do not return to an evacuated building unless told to do so by Campus Safety.
6. **IMPORTANT:** After any evacuation, report to your designated assembly area. Stay there until an accurate headcount is taken. Designated University staff will assist in the accounting for all building occupants.

#### **CAMPUS EVACUATION**

1. Evacuation of all or part of the campus grounds will be announced by Campus Safety through use of the public address (P.A.) system and/or emergency text messaging system.
2. All persons (students and staff) are to immediately vacate the affected area and relocate to another part of the campus grounds as directed by Campus Safety.

#### **EVACUATION PROTOCOL:**

Prior to an evacuation announcement, Campus Safety will determine if the best course of action is to evacuate or shelter in place, based upon the incident. Once that decision has been made, an announcement will be made to the affected areas by use of the emergency text messaging system and/or P.A. system with instructions for those affected. Personnel from Campus Safety, Residence Life and Maintenance Department will aid in facilitating the evacuation to the appropriate evacuation location.

Upon the arrival of the outside emergency service agency (Police, Fire, EMS), Campus Safety shall transfer authority to the responding agency and shall cooperate and provide information or assistance as requested.

#### **EVACUATION/REFUGE PLAN FOR PERSONS WITH DISABILITIES:**

Emergency personnel are usually available to assist with evacuations though this may not always be the case. Those with mobility or other concerns that would make independent evacuation difficult are encouraged to make alternative plans and arrangements in advance to increase the likelihood that they will be able to exit the building safely in the event of an emergency.

Individuals with mobility concerns should become familiar with their classroom, office or residence hall area by locating exits, stairwells, elevators, fire-fighting equipment, fire alarms and established areas of safe refuge.

**NOTE:** Places of refuge can be in a protected stairwell or a room within the structure generally used in fire situations. Ideally, these areas are especially constructed to resist smoke and heat or equipped with a sprinkler system. Existing buildings may not have adequate landings within the stairwells or have rooms that are smoke and/or heat resistant. For such buildings, places of refuge should still be established as close to the exit stairwell as possible. These rooms should be marked with a sign on the corridor side identifying it as a place of refuge.

For those who have difficulty speaking or those with hearing impairments who have difficulty judging volume, it may be useful to carry a whistle or a similar device for the purpose of announcing their location to emergency services personnel who will be attempting to search for those in need of assistance.

Advise others (supervisors, administrators, instructors, colleagues, fellow students) about any concerns that you may have related to emergency exiting and how they can assist you in the event of an emergency. This can include the need for assistance to exits, areas of refuge and altering emergency services of your location.

## **ASSISTING THOSE WITH DISABILITIES, EVACUATION GUIDELINES**

It is recommended that each department establish a “buddy” system in which volunteers and alternates are recruited and paired with persons who have self-identified disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation needs of their buddies and plan to alert and assist them if an evacuation is ordered.

### **PERSONS WITH VISUAL IMPAIRMENTS**

In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. Do not grasp a visually impaired person’s arm. Offer your arm for guidance.

### **PERSONS WITH HEARING IMPAIRMENTS**

Not all fire alarm systems are equipped with a flashing light, most are audible alarms. Therefore, persons with impaired hearing may not be aware of emergency alarms and an alternative warning technique is required. Two methods of warning are: Writing a note telling what the emergency is and the nearest evacuation route/safe staging area. Tapping the person on the shoulder or turning the light switch on and off to gain attention, then indicating through gestures, or in writing, what is happening and what to do.

### **PERSONS USING CRUTCHES, CANES OR WALKERS**

If the person is having difficulty exiting quickly, treat him/her as if injured for evacuation purposes. Carrying options include using a two-person, lock-arm position, or having the person sit in a sturdy chair, preferably with arms. For level travel, an office chair with wheels could be utilized.

### **NON-AMBULATORY PERSONS**

The needs and preferences of non-ambulatory persons will vary. Most non-ambulatory persons will be able to exit safely without assistance if on the ground floor. Some people have minimal ability to move and lifting them may be painful and/or injurious. Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke or fumes immediately.

Always consult the person as to his/her preference with regard to:

- Ways of being removed from the wheelchair.
- The number of people necessary for assistance.
- Whether to extend or move extremities when lifting.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Being carried forward or backward on a flight of stairs

### **EXTENDED EVACUATION PROCEDURES**

In the event the campus community return to normal for an extended period of time, those who are able to leave the premises will be advised to do so once they have been accounted for by their department or Residence Life.

Those who must remain on site will be provided emergency shelter in a safe location once the premises has been inspected, secured and acknowledged as safe by law enforcement or fire officials and Campus Safety.

### **SHELTER IN PLACE**

Some kinds of chemical incidents may make going outdoors dangerous. Leaving the area might take too long or put you in harm’s way. In such a case it may be safer for you to stay indoors than to go outside.

“Shelter in Place” means to make a shelter out of the place you are in. It is a way for you to make the building as safe as possible to protect yourself until help arrives. You should not try to shelter in a vehicle unless you have no other choice. Vehicles are not airtight enough to give you adequate protection from chemicals.

#### Step 1: Notification from Campus Safety

- In the event of a chemical or biological release that would require protective actions be taken by campus residents, a variety of notification methods will be used to inform all Concordia University employees and students of the protective measures to take.
  - **DO NOT PANIC.**

#### Step 2: Close Doors and Windows

- Do not exit the building.
  - If possible move to interior, windowless room on an upper floor.
- Close all doors to the outside and lock all windows.
- Wet towels or other fabric items and jam them in the crack under the door. Use plastic (trash bags are good) to cover all windows and doors. Use tape to seal the edges of plastic.

#### Step 3: Seal off Ventilation Sources

- Turn off fume hoods, range hoods, air handlers, and all air conditioners. Switch inlets to the "closed" position.
- Seal off all vents, grills, or other openings to the outside to the extent possible.
- Minimize the use of the elevators in the building. These tend to "pump" outdoor air in and out of a building as they travel up and down.

If you become bothered by the gaseous release, hold a wet cloth or handkerchief over your nose and mouth. If you experience breathing difficulties contact Campus Safety (262-243-4344 or Ext: 4344 from any on campus phone) and request immediate medical assistance.

#### Step 4: Remain Indoors

- Monitor the local media, University social media sites, CUW Portal and email for further information and guidance.
- Do not evacuate the building unless told to do so by Campus Safety, Mequon Police or Mequon Fire Department officials.

### TESTING OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by the University Environmental Health and Safety Officer, Residence Life staff and Campus Safety each semester for all on campus residential facilities. Thus, the emergency response and evacuation procedures are tested at least twice each year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Evacuation drills are used as a way to educate and train residents on issues specific to the building they reside in. In addition to educating the building residents regarding the evacuation procedures, the process also provides the University an opportunity to test the operation of fire alarm system components. These evacuation drills are monitored by Campus Safety, Residence Life and the Environmental Health and Safety Officer to evaluate building egress and behavioral patterns.

Resident students receive information about evacuation routes and procedures during their first "hall meetings". Each residence hall room contains a map showing the primary and secondary evacuation routes for that specific building and/or floor. The Environmental Health and Safety Officer maintains documentation of each test and drill including the description of the test/drill, the date and time and whether it was announced or unannounced.

CONCORDIA UNIVERSITY MEQUON CAMPUS STUDENT SUCCESS & RESIDENCE LIFE EMERGENCY RESPONSE & EVACUATION STAFF			
TITLE	NAME	OFFICE LOCATION	PHONE
DEAN OF STUDENTS	MR. JOSEPH NISWONGER	ALBRECHT 107A	262-243-4481
DIRECTOR OF RESIDENCE LIFE	MS. REBECCA KRUSE	ALBRECHT 107D	262-243-4443
HOUSING COORDINATOR	MS. SUE KNAUS	ALBRECHT 107	262-243-4328
RESIDENT DIRECTOR - CHEMNITZ	MS. LIV BLOOM	CHEMNITZ 109A	262-243-4259
RESIDENT DIRECTOR – KATHARINE/WARTBURG	MS. QUINN ROEKLE	COBURG 100	262-243-4571
RESIDENT DIRECTOR – AUGSBURG/COBURG	MR. KYLE McCARRAGHER	COBURG 123	262-243-4568
RESIDENT DIRECTOR – REGENTS	MR. MASON BROWN	REGENTS 103	262-243-4579
RESIDENT DIRECTOR – WITTENBERG/HEIDELBERG	MR. JOSH WARLICK	WITTENBERG 038	262-243-4525

### MISSING STUDENT POLICY

In compliance with the “Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)” Missing Student Notification Policy and Procedures, it is the policy of the Office of Campus Safety to actively investigate any report of a missing resident who is enrolled at the University and residing in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures via this Code.

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

Each resident, on or before checking into his/her assigned room, has the option to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the resident is reported missing (see Emergency Contact Information at the beginning of this document). In the event the resident is under the age of 18 or is not emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the University community has reason to believe that a student is missing, Campus Safety should immediately be notified.

**NOTE:** This notification can be made anonymously.

Upon receiving notification, Campus Safety, through the Vice President of Student Life/Dean of Students, will make reasonable efforts to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the resident’s room, class schedule, friends, ID card access, locating the resident’s vehicle, and calling his/her reported cell phone number. As part of the investigation, the University reserves the right to contact the individual(s) whom the student has identified as his/her emergency contacts person(s) to help determine the whereabouts of the resident.

If, upon investigation by Campus Safety and concurred by the Vice President of Student Life/Dean of Students, that the resident has been determined to be missing for at least 24 hours, the following will occur. A University representative will contact the resident’s designated emergency contact and the Director of Campus Safety or his designee who will contact the Local Police Department and request a missing person report initiating a police

investigation. Even if a student has not registered a contact person, the local law enforcement agency will be notified that the student is missing. Investigation will continue in collaboration with law enforcement officers as appropriate.

## ACCESS POLICY AND MAINTENANCE CONSIDERATIONS FOR CAMPUS FACILITIES AND RESIDENCE HALLS

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The University encourages an open environment with limited constraints to ensure reasonable protection of all members of the community. Due to most campus buildings being connected, movement from one building to the next through internal corridors is generally not restricted during normal business hours. With limited exceptions entrance to campus buildings through exterior doors is restricted through use of a card access system. Individuals who wish to access University buildings or property during non-business hours should contact the appropriate department administrator or the Campus Safety Office. All residence halls are equipped with a card access control system on the exterior doors and corridor doors that are used to enter their building. Guests and other visitors may enter residence halls as long as they have been authorized by a member of the community. Entrance to the housing corridors in all residence halls is restricted by card access control system

Concordia University is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Campus Safety Officers conduct routine checks of lighting on campus during regular assigned duties. If lights are out or very dim or other hazardous conditions are found to exist, officers will submit a work order to the Maintenance Department to repair the problem. As part of their regularly assigned duties, Campus Safety Officers, test panic alarms located in various offices of campus, ADA doors, check CCTV system cameras, One Card Access system, etc., and document their findings as appropriate.

We encourage community members to report any potentially hazardous condition to the Maintenance Department at **262-243-4312** or Campus Safety at **262-243-4344**. Concordia University Students and employees can also submit a work order to Maintenance by logging into the portal at [my.cuw.edu](http://my.cuw.edu) and clicking on the "Resources" tab.

## POLICY REGARDING POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES

**Alcohol:** Students are expected to comply with all University policy, state and local laws.

**NOTE:** As Christians, we view the care of our bodies as part of our total context for life. God in His Word, gives life and sustains it (Genesis 1:27). He affirms the proper and good care of our bodies as His temple (I Corinthians 6:19-20). As such, He forbids misuse, overuse, and abuse of substances that are harmful for our bodies (2 Corinthians 7:1). Further, God invites and commands us to care for each other, assisting our neighbor in avoiding the abuse of any drug or substance that harms the body and the mind (John 13:34-35). **Therefore, Concordia University is a drug-free and dry campus.**

a. Use, possession, manufacturing, distribution of alcoholic beverages, and possession of alcohol containers on University premises is prohibited.

**NOTE 1:** The University will also consider ALL individuals found in a location where an alcoholic beverage is present to be in possession of an alcoholic beverage. This would include locations off campus (e.g., underage students drinking in a bar or at a house party).

**NOTE 2:** The University reserves the right to, as a condition of enrollment 1) require an offender to enter a University drug or alcohol program, 2) require an offender to get a drug or alcohol assessment and, if deemed appropriate, complete an approved rehabilitation program, and/or 3) ask participants of co-curricular activities to submit to drug testing, which may be at the student's own expense (failure to comply with this request will result in the participant being barred from further participation in that activity).

**NOTE 3:** Alcohol includes beverages of low-alcohol content (e.g., “near” beer, cooking sherry/wine).

**NOTE 4:** Any person who is encountered by Campus Safety and is suspected of having consumed alcohol will be subject to a Preliminary Breath Test (PBT) for the purpose of determining if alcohol has been used by the student. Any student who refuses to provide a PBT breath sample will be considered in violation of this alcohol policy.

**NOTE 5:** Drinking paraphernalia that contributes to over and mass consumption including beer pong tables, beer bong, or shot glasses.

b. Possession or consumption of alcohol by anyone under the age of 21 is prohibited.

c. Providing alcohol or access to alcohol to anyone under the age of 21 is prohibited. Students hosting (e.g. name is on lease or rental agreement) off-campus events will be considered in violation of providing alcohol and/or access to alcohol if persons under the legal drinking age are present.

d. Violating any provision of the Code of Student Conduct while under the influence of alcohol constitutes a violation of this policy.

e. Common containers (e.g., kegs) are prohibited on campus.

f. Operating a motor vehicle under the influence of drugs or alcohol (DUI/OWI) on campus or off campus is prohibited.

**NOTE:** Underage students who possess alcohol and/or drugs and/or drink while operating a motor vehicle will be considered driving under the influence.

g. Amnesty: In certain circumstances, students may qualify for amnesty. See the Medical Amnesty Policy as outlined in Article III.

### **POLICY REGARDING POSSESSION, USE AND SALE OF ILLEGAL DRUGS**

**Drugs:** Students are expected to comply with all University policies as well as all federal, state and local laws.

**NOTE:** As Christians, we view the care of our bodies as part of our total context for life. God in His Word, gives life and sustains it (Genesis 1:27). He affirms the proper and good care of our bodies as His temple (I Corinthians 6:19-20). As such, He forbids misuse, overuse, and abuse of substances that are harmful for our bodies (2 Corinthians 7:1). Further, God invites and commands us to care for each other, assisting our neighbor in avoiding the abuse of any drug or substance that harms the body and the mind (John 13:34-35). Therefore, **Concordia University is a drug-free and dry campus.**

a. The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Code of Student Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy. The possession of drug paraphernalia is also prohibited. A diluted, late, missed, forged, or failed university required drug screen will constitute a violation of this policy.

b. Amnesty: In certain circumstances, students may qualify for amnesty. See the Medical Amnesty Policy. (see Article III for complete policy)

**NOTE 1:** The University will also consider ALL individuals found in a location where a drug is present to be in possession of a drug. This would include locations off campus (e.g., underage students drinking in a bar or at a house party). The University reserves the right to, as a condition of enrollment 1) require an offender to enter a

University drug or alcohol program, 2) require an offender to get a drug or alcohol assessment from a licensed agency and, if deemed appropriate, complete an approved rehabilitation program, and/or 3) ask participants of co-curricular activities to submit to drug testing, which may be at the student's own expense (failure to comply with this request will result in the participant being barred from further participation in that activity).

**NOTE 2:** Students who test positive to an athletic drug screen will be referred to the Dean of Student's office for possible violations of the code of student conduct.

**NOTE 3:** Occasionally, local, state, and/or federal laws do not align. When that is the case, the University must establish a position that best allows its mission to be fulfilled in the University community. For example, the University does not recognize medical marijuana as an exception to its drug policy.

## ALCOHOL AND SUBSTANCE ABUSE INFORMATION

The abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The University, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to seek help:

### RESOURCES:

- Employee Assistance Program: An employee assistance program is available to benefit eligible employees. This plan includes mental health and substance abuse benefits. This program is administered by Cigna Behavioral Health. Additional information regarding this program is available online at <https://www.cigna.com/individuals-families/member-guide/employee-assistance-program> or by calling 1-(866)-726-5267.
- Personal counseling services are available in the University Health Center for employees and students. Appointments can be requested by contacting the Student Wellness office at (262) 243-2244 or emailing [StudentWellness@cuw.edu](mailto:StudentWellness@cuw.edu).

### Additional off campus resources for Alcohol & Substance Abuse Services

- Ozaukee County Human Services: <https://www.co.ozaukee.wi.us/1883/Local-Treatment-Providers>
- Wisconsin Department of Health Services: <https://www.dhs.wisconsin.gov/aoda/partner.htm>
- NEXT Distro: <https://nextdistro.org/>

### PROGRAMS

Alcohol and substance abuse education are an integral part of student orientation. Issues associated with alcohol and substance use, dating violence, sexual assault, and other transitional issues are discussed with all first year students.

The Office of Student Success also sponsors tabling of educational materials and other events throughout the year that target issues associated with alcohol and drug abuse.

**Locking Prescription Bottles:** Students in need of a secure means to store prescription medication while living on campus may request a locking prescription pill bottle from the Campus Safety Office (Rincker 023) or Student Health Center (Albrecht 113). These locking prescription bottles allow the student to choose a four-digit combination for the bottle cover. Once the combination is set, you can then insert your original prescription bottle into the locking bottle to keep your medication safe.



**Medication Lock Box:** Students experiencing a mental health crisis that do not feel safe being left with their prescription medication can come to the Campus Safety Office and drop the medication in a locking storage box. The Student Health Center nurse manager is the only person on campus who can retrieve the medication once deposited in the lock box. Students utilizing the medication drop box should keep the prescribed dose of their medications for no more than 48 hours. If they haven't been already, students will be connected to the Student Wellness office to schedule an appointment with a counselor or to see a provider in the Health Center. After meeting with a provider and when the student is no longer in crisis, the Health Center manager can return the medication to the student.

## MEDICAL ALCOHOL AMNESTY POLICY

### **University Medical Amnesty Policy (MAP) – “CALL FIRST”**

**Purpose:** The purpose of the policy is to facilitate access and remove barriers to students who require medical assistance in drug or alcohol related emergencies, and to provide the opportunity for caring, non-punitive interventions in response to such incidents.

**Policy:** The Medical Amnesty Policy (MAP) is a key component of the University's comprehensive approach to reducing the harmful consequences caused by the use of drugs or excessive consumption of alcohol. The MAP represents the University's commitment to informed decision making and promotion of healthy behaviors. In order to achieve these goals, the MAP mandates that discretion be exercised, including the possibility of conversations with supportive people such as the Dean of Students, Resident Director, etc. and may involve some educational programming to support a transition to a healthy lifestyle. All of this can be possible as permitted under the University's Code of Student Conduct, as follows:

1. Students are expected to contact Resident Hall Staff or Campus Safety when they believe that assistance for an impaired student is needed. *Also see Contact Protocol below.*
2. At the discretion of the Department of Campus Safety, the Department will assist intoxicated individuals by facilitating transport to medical facilities.
3. In cases of concern for the health and safety of an individual, students should utilize one of the following options: notifying Resident Life Staff, notifying Campus Safety Staff, or by calling 911 for assistance by City Rescue Squad - then notify Campus Safety or Resident Hall Staff.
4. Students seeking assistance for drug or alcohol related emergencies will not be referred through the University's student conduct system. However, a student will not be granted protection under this policy if campus officials (e.g., Resident Hall Staff, Campus Safety) intervene beforehand.
5. Students who seek emergency assistance on behalf of a person(s) experiencing drug or alcohol-related emergencies will not be referred through the University's student conduct system. However, a student will not be granted protection under this policy if campus officials (e.g., Resident Hall Staff, Campus Safety) intervene beforehand.
6. Records of all requests for assistance under this policy shall be maintained by the Office of the Dean of Students. Participation in any program as a result of this policy shall not be noted on the student's conduct record.
7. This policy does not preclude disciplinary action regarding other violations of the University Code of Student Conduct, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that this policy does not prevent action by local and state authorities.

8. Nothing in this policy shall prevent an individual who is obligated by state or federal law to do so from reporting, charging or taking other action related to the possible criminal prosecution of any student.

9. Students who may have violated the Code of Student Conduct when s/he became a victim of sexual misconduct shall be granted Amnesty. Therefore, an alcohol/drug violation will not be applied to a student who reports that s/he was under the influence at the time of a sexual assault or harassment incident.

## **CAMPUS SEX CRIMES PREVENTION ACT**

In 1997, the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor and track people convicted of sex crimes and to provide access to this information for police, victims and the general public. Provisions within the law require the Wisconsin Department of Corrections (WDOC) to maintain a database of registered sex offenders. Information stored in the database is accessible on a limited basis by victims, neighborhood watch programs and the general public. Additionally, WDOC provides special notification to law enforcement about offenders that they feel have a high probability to re-offend and who are scheduled to be released from prison or a mental health institution.

Wisconsin law does not require community notification for all offenders released from prison or a mental health facility. The overall purpose of a community notification is to specifically highlight those cases that may pose a significant risk to the community.

The Campus Sex Crimes Prevention Act of 2000 (CSCPA) is a federal law enacted on October 28, 2000. The CSCPA requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher education in that state where the offender resides, as well as notice of each change of enrollment or employment status at the institution. This information will then be made available by the state authorities to the local law enforcement agency that has jurisdiction where the institution is located.

In order to allow you to make informed decisions, and heighten awareness of the potential for convicted sex offenders to come in contact with you, you may visit the following web sites for information on registered sex offenders based on your address or location.

The first place to seek information is the Wisconsin Department of Corrections Sex Offender Registry. In addition to allowing citizens to search for information on those who may be registered offenders, the site explains the Registry and Sex Offender Program. <http://offender.doc.state.wi.us/public/>

The second site, sponsored by a private organization, can help you determine your proximity to offenders with maps and information about the current registered location of offenders. The maps it provides are especially helpful if you don't know the neighborhood street names in relation to your location. <http://www.familywatchdog.us/> The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

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## SEXUAL ASSAULT PREVENTION PROGRAMS

Through the Office of Student Success all first-year students attend a “Rights and Responsibilities” educational session. Topics covered during these sessions include sexual assault, domestic violence, dating violence and stalking prevention as well as other Title IX issues. Additionally, these students complete online learning modules through Safe Colleges related to sexual assault. The student organization Honer1Another (H1A) also presents relationship building materials to all students through tabling and use of the Concordia University Wisconsin app. The Human Resources Office also provides information related to these topics to employees during orientation sessions and online learning modules through Vector Solutions.

## PRESERVING EVIDENCE IF YOU ARE A VICTIM OF A SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE OR STALKING

If you are a victim of a sexual assault, dating violence, domestic violence or stalking your first priority should be to get to a place of safety. Once in a safe location, please contact the Campus Safety Office immediately by calling **262-243-4344 or Ext: 4344** and/or the Mequon Police Department at **262-242-3500**. If the victim is uncomfortable contacting Campus Safety Office or the Mequon Police Department, they can notify a member of the Office of Student Life, Residence Life or Counseling Center for assistance. University personnel will assist the victim upon request in notifying the appropriate authorities.

If you have been a victim of sexual assault, it is recommended that you do not shower or bathe, wash your hands, use the toilet, douche, eat, drink, smoke, brush your teeth, change clothing, or wash clothing or bedding before a medical exam as valuable evidence could be lost. Hair fibers, semen, saliva, and anything containing DNA is helpful in solving the case. Forensic evidence collection is best done within 72 hours of the assault and best collected immediately following an assault. It is important to remember that the more time passes between the sexual assault and reporting it to the police, the less likely it will be to collect physical evidence that may be very important to the prosecution of a criminal case. Even if you have already taken any of these actions, you are still encouraged to seek prompt medical care.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, voicemails, instant messages, social media messages or other communications, and keeping pictures, logs of unwanted contact, unwanted gifts or copies of documents or other items that may be useful to investigators.

Victims should report any of these types of incidents to the Campus Safety Office and/or Mequon Police Department, even if they do not want to press charges. This will allow the investigators to gather important evidence should the victim later change his/her mind and will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.

## TITLE IX COMPLIANCE AND SEXUAL HARASSMENT / SEXUAL ASSAULT POLICIES

### **POLICY AND THE LAW**

Concordia University (CU) fully subscribes to all Federal and State civil rights laws banning discrimination in private, church affiliated institutions of higher education, subject to the First Amendment. CU will not illegally discriminate against any employee, applicant for employment, student or applicant on the basis of race, color, sex, pregnancy, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, gender, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law. However, CUW is a Christian educational institution operated by The Lutheran Church-Missouri Synod and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based on religion.

Gender discrimination and sexual harassment (including sexual assault) are prohibited by Title VII of the Civil Rights Act of 1964 as amended and Title IX of the Education Amendments of 1977

### **Consent**

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated and/or lacks capacity has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity/lack of capacity of the other.

### **Incapacitation/lack of capacity**

Incapacitation/lack of capacity is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

Consent to some sexual contact, such as kissing or fondling, cannot be presumed to be consent for other sexual activity, such as intercourse. A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

## **PROHIBITED CONDUCT**

**Sexual Misconduct, as defined below, is prohibited.** Any violation of the Student Code of Conduct Article 2 § D or Employee Handbook, § 4.3.7 will be charged and adjudicated by the Title IX Office.

## **TITLE IX SEXUAL MISCONDUCT**

The U. S. Department of Education’s (DOE) Title IX regulations requires that when an alleged victim of one or more of the following offenses files a formal complaint with the Title IX Office, the Office must investigate and adjudicate the allegations. According to the DOE, Title IX violations only apply to conduct within a Concordia University educational program or activity against a person in the United States.

### **Sexual Harassment**

**Quid Pro Quo Harassment:** An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct.

**Sexual Harassment:** Unwelcome conduct determined by a reasonable person to be so severe and pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity.

## **Sexual Assault**

Sexual Assault is any sexual act directed against another person, without consent of the complainant, including instances where the complainant is incapable of giving consent. This violation includes attempting a sexual assault and/or one or more of the following types of sexual assault.

Forcible Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person (male or female), without the consent of the complainant.

Forcible Sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault With An Object: To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent [age in state where occurred].

## **Dating Violence**

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the Complainant'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,

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

## **Domestic Violence**

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who:

- is a current or former spouse or intimate partner of the complainant, or person similarly situated to a spouse of the complainant;
- is cohabitating, or has cohabitated, with the complainant as a spouse or intimate partner;
- shares a child in common with the complainant;
- or commits acts against a youth or adult complainant who is protected from those acts under the family or domestic violence laws of the jurisdiction.

## **Stalking**

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person...

- to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

For the purpose of this definition...

- course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

## **Retaliation**

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or other University policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation or other University investigation, proceeding, or hearing.

**Note 1:** Acts of alleged retaliation should be reported immediately to the Title IX Coordinator, the Chief Student Affairs Officer, Dean of Students, Human Resources, or Campus Safety and will be promptly investigated. The University will take all appropriate actions to protect individuals who fear that they may be subjected to retaliation.

**Note 2:** Charges against an individual for code of conduct/employee handbook violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

**Note 3:** Charging an individual with a code of conduct/employee handbook violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

## **UNIVERSITY SEXUAL MISCONDUCT**

Formal complaints that do not fall under the above Title IX Offenses but meet the definitions described below will be investigated and adjudicated by the Student Conduct Office including conduct occurring off campus and outside of the United States.

### **Sexual Harassment**

**Quid Pro Quo Harassment:** An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

**Sexual Harassment:** Unwelcome conduct determined by a reasonable person to be so severe and pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

### **Non-Consensual Sexual Intercourse**

Non-Consensual Sexual Intercourse is defined as any sexual penetration or intercourse (anal, oral or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force.

**Note:** "Sexual penetration" includes actual or attempted vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact (see Statement on Consent

below).

### **Non-Consensual Sexual Contact**

Non-Consensual Sexual Contact is defined as any intentional sexual touching or attempts, however slight, with any object, by a person upon another person that is without consent and/or by force.

**Note:** “Sexual touching” includes any actual or attempted bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner (see Statement on Consent below).

### **Sexual Exploitation**

Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute sexual harassment.

Examples of sexual exploitation include, but not limited to...

- Invasion of sexual privacy.
- Non-consensual digital, video, or audio recording of nudity or sexual activity.
- Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity.
- Engaging in voyeurism.
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you have consensual sex).
- Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person.
- Intentionally or recklessly exposing one’s genitals in nonconsensual circumstances or inducing another to expose their genitals.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

### **Stalking**

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person... to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

For the purpose of this definition...

- course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

### **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the Complainant’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,

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

### **Domestic Violence**

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who:

- is a current or former spouse or intimate partner of the complainant, or person similarly situated to a spouse of the complainant;
- is cohabitating, or has cohabitated, with the complainant as a spouse or intimate partner;
- shares a child in common with the complainant;
- or commits acts against a youth or adult complainant who is protected from those acts under the family or domestic violence laws of the jurisdiction.

### **Retaliation**

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or other University policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation or other University investigation, proceeding, or hearing.

**Note 1:** Acts of alleged retaliation should be reported immediately to the Title IX Coordinator, the Chief Student Affairs Officer, Dean of Students, Human Resources, or Campus Safety and will be promptly investigated. The University will take all appropriate actions to protect individuals who fear that they may be subjected to retaliation.

**Note 2:** Charges against an individual for code of conduct/employee handbook violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

**Note 3:** Charging an individual with a code of conduct/employee handbook violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **Improper Restraint or Detention**

The detaining of a person without the person's consent and/or against the person's will to leave is prohibited.

"Improper Restraint or Detention" can apply to any act in which a person intentionally restricts another person's freedom or liberty to move or to leave without consent. This can occur on or off campus, in a building, on the streets, in a vehicle, or any other place in which a person is restrained, against their will, from moving, whether physically, by threat, or intimidation.

This can also include but is not limited to, removing that person's means of leaving (e.g. taking and/or holding someone's keys, wallet, phone, or other means that would provide that individual with the means to leave the vicinity).



**Note:** This policy applies to restricting a person from leaving a resident hall room and/or failing to leave a resident's room when requested to do so. However, this policy does not apply to authorized personnel acting within the scope of their responsibilities (e.g. Campus Safety Officers, Resident Hall Staff).

### **Fraud/Lying**

Lying or fraudulent behavior in, or with regard to, any transaction with the University, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the University or knowingly making a false statement orally or in writing to any University official.

The following forms of misconduct have been codified and defined by the State of Wisconsin. To access the statutes, follow the link next to the appropriate link below:

### **Domestic Abuse/Violence: (State Statute 968.075)**

<http://docs.legis.wisconsin.gov/statutes/statutes/968/075>

"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 § 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.

### **Stalking: (State Statute 940.32)**

<http://docs.legis.wisconsin.gov/statutes/statutes/940/II/32>

The State of Wisconsin does not have a definition of Stalking. The statute can be read at the above link.

### **Sexual Assault: (State Statute 940.225)**

<http://docs.legis.wisconsin.gov/statutes/statutes/940/II/225>

The State of Wisconsin does not have a definition of Sexual Assault. The statute can be read at the above link.

### **Consent: (State Statute 940.225 (4))**

<https://docs.legis.wisconsin.gov/statutes/statutes/940/II/225/4>

"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 § 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.

### **Sexual misconduct sanctions for students**

The sanctions below apply to students who have been found responsible for violating the University Sexual Misconduct Policy. Therefore, the general University Code of Student Conduct adjudication process and sanctions do not apply to the Sexual Misconduct Policy.

Also, the University recognizes that it has a responsibility to effectively implement remedies designed to restore or preserve a complainant's equal educational access any time a respondent is found responsible for sexual harassment. It will be the Title IX Coordinator's (or designee) responsibility to supervise the assigned remedies.

- **Note 1:** Because sexual misconduct can manifest itself in a range of severity, the University has established 3 levels of severity. The Title IX Coordinator or Administrative Hearing Panel reserves the right to evaluate the gravity of the student's behavior (e.g. assign a level) and impose any of the sanctions listed below.
- **Note 2:** Individuals with previous violations of the Sexual Misconduct Policy or previous Code of Student Conduct/Academic violations will be sanctioned at a higher level. Sexual Misconduct violations accumulate over the student's entire academic career. The Administrative Hearing Panel has the authority to sanction outside the parameters of this matrix for mitigating or aggravating case factors. Fines and points will not be assessed for suspension or expulsion sanctions.

### **Definition of Sanctioning Terms for Students**

**Reprimand:** An official written notice that the student has violated University policies and that more severe conduct action will result should the student engage in additional violations while enrolled at the University.

**University Probation:** Any subsequent violation of the University Sexual Misconduct Policy during the specified probationary period will result in suspension or expulsion.

**Points:** Points are awarded for violations as listed in the "Sexual Misconduct Sanction Matrix for Students". Yearly points awarded for violations occurring after room selection of the current year carry over to the next academic year. Current resident students who accumulate more than 19 points in the current year are not eligible to participate in the following year's room selection process. All accumulated points affect a student's housing priority. All students who accumulate a yearly student conduct point total of more than 24 points are subject to immediate resident hall suspension or expulsion or University suspension or expulsion.

- **Note:** It will not be necessary for points to be awarded when the sanction results in either suspension or expulsion from the University.

**Suspension:** Separation from the University for a specified period of time after which the student is eligible to return subject to the satisfaction of specific conditions noted at the time of suspension. The student is typically required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to the Title IX Coordinator. During the suspension period, the student is banned from University property, functions (on and off campus), events, and activities unless the student receives prior written approval from the Title IX Coordinator.

**Expulsion:** This sanction is a permanent separation from the University. The student is banned from University property and the student's presence at any University-sponsored activity or event (on or off campus) is prohibited. This action may be enforced with a trespass action, as necessary.

### **Definition of Remedy Terms for Students**

**Education or Remediation:** Assigned action intended to educate or correct behavior that resulted in a violation of the University Sexual Misconduct Policy. The assigned action may include, but is not limited to, online education program; counseling; and/or mediation.

**No Contact Order (NCO):** A NCO requires that both parties refrain from contacting the other party through any means (e.g. fact-to- face, in writing, through friends or other persons, electronically/social media). A NCO will stay in effect until such time as both parties are officially notified in writing that the NCO has been terminated. Violations of the NCO will be considered a form of retaliation. Following a minimum of one semester NCO, either party may petition, in writing, the Title IX Coordinator to contact the other party to terminate the NCO. If both parties agree, in writing to the Title Coordinator and the Title IX Coordinators agrees that the lifting of the NCO is appropriate, the Title IX Coordinator will notify both parties that the NCO is terminated.

- **Note:** At no time can either party contact the other party to lift the NCO.

**Resident Hall Relocation:** Relocation, for resident students, to another resident hall floor or hall.

**Academic Relocation:** Assignment to another academic class section or on-line class; if one is not available the respondent may be removed from that class.

**Facility Ban:** The inability to enter, use, or access a specific building, facility, or area of campus or off campus activity/event for a specified period of time.

### Sanctioning Matrix for Students

CONCORDIA UNIVERSITY WISCONSIN TITLE IX SANCTION MATRIX FOR STUDENTS					
Policy Violation Article 2	Level	Fee	Points	Probation	Education/Remedies/Other
§ D1 (a,b) <i>Sexual Harassment</i> or § D7 <i>Sexual Harassment</i>	1	\$50 - \$100	2-5	Up to 6 months	Education or Remediation Relocation No Contact Order
	2	\$100 - \$200	4-6	6 – 9 Months	
§ D2 (a,b,c,e,f) <i>Sexual Assault</i> or § D8 <i>Non-Consensual Intercourse</i>	2	\$100 - \$200	6-9	12 months	Education or Remediation Relocation No Contact Order Facility Ban
	3	Suspension: Minimum 12 months, complete counseling before return, probation for 12 months upon return; No Contact Order; or Expulsion			
§ D2 (d) <i>Forcible Fondling</i> or § D9 <i>Non-Consensual Sexual Contact</i>	2	\$100 - \$200	6-9	12 months	Education or Remediation Relocation No Contact Order Facility Ban
	3	Suspension: Minimum 6 months, complete counseling before return, probation for 12 months upon return; No Contact Order			
§ D3 or D12 <i>Dating Violence</i> or § D4 or D13 <i>Domestic Violence</i>	1	\$50 - \$100	2-5	Up to 6 months	Education or Remediation Relocation No Contact Order Facility Ban
	2	\$100 - \$200	4-6	6 – 9 Months	
	3	Suspension: Minimum 6 months, complete counseling before return, probation for 12 months upon return; no contact order to complainant during time as a student.			
§ D5 <i>Stalking</i> or § D11 <i>Stalking</i>	1	\$50 - \$100	2-5	Up to 6 months	Education or Remediation Relocation No Contact Order Facility Ban
	2	\$100 - \$200	6-9	12 months	
	3	Suspension: Minimum 6 months, complete counseling before return, probation for 12 months upon return; No Contact Order			

CONCORDIA UNIVERSITY WISCONSIN TITLE IX SANCTION MATRIX FOR STUDENTS					
Policy Violation Article 2	Level	Fee	Points	Probation	Education/Remedies/Other
§ D6 Retaliation or § D14 Retaliation	1	\$50 - \$100	2-5	Up to 6 months	No contact order (minimum 6 months)
	2	\$100 - \$200	4-6	6-9 months	Education or Remediation Relocation
	3	Suspension: Minimum 6 months, complete counseling before			
§ D 10 Sexual Exploitation	1	\$50 - \$100	2-5	Up to 6 months	Education or Remediation Relocation No Contact Order Facility Ban
	2	\$100 - \$200	4-6	6-9 months	
	3	Suspension: Minimum 6 months, complete counseling before			
§ D15 Improper Restrain or Detention	1	\$50 - \$100	2-5	Up to 6 months	Education or Remediation Relocation No Contact Order Facility Ban
	2	\$100 - \$200	6-9	12 months	
	3	Suspension: Minimum 6 months, complete counseling before			
§ D16 Fraud/Lying	1	\$50 - \$100	2-5	Up to 6 months	No Contact Order to complainant, respondent, or witness
	2	\$100 - \$200	4-6	6 – 9 Months	

### Sexual misconduct sanctions for employees

The sanctions below apply to employees who have been found responsible for violating the University Sexual Misconduct Policy.

**Note 1:** Because sexual misconduct can manifest itself in a range of severity, the University has established 3 levels of severity. The Title IX Coordinator or Administrative Hearing Panel reserves the right to evaluate the gravity of the employee’s behavior (e.g. assign a level) and impose any of the sanctions listed below.

**Note 2:** Individuals with previous violations of the Sexual Misconduct Policy or previous Employee Handbook violations will be sanctioned at a higher level. The Title IX Coordinator or Administrative Hearing Panel has the authority to sanction outside the parameters of this matrix for mitigating or aggravating case factors.

### DEFINITION OF SANCTIONING TERMS

**Reprimand:** An official written notice that the employee has violated University policies and that more severe action will result should the employee engage in additional violations while employed by the University.

**University Probation:** Notice that any subsequent violation of the University Sexual Misconduct Policy during the specified probationary period will result in employment termination.

**Education and/or Remediation:** Assigned action intended to educate or correct behavior that resulted in a violation of the University Sexual Misconduct Policy. The assigned action may include, but is not limited to, online education program; counseling; and/or mediation.

**No Contact Order (NCO):** A NCO requires that both parties refrain from contacting the other party through any means (e.g. fact-to- face, in writing, through friends or other persons, electronically/social media). A NCO will stay in effect until such time as both parties are officially notified in writing that the NCO has been terminated. Violations of the NCO will be considered a form of retaliation.

**Facility Ban:** The inability to enter, use, or access a specific building, facility, or area of campus or off campus activity/event for a specified period of time.

**Suspension:** Separation from the University for a specified period of time after which the employee is eligible to return subject to the satisfaction of specific conditions noted at the time of suspension. The employee is typically required to immediately vacate the campus upon notification of the action, though this deadline may be extended upon application to the Title IX Coordinator. During the suspension period, the employee is banned from University property, functions (on and off campus), events, and activities unless the employee receives prior written approval from the Title IX Coordinator. The suspension may either be a paid or unpaid suspension.

**Employment Termination:** This sanction is a permanent separation from the University. The employee is banned from University property and the employee’s presence at any University-sponsored activity or event (on or off campus) is prohibited. This action may be enforced with a trespass action, as necessary.

### Sanction Matrix for Employees

CONCORDIA UNIVERSITY WISCONSIN TITLE IX SANCTION MATRIX FOR EMPLOYEES		
Policy Violation	Level	Sanction/Remedy (Some or all listed below)
§ 4.3.7.6 Retaliation or § 4.3.7.14 Retaliation	1	Verbal Warning
	2	Reprimand Education or Remediation No Contact Order Facility Ban
	3	Employment Termination
§ 4.3.7.10 Sexual Exploitation	1	Verbal Warning
	2	Reprimand Education or Remediation No Contact Order Facility Ban
	3	Employment Termination
§ 4.3.7.15 Improper Restraint/Detention	2	Reprimand Education or Remediation No Contact Order Facility Ban
	3	Employment Termination
§4.3.7.16 Fraud/Lying	1	Verbal Warning
	2	Reprimand Education or Remediation No Contact Order Facility Ban
	3	Employment Termination

## HOW TO REPORT AN INCIDENT(S) OF SEXUAL HARASSMENT OR SEXUAL ASSAULT

### Reporting an Incident

**NOTE:** There are options available to address gender discrimination and/or sexual harassment including behavior such as verbal sexual harassment, sexual assault, stalking, dating or domestic violence, and retaliation for reporting a violation of the sexual misconduct policy.

You can talk with a Title IX Coordinator who will assist you in making a decision on how to proceed with a report or complaint.

- You can talk with a Campus Safety Officer.
- You can file a report online. *Reports may be filed anonymously.*
- If you need confidential help in deciding whether or not to file a report or complaint you can talk with a confidential individual.

CU encourages all members of our community who are victims of sexual misconduct to report the incident to the local police. Any Title IX Coordinator or Campus Safety Officer will assist you in filing a complaint with the police.

A party who may have been the target of a violation of the University's Sexual Misconduct Policy should meet as soon as possible with the Title IX Coordinator. The Coordinator will, if so requested, help the party decide whether the allegation fall within the scope of the Policy, answer any questions regarding addressing and resolving the behavior, provide any information that might help the party decide whether to file a complaint and thereby initiate an investigation, and/or should the party wish, assist in contacting the local police.

### Advisor

The complainant or respondent (hereafter party) is entitled to one advisor of his or her choosing to guide and accompany him/her throughout the grievance process including all meetings and hearings the party will attend. The party may choose to select an advisor at any point in the process but must have an advisor to cross-examine witnesses in a formal hearing. If the party cannot find or is unwilling to choose an advisor, the Title IX Coordinator will appoint an advisor of the coordinator's choice to assist the party during an Administrative Panel Hearing.

**Note:** Advisors cannot serve as witnesses.

### Filing a formal complainant

If the party wishes to proceed with the formal grievance process, the party (now complainant) will meet with the Title IX Coordinator to determine if the alleged behavior meets within the parameters of Title IX sexual misconduct or within the University parameters of sexual misconduct. Following that meeting, the complainant will submit a written complaint to the Title IX Office on the provided form. Upon receipt of a complaint, the Title IX Coordinator/designee or Associate Title IX Coordinator will do the following:

- Inform the respondent that he/she has been charged with a violation of the Sexual Misconduct Policy.
- Meet with the respondent to address the allegations.
- Assign Title IX staff to investigate and adjudicate the allegations and communicate the names of the investigators and adjudicators to the complainant and respondent (hereafter party or parties).

**Note:** Complainants and respondents retain the right at any time during the investigation or adjudication process to remove themselves from the formal grievance process. However, the Title IX Coordinator, after consulting the appropriate Title IX Staff members, has the authority to continue the investigation and/or adjudication process without the complainant or respondent.

## Dismissal of charges

**Mandatory Dismissal:** The University must investigate the allegations when a formal complaint is filed. If the conduct alleged by the complainant would not constitute sexual harassment as defined in the “Title IX Sexual Misconduct” policy, the Title IX Coordinator must dismiss the formal complaint with regard to that conduct. However, if the conduct alleged by the complainant would constitute sexual harassment as defined under the “University Sexual Misconduct” policy, the Title IX Coordinator has the authority to institute charges under that policy.

**Discretionary Dismissals:** The Title IX Coordinator has the authority to dismiss formal complaints in three specified circumstances:

1. where a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
2. where the respondent is no longer enrolled or employed by the University; or
3. where specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the allegations contained in the formal complaint.

**Note:** Any dismissal of charges as described above may be appealed by the complainant or respondent as outlined in the sexual misconduct appeals policy.

## Investigation process

The Title IX Coordinator (Associate Title IX Coordinator) will assign trained individual(s) to investigate the allegations. The authority and responsibilities of an investigator is as follows:

1. Investigate the allegations of a violation of the University Sexual Misconduct Policy.
2. Regularly communicate the investigation progress to the Title IX Coordinator.
3. Make available to the Title IX Coordinator, both parties, and their respective advisor all interview notes, all inculpatory and exculpatory evidence, and the investigator’s final report.

## Consolidation of formal complaints

Provided the allegations of sexual harassment arise out of the same facts or circumstances, The University may consolidate formal complaints that are:

- Against more than one respondent
- By more than one complainant against one or more respondents
- By one party against the other party

## The administrative panel hearing (AHP)

**Purpose:** A respondent has the right to address allegations the he/she violated the University’s Sexual Misconduct Policy in an Administrative Panel Hearing. The purpose of this hearing is to determine if a violation of the Sexual Misconduct Policy has occurred and, if the hearing panel finds that a violation of policy has occurred, the panel is authorized to sanction the respondent.

**Composition of the AHP:** The hearing will occur following an investigation by University sanctioned investigator(s). The hearing panel will consist of three (3) Administrative Hearing Officers (AHO), one of which shall be the Chair of the panel. The Title IX Coordinator will appoint the AHP Chair from the list of administrators below and the AHP Chair will appoint the remaining two members from this list:

- Vice President of Administration
- Vice President of Student Success
- Vice President of Academics
- Chief of Staff
- Associate Vice President of Academic Operations

## Preponderance of the evidence defined

After assessing the quality of the evidence, an AHP panel member should only find the respondent responsible for the alleged misconduct if the evidence convinces the panel member to reasonably conclude that a finding of responsibility is justified. That is, the panel member should find that there is sufficient evidence that is relevant, probable, and persuasive to convince the member that the respondent engaged in the alleged misconduct, and that the evidence supporting a finding of responsibility outweighs any evidence that the respondent is not responsible for the alleged misconduct.

## Hearing procedures and the determination

The structure and order of the hearing will be determined prior to the hearing. A written order of the presentation of evidence and witnesses will be provided to both parties prior to the hearing.

Following the conclusion of the hearing, the panel will move into an executive session. The panel will deliberate on the facts of the case and cast a vote to determine a finding. The majority opinion (2 or 3 votes) will determine the finding for the case. The AHP shall make one the following findings:

- The respondent is *not responsible* for violating the Sexual Misconduct Policy,
- The respondent is *responsible* for violating the Sexual Misconduct Policy.

Within 3 business days following the determination, barring exigent circumstances, the AHP Chair will do the following:

- Write the Administrative Hearing Panel final report.
- Notify the complainant and respondent (simultaneously), and Title IX Coordinator of the finding and, if found responsible, the assigned sanctions.

## Sanctions and remedies

If the AHP determines that a violation has occurred, the panel will determine the appropriate sanction(s) and remedies using the established sanctioning matrix. The panel is authorized to, when finding that aggravating or mitigating factors exist, exceed/deceed the established sanctioning parameters.

- **Note:** The sanctioning components and the matrix can be found in the “Sexual Misconduct Policy”

## Supportive Remedies for the complainant

The Title IX Coordinator will meet with a complainant to explore additional remedies designed to restore or preserve the complainant’s equal educational access any time a respondent is found responsible for sexual harassment. These remedies may, where applicable, include but are not limited to the following:

- Counseling in the University Counseling Center
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Changes in work or campus housing location
- Leaves of absence

## Appeal process

Following the determination of a finding by the Administrative Hearing Panel, the Complainant or Respondent may submit a written appeal. This written appeal must be submitted using the “Request for Appeal” form and submitted as directed on the form. The appeal must be submitted within three (3) business days of notification of the findings and include all evidence substantiating the appeal.

The criteria to file an appeal, appeal policies, and the request form can be found here.

**IMPORTANT NOTE:** Any Request for Appeal not filed within the 3 business day period will be denied.



## **Informal resolution**

Following the receipt of a formal complainant, the Title IX Coordinator may offer the complainant and respondent the option to enter into an “Informal Resolution” of the allegations. The complainant and/or the respondent may also request the Title IX coordinator to offer the other party the option of an Informal Resolution. The Title IX Coordinator is the sole administrator who determines if an Informal Resolution is appropriate given the allegations. This option will remain open until the beginning of an Administrative Panel Hearing at which time the option becomes unavailable.

If the Title IX Coordinator and both parties agree that an Informal Resolution is a viable option to resolve the allegations, the Title IX Coordinator will direct the parties to formalize this request in writing. Either party may withdraw from the Informal resolution process at any time without penalty up until the signing of a resolution agreement. Should this happen the Title IX Coordinator will re-initiate the investigation and adjudication process. The Title IX Coordinator or designee will supervise the Informal Resolution process.

## **Emergency removal**

The Emergency Removal Committee (hereafter ERC) has the authority to remove any University community member who poses an immediate threat to the physical health or physical safety of a complainant, respondent, or any other person participating in the investigation or adjudication of the Title IX process. Individuals (e.g. Title IX Investigators, Campus Safety Staff, Resident Hall Staff, or others) believing that a member of the University community could pose such an immediate threat should contact any title IX coordinator to inform the coordinator of the facts surrounding the alleged immediate threat. The title IX coordinator will then activate the ERC. The ERC will meet to determine if the facts support that such a threat exists. The following are the rubrics by which the ERC will operate.

### **1) The ERC will be composed of 3 members as follows:**

- Student is the alleged threat: Title IX Coordinator (or designee), a University professional who possess a background in counseling or social work appointed by the T9C (with designee back-up), Dean of Students (or designee)
- Employee is the alleged threat: Title IX Coordinator (or designee), a University professional who possess a background in counseling or social work appointed by the T9C (with designee back-up), Human Resource Administrator appointed by the T9C (or designee).

### **2) Members of the ERC may meet face-to-face or through electronic means as soon as possible.**

- This meeting would include interviewing any individual who has relevant information regarding the immediate threat of the respondent.
- Before making a decision, the ERC must meet with the respondent and allow the respondent to address the allegations of the immediate threat.

### **3) In making the decision to remove a respondent on a temporary basis, the ERC will use the following criteria.**

- Assess the available supportive and/or proscriptive measures that can remediate the immediate threat thus allowing the respondent to remain as a member of the University community.
- Consider only the physical safety of the potential victim(s).
- Assess the credibility and relevance of the information received.
- Assess the nature and severity of the potential harm.
- Assess the duration of the risk.
- Assess how likely it is that the potential harm will occur.
- Assess the imminence of the potential harm.
- Determine that there is no other reasonable or restrictive remedies available other than emergency removal.

## **Bias and conflict of interest**

If a complainant or respondent believes that an Assistant/Associate Coordinator, Investigator, Hearing Panel Member, or Appeal Officer assigned to his/her case cannot conduct a fair/unbiased investigation or adjudication of the case, the party may petition the Title IX Coordinator to replace that individual. However, if the allegation is that The Title IX Coordinator cannot serve in an unbiased manner, the party may petition the Administrative Hearing Panel Chair to replace the Title IX Coordinator. This must be done in writing (email) within 3 business days of being notified of the assigned member and must include supporting evidence.

A respondent has the right to address allegations that he/she violated the University's Sexual Misconduct Policy in an Administrative Panel Hearing (hereafter AHP). The purpose of this hearing is to determine if a violation of the Sexual Misconduct Policy has occurred and, if the hearing panel finds that a violation of policy has occurred, the panel is authorized to sanction the respondent.

## **Composition of the AHP**

The hearing will occur following an investigation by University's sanctioned investigator(s). The hearing panel will consist of three (3) Administrative Hearing Officers (AHO), one of which shall be the Chair of the panel. The Title IX Coordinator will appoint the AHP Chair from the list of administrators below and the AHP Chair will appoint the remaining two members from this list:

- Vice President of Administration
- Vice President of Student Success
- Vice President of Academics
- Chief of Staff
- Associate Vice President of Academic Operations

## **Rights and responsibilities**

The following, as described below, are the rights and responsibilities of the Administrative Hearing Panel (AHP).

- The AHP *will not conform* to state or federal rules of criminal or civil procedure.
- The AHP will presume the non-responsibility of respondents until the conclusion of the Administrative Panel Hearing.
- The case brought before the AHP is the University's case and the burden to prove that a violation of the Sexual Misconduct Policy has occurred is upon the University.
- All participants are expected to conduct themselves in a civil and appropriate manner. The AHP Chair will take reasonable steps to maintain order. The Chair is empowered to dismiss those who exhibit unruly, uncivil, or inappropriate behavior.
- The AHP Chair will determine if evidence is relevant to the allegations of the misconduct. The Chair may confer with other members of the panel before determining if a specific offered evidence is relevant. All irrelevant evidence will be excluded from the hearing and cannot be considered by the panel.
- The AHP will use the "*Preponderance of the Evidence*" as a standard of proof for all sexual misconduct cases.
- Following the conclusion of the hearing, the AHP will meet to determine the outcome.
  - The AHP will determine one two findings: the respondent is not responsible for violating the Sexual Misconduct Policy or the respondent is responsible for violating the Sexual Misconduct Policy.
  - The AHP is empowered to sanction the respondent following a finding that the respondent is responsible for violating the Sexual Misconduct Policy.
- The hearing is closed to all persons except for the hearing panel members, complainant and respondent, one advisor for each party, any witnesses while they are testifying, the Title IX Coordinator/designee, one or both investigators, any support(s) persons of the Coordinator's choice, and any other person deemed appropriate or necessary by the AHP Chair.

## **Questioning (cross-examination) during the hearing**

The complainant and respondent may not question each other or any witness that appears in the hearing. Questioning must only be offered by each party's advisors, members of the hearing panel, and the investigator. If a party does not have an advisor, the Title IX Coordinator or AHP Chair will appoint one for the party. A given question must be directed to the hearing panel chair who will rule on the relevance of the question to the case at hand. If the chair does not allow the question, the chair will explain the reason(s) for the exclusion. The hearing board can consider any evidence submitted by a witness/ statement that is not subject to cross-examination.

All individuals involved in the questioning process are obligated to conduct themselves in a civil manner. The AHP Chair has the authority to dismiss anyone who demonstrates uncivil or inappropriate behavior.

## **Order of the hearing**

1. Call to Order - Facilitator or AHP Chair
2. Opening Remarks - Facilitator or AHP Chair
3. Witnesses Are Dismissed
4. Presentation of Formal Allegations – Title IX Coordinator
5. Presentation of Investigative Facts – Title IX Investigator(s)
  - a. Questions by Complainant
  - b. Questions by Respondent
  - c. Questions by AHP
  - d. Questions by AHP of Complainant
  - e. Questions by AHP of Respondent
  - f. Follow-Up Questions by any of the above
6. Witnesses
  - a. Questions by AHP
  - b. Questions by Complainant
  - c. Questions by Respondent
  - d. Follow-Up Questions by any of the above
7. Questioning by the Parties
  - a. Questions by Complainant
  - b. Questions by Respondent
  - c. Questions by AHP
  - d. Follow-Up Questions by any of the above
8. Final Statements (limit of 5 minutes per party)
  - a. Complainant
  - b. Respondent
9. AHP Moves Into Executive Session for Deliberations

## **Informal Resolution Process**

The informal resolution process is a voluntary, structured interaction between involved parties (complainant and respondent) to resolve the allegations following the filing of a formal complaint and prior to a formal hearing on the allegations. The informal resolution process is intended to be flexible while also providing for a full range of possible outcomes.

The following are the parameters by which an informal resolution may be conducted.

1. The Title IX Coordinator may offer the parties the opportunity to become involved in an informal resolution process. Likewise either party (complainant or respondent) may petition the Title IX Coordinator in writing to offer an informal resolution process to the other party. The Title IX Coordinator is the sole administrator who determines if an Informal Resolution (hereafter IR) is appropriate given the allegations.

2. The Title IX Coordinator and/or the coordinator's trained designee (here after facilitator) will supervise the informal resolution process. The facilitator will present the option of an Informal Resolution and proposed terms to each Party independently and in writing. All related communication will go through the facilitator. Participation in an Informal Resolution is voluntary for all Parties and requires full informed and written consent. If either Party does not agree with the proposed terms, or is uninterested in engaging in negotiations, the party may continue with the University's grievance process at any time before signing the Informal Resolution Agreement.
3. The IR will be voluntary for both parties and each party must submit a written request to become involved in the IR. An informal resolution cannot be offered if the complainant is a student and the respondent is an employee.
4. The IR will not require the parties to confront each other or even be present in the same room.
5. The parties may consult their advisor or have their advisor present at any time an IR meeting occurs.
6. Either party may withdraw, without penalty, from the IR up until a written resolution agreement is signed by both parties. If either party withdraws from the IR, the formal grievance process will resume.
7. A signed resolution agreement is binding on both parties.
8. The facilitator(s) has the authority to end the resolution process if the facilitator(s) believes that one or both parties are not operating in good faith. If this happens, the formal grievance process will resume.
9. Both parties and the facilitator (s) will have an opportunity to offer proposals to become a part of the final outcome(s)/agreement. An IR agreement may include, but is not limited to, an admission of responsibility, an admission of false allegations, disciplinary/punitive sanctions, counseling, and involvement in an educational program.
10. The Facilitator(s) and both parties must all agree to the outcome(s) of the IR. In doing so the facilitator will write a binding agreement based upon the parties verbal agreement with the negotiated outcome(s). Separately, both parties will then be offered the opportunity to sign this IR agreement. If either party refuses to sign this agreement, the IR will be considered failed and the grievance process will resume.

## **Appeal Process**

### **Requirements**

1. The Complainant (party) or Respondent (party) may submit a written appeal using the [Request for Appeal form](#) (hereafter "RFA") to the Appeal Officer through the Title IX Coordinator.
2. The written appeal will be sent to the Title IX Coordinator who will forward the appeal to the appropriate Appeal Officer and the other party.
3. Any party to a complaint may only file one appeal per incident, exigent circumstances notwithstanding.
4. Sanctions instituted by the Administrative Hearing Panel are to be implemented following the appeal determination.
5. The presumptive stance of the Appeal Officer is that the Administrative Hearing Panel (hereafter AHP) finding(s) and sanction(s) were correct in their finding. The burden is on the party to show that an error occurred as outlined below in the Grounds for Appeal.
6. Appeals are not intended to be re-interviews of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original investigation and adjudication of the case. Interviewing of or testimony by the parties is not appropriate - exigent circumstances notwithstanding.
7. The Appeal Officer may, at his/her discretion, request information regarding procedure from the Investigator, Title IX Coordinator, or Hearing Panel Chair. Ideally, this information would not be necessary, as it should be included in the written requests and/or responses.

## Procedures for appeals

1. Following the conclusion of an AHP, both parties are required to daily check their University email for the notification of the AHP findings.
2. The RFA must be submitted within 3 business days of notification of the AHP's findings and include all evidence substantiating the appeal. [The appeal form can be found here.](#)
3. Any RFA not filed in a timely fashion will be denied. No exceptions to this timeline are permissible without the express permission of the Appeal Officer.
4. Any RFA will be shared with all parties (Complainant, Respondent, Title IX Coordinator, and AHP Chair) who may respond in writing to the Appeal Officer.
  - All responses must be submitted to the Appeal Officer within three (3) business days of the notification that an appeal has been filed and all responses will be shared with all parties.

## Grounds for appeal

1. A procedural error or omission occurred that significantly impacted the outcome of the process (e.g. material deviation from established procedures).
2. To consider new evidence, unavailable during the original investigation or adjudication, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

**NOTE:** When a party fails to provide a statement/evidence (e.g. under advice of counsel/ advisor) during an investigation, and subsequent to the interview/hearing decides to provide the statement/evidence, it will not be considered "new evidence" for the purposes of this ground. Additionally, subsequent findings of a criminal or civil court (e.g. dismissals, plea bargains, settlements) alone do not constitute sufficient grounds for appeal, but may be considered if new evidence was the grounds for said finding.

3. A conflict of interest or bias by an investigator, coordinator, or AHP member that substantially impacted the outcome of the investigation or adjudication.

**NOTE:** Parties have the ability to address an investigator's, coordinator's, or AHP member's potential conflict of interest or bias for or against a given party at the time of notification of the individual's involvement in the case. Therefore, in the appeal, the party must also explain why the party did not exercise this opportunity at the time the investigator, coordinator, or AHP member's name was disclosed.

## Appeals under consideration

1. The Appeal Officer, after considering the original appeal and all associated responses, will make a decision on the appeal and communicate one of the following determinations within three (3) business days of receiving the final response - exigent circumstances notwithstanding.

### **The decisions are limited to the following:**

- a. Affirming the decision of the original AHP and or investigation.
- b. In cases where it is determined that the procedural error did significantly impact the finding or sanction, the Appeal Officer will require one of the following two remedies:
  - Remand the case back to the original coordinators, investigators and/or AHP with instruction to repair the procedural error.
  - Remand the case back to be reinvestigated by new investigators, new coordinator, and/or new AHP. This is typically done in cases where the procedural error is so profound as to render the original investigation and/or adjudication too biased or influenced.

2. In cases where it is determined that the new evidence, unavailable during the original investigation, is now available and could substantially impact the original finding or sanctions of the AHP, the Appeal Officer will remand the case back to the original AHP with instruction to consider the new evidence.
  - In this cases, the original AHP will convene solely to consider the new evidence.

## **Employee Reporting Responsibilities**

In developing a “Employee Reporting Responsibilities policy”, the University has assigned all employees to one of three designations: 1) Mandatory Reporters, 2) Confidential Employees, and 3) Discretionary Employees. The criteria for each designation is listed below.

### **1) Mandatory Reporters**

Mandatory Reporters are those required to report to the Title IX Coordinator in a prompt manner any allegations of a violation of the University Sexual Misconduct Policy which come to their attention. Mandatory Reporters are the University President and all those employees who are subordinate to the President and fit one or more of the following classifications:

- Members of the Title IX Staff (Coordinators and Investigators)
- Members of the Resident Hall Staff (including Residents Assistants)
- All Campus Safety Staff (full and part-time)
- “Vice Presidents” and subordinates with Vice President in their Job Title
- “Deans” and subordinates with Deans in their Job Title
- “Director” and subordinates with Director in their Job Title
- Athletic Administrative Staff, Coaches, and Athletic Trainers

### **2) Confidential Employees**

Confidential Employees are those employees who hold a professional license or state recognized privilege (e.g. LCMS Pastors) and are hired to provide that service to the University Community. Confidential employees are **NOT required** by the Sexual Misconduct Policy or Title IX to report **ANY** information to the Title IX Coordinator or designee under the terms of their license or ordination. Confidential Employees are those employees who fit one or more of the following classifications:

- Licensed members of the University Counseling staff
- Licensed members of the University Health Services staff
- Members of the University Campus Ministry staff
- Ordained Clergy who teach in the Theology Department and who are not mandatory reporters as outlined directly above

### **2) Discretionary Employees**

Discretionary Employees are all those who are not covered in the above two designations. Discretionary Employees have the option to report or not report allegations of a violation of the University Sexual Misconduct Policy which come to their attention.

## **Supportive Measures**

There are a variety of resources and options that will support any member of the campus community who experiences gender discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking, other sexual misconduct, or who have been documented for a violation of the University sexual misconduct policy. These resources are available regardless of whether a report or complaint is filed.

If you have been a victim of sexual harassment, sexual violence, dating or domestic violence, stalking, or any other form of sex discrimination and wish to talk with someone in a confidential manner, a number of individuals are available to you. A Title IX Coordinator can also assist you in connecting with one of the Confidential Resources. Also, if you have been accused of violating the Sexual Misconduct policy and wish to talk with someone in confidence, this resource is also available to you and a Title IX Coordinator can assist you in connecting with one of the Confidential Resources.

## Office of Student Success

The offices below are available to answer questions and direct you to an appropriate service provider who can meet your needs.

### Interim Vice President for Student Success:

Dr. Elizabeth Polzin  
 Office: AL 107  
 Phone: (262) 243-4210  
 Email: [elizabeth.polzin@cuw.edu](mailto:elizabeth.polzin@cuw.edu)

### Residence Life:

Ms. Rebecca Kruse, Director of Residence Life  
 Office: AL 107  
 Phone: (262) 243-4443  
 Email: [rebecca.kruse@cuw.edu](mailto:rebecca.kruse@cuw.edu)

### Dean of Students:

Joseph Niswonger  
 Office: AL 107  
 Phone: (262) 243-4331  
 Email: [joseph.niswonger@cuw.edu](mailto:joseph.niswonger@cuw.edu)

### Campus Safety:

Provides escort services to and from campus locations (e.g. parking garage) and can address your safety concerns including, if you wish, interactions with the local police.

Mr. Michael Stolte, Director of Campus Safety  
 Office: R023  
 Phone: (262) 243-4344

The Title IX Staff can assist you in making any connections with the community resources below.

CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS TITLE IX COMMUNITY RESOURCES			
RESOURCE	PHONE	LOCATION	INFORMATION
Police: Mequon	(262) 242-3500	11300 N. Buntrock Ave, Mequon, WI 53097	
Police: Ozaukee Sheriff	911 or (262) 377-7172	1201 S. Spring St, Port Washington, WI 53074	
Advocates of Ozaukee Crisis Center	(877) 375-4034 or (262) 284-6902	<a href="http://www.advocatesofozaukee.com">www.advocatesofozaukee.com</a>	Advocates of Ozaukee is an agency that provides services for those who may be experiencing domestic or sexual violence. Their website contains information to educate and help in making decisions that are best for you. Should you have any questions, please contact us. Confidentiality is always insured.
National Sexual Assault Hotline	1-800-656-HOPE		Free, confidential counseling 24 hours a day As a national service organization, they can help connect you to local providers
Sexual Assault Treatment Center	(414) 219-5555	Aurora Sinai Medical Center, 945 N. 12th St. Milwaukee, WI  <a href="http://www.aurorahealthcare.org">www.aurorahealthcare.org</a>	
A safe and caring environment for anyone who has experienced any type of sexual violence, assault or abuse. Services include crisis intervention and emotional support; medical assessment and treatment; forensic exam with evidence collection (within 72 - 96 hours of the assault); pregnancy risk assessment; screening for sexually transmitted infections; follow-up telephone and in-person contact to provide emotional support, review any test results and assist with counseling referrals if needed. 24-hour help and information line.			
Lutheran Counseling & Family Services of Wisconsin	(414) 536-8333	3800 N. Mayfair Road, Wauwatosa, WI  <a href="http://www.lcswi.org">www.lcswi.org</a>	
Lutheran Counseling & Family Services of Wisconsin provides affordable and accessible mental health counseling, substance abuse treatment, family life education and adoption counseling and services to all who seek our care regardless of age, faith, culture or economic status. Most insurances accepted with a generous sliding fee scale for those uninsured or underinsured.			
Crisis Center: A Place of Refuge	(414) 476-6333	Email: <a href="mailto:aplacerefuge@aol.com">aplacerefuge@aol.com</a>	
Refuge House is a safe place that provides a loving, nurturing environment for women and their children. Our Advocates encourage women to make the positive changes in their lives that will offer opportunity, direction and hope for their futures. A Place of Refuge Ministries of South Wisconsin is a non-profit corporation and a Recognized Service Organization of the Lutheran Church -Missouri Synod.			
Legal Advice: Milwaukee Bar Association	(414) 274-6760	747 N. Broadway, Milwaukee, WI  <a href="http://www.mkebar.org">www.mkebar.org</a>	
The complainant and/or the respondent may wish to consult with an attorney. The Milwaukee Bar Association is a resource to consider when looking for legal advice.			
U.S. Dept. of Education Office of Civil Rights	(312) 730-1560	500 W. Madison St. Suite 1475, Chicago, IL  Email: <a href="mailto:OCR.Chicago@ed.gov">OCR.Chicago@ed.gov</a>	

## Title IX Staff

The purpose of Concordia University's (CU) Title IX Compliance Program is to foster an environment in mind, body and spirit so that all campus stakeholders can enjoy the University's educational programs and activities free from all forms of sexual harassment as outlined in the Sexual Misconduct policy. The Title IX staff are therefore instrumental agents charged with upholding this purpose statement.

The Title IX Staff include trained individuals who are Coordinators, Investigators, and Administrative Hearing Panel members/Appeal Officers. Their contact information is listed below.

<b>CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS TITLE IX ADMINISTRATIVE STAFF</b>			
<b>NAME</b>	<b>TITLE</b>	<b>OFFICE PHONE</b>	<b>EMAIL</b>
<b>Mr. Joseph Niswonger</b>	Title IX Coordinator	(262) 243-4331	<a href="mailto:Joseph.Niswonger@cuw.edu">Joseph.Niswonger@cuw.edu</a>
<b>Ms. Kimberly Masenthin</b>	Assistant Coordinator for Employees	(262) 243-4414	<a href="mailto:Kimberly.Masenthin@cuw.edu">Kimberly.Masenthin@cuw.edu</a>
<b>Ms. Stacey Brunner Jones</b>	Associate Director of Athletics for Title IX	(262) 243-4492	<a href="mailto:Stacey.BrunnerJones@cuw.edu">Stacey.BrunnerJones@cuw.edu</a>
<b>CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS TITLE IX INVESTIGATORS</b>			
<b>NAME</b>	<b>OFFICE LOCATION</b>	<b>OFFICE PHONE</b>	<b>EMAIL</b>
<b>Dr. Leah Dvorak</b>	Luther 128	(262) 243-4522	<a href="mailto:Leah.Dvorak@cuw.edu">Leah.Dvorak@cuw.edu</a>
<b>Ms. Sarah Gartman</b>	Stuenkel 103F	(262) 243-4581	<a href="mailto:Sarah.Gartman@cuw.edu">Sarah.Gartman@cuw.edu</a>
<b>Dr. Katherine Liesener</b>	Heidelberg 002B	(262) 243-4338	<a href="mailto:Katherine.Liesener@cuw.edu">Katherine.Liesener@cuw.edu</a>
<b>Mr. Matt Mac Kelly</b>	Roberg Plaster 323	(262) 243-4287	<a href="mailto:Matthew.MacKelly@cuw.edu">Matthew.MacKelly@cuw.edu</a>
<b>Mr. Eugene Pitchford</b>	Luther 204	(262) 243-2604	<a href="mailto:Eugene.Pitchford@cuw.edu">Eugene.Pitchford@cuw.edu</a>
<b>CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS ADMINISTRATIVE HEARING PANEL MEMBERS &amp; APPEAL OFFICERS</b>			
<b>NAME</b>	<b>OFFICE LOCATION</b>	<b>OFFICE PHONE</b>	<b>EMAIL</b>
<b>Dr. Leah Dvorak</b>	Luther 128	(262) 243-4522	<a href="mailto:Leah.Dvorak@cuw.edu">Leah.Dvorak@cuw.edu</a>
<b>Prof. Brooke Johnson</b>	Luther 128C	(262) 243-2075	<a href="mailto:Brooke.Johnson@cuw.edu">Brooke.Johnson@cuw.edu</a>
<b>Rev. Dr. Ryan Peterson</b>	Ann Arbor campus, Student Services 100	(734) 995-7373	<a href="mailto:Ryan.Peterson@cuaa.edu">Ryan.Peterson@cuaa.edu</a>
<b>De. Elizabeth Polzin</b>	Albrecht 107	(262) 243-4210	<a href="mailto:Elizabeth.Polzin@cuw.edu">Elizabeth.Polzin@cuw.edu</a>
<b>Dr. Steve Taylor</b>	Luther 130	(262) 243-4392	<a href="mailto:Steve.Taylor@cuw.edu">Steve.Taylor@cuw.edu</a>



## Confidential Individuals

The offices and individuals listed below are available to provide Christ-centered, caring and competent services to students, faculty, and staff in a confidential setting. These individuals, within the scope of their State license or ecclesiastical vows, are not required by Title IX or the University to disclose anything you share with them.

CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS				
CONFIDENTIAL RESOURCES				
CAMPUS	NAME	TITLE	OFFICE PHONE	EMAIL
<b>Counseling Staff</b>				
Ann Arbor	Ms. Aysha Abiade	Student Services 137	(734) 995-7311	<a href="mailto:aysha.abiade@cuaa.edu">aysha.abiade@cuaa.edu</a>
Ann Arbor	Ms. Kaitlyn Hartzog	Student Services 137	(734) 995-7316	<a href="mailto:kaitlyn.hartzog@cuaa.edu">kaitlyn.hartzog@cuaa.edu</a>
Ann Arbor	Ms. Stephanie Bigelow	Student Services 137	(734) 995-7456	<a href="mailto:stephanie.bigelow@cuaa.edu">stephanie.bigelow@cuaa.edu</a>
Mequon	Mr. Dave Enters	Albrecht 111	(262) 243-4211	<a href="mailto:dave.enters@cuw.edu">dave.enters@cuw.edu</a>
Mequon	Ms. Christine Jenkins	Albrecht 111	(262) 243-4456	<a href="mailto:christine.jenkins@cuw.edu">christine.jenkins@cuw.edu</a>
Mequon	Ms. Bonnie Halper	Albrecht 111	(262) 243-2068	<a href="mailto:bonnie.halper@cuw.edu">bonnie.halper@cuw.edu</a>
Mequon	Ms. Mary Gonring	Albrecht 111	(262) 243-2071	<a href="mailto:mary.gonring@cuw.edu">mary.gonring@cuw.edu</a>
<b>Health Services Staff</b>				
Mequon	Ms. Renee Gosselin	Albrecht 113	(262) 243-4574	<a href="mailto:renee.gosselin@cuw.edu">renee.gosselin@cuw.edu</a>
Mequon	Ms. Talia Hellman	Albrecht 113	(262) 243-4575	<a href="mailto:talia.hellman@cuw.edu">talia.hellman@cuw.edu</a>
Mequon	Ms. Julie Kluge	Albrecht 113	(262) 243-4574	<a href="mailto:julie.kluge@cuw.edu">julie.kluge@cuw.edu</a>
Mequon	Mr. Michael Toppe	Albrecht 113	(262) 243-4574	<a href="mailto:michael.toppe@cuw.edu">michael.toppe@cuw.edu</a>
<b>Campus Ministry Staff</b>				
Ann Arbor	Rev. Randy Duncan	Student Services 118	(734) 995-7328	<a href="mailto:randall.duncan@cuaa.edu">randall.duncan@cuaa.edu</a>
Mequon	Dr. Jim Juergensen	Albrecht 108A	(262) 243-4518	<a href="mailto:jim.juergensen@cuw.edu">jim.juergensen@cuw.edu</a>
Mequon	Ms. Darcy Paape	Robert Plaster 101B	(262) 243-2300	<a href="mailto:darcy.paape@cuw.edu">darcy.paape@cuw.edu</a>
Mequon	Rev. Steve Smith	Luther 108E	(262) 243-4389	<a href="mailto:steve.smith@cuw.edu">steve.smith@cuw.edu</a>
<b>Ordained Clergy</b>				
Mequon	Rev. Dr. Brian German	Luther 203A	(262) 243-4236	<a href="mailto:brian.german@cuw.edu">brian.german@cuw.edu</a>
Ann Arbor	Rev. Theodore Hopkins	Krueger 110	(734) 995-7480	<a href="mailto:theodore.hopkins@cuaa.edu">theodore.hopkins@cuaa.edu</a>
Mequon	Rev. Dr. Nathan Jastram	Luther 203D	(262) 243-4290	<a href="mailto:nathan.jastram@cuw.edu">nathan.jastram@cuw.edu</a>
Mequon	Rev. Dr. Jason Lane	Luther 203G	(262) 243-2059	<a href="mailto:jason.lane@cuw.edu">jason.lane@cuw.edu</a>
Mequon	Rev. Dr. Aaron Moldenhauer	Luther 203I	(262) 243-4383	<a href="mailto:aaron.moldenhauer@cuw.edu">aaron.moldenhauer@cuw.edu</a>
Mequon	Rev. Dr. Ronald Mudge	Luther 203L	(262) 243-4301	<a href="mailto:ronald.mudge@cuw.edu">ronald.mudge@cuw.edu</a>
Mequon	Rev. Dr. Jonathan Mumme	Luther 203J	(262) 243-4348	<a href="mailto:jonathan.mumme@cuw.edu">jonathan.mumme@cuw.edu</a>
Mequon	Rev. Dr. Daniel Paavola	Luther 203C	(262) 243-4446	<a href="mailto:daniel.paavola@cuw.edu">daniel.paavola@cuw.edu</a>
Ann Arbor	Rev. Charles Schulz	Krueger 111	(734) 995-7384	<a href="mailto:charles.schulz@cuaa.edu">charles.schulz@cuaa.edu</a>
Mequon	Rev. Dr. Jason Soenksen	Luther 203F	(262) 243-4412	<a href="mailto:jason.soenksen@cuw.edu">jason.soenksen@cuw.edu</a>
Mequon	Rev. Dr. Kurt Taylor	Luther 203M	(262) 243-4458	<a href="mailto:kurt.taylor@cuw.edu">kurt.taylor@cuw.edu</a>
Mequon	Rev. Dr. Harald Tomesch	Luther 203E	(262) 243-2711	<a href="mailto:harald.tomesch@cuw.edu">harald.tomesch@cuw.edu</a>
Ann Arbor	Rev. Dr. Scott Yakimow	Krueger 114	(734) 995-7411	<a href="mailto:scott.yakimow@cuaa.edu">scott.yakimow@cuaa.edu</a>

## Advisors

A complainant or respondent (hereafter party/parties) is entitled to one advisor of his or her choosing to guide and accompany him/her throughout the grievance process including all meetings and hearings the party will attend. The party may choose to select an advisor at any point in the process but must have an advisor present during an Administrative Panel Hearing (hereafter APH).

The University maintains a pool of trained (non-attorney) advisors who are available to the parties if requested. The parties may choose advisors from outside the pool, or outside the campus community, but those advisors may

not have the same level of insight and training on the campus process as do those trained by the University. The University will not train any advisors who are not part of the previously trained advisor pool.

If the party cannot find or is unwilling to choose an advisor, the Title IX Coordinator will appoint an advisor of the coordinator's choice to assist the party during an Administrative Panel Hearing.

**Note:** Witnesses *cannot* serve as an advisor.

### **Advisor and party expectations**

The University expects advisors to adjust their schedule to allow them to attend university meetings when scheduled. The university does not typically change scheduled meetings to accommodate an advisor's inability to attend. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith.

All participants in interviews and APH are expected to conduct themselves in a civil and appropriate manner. A coordinator or investigator, during interviews, and the AHP Chair, during a APH, will take reasonable steps to maintain order. The interviewer or APH Chair is empowered to dismiss those who exhibit unruly, uncivil, or inappropriate behavior.

### **Attorneys as advisors**

The University will not pay for or recommend any attorney to the parties. The university cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the University is not obligated to provide one.

### **The role of an advisor**

Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation.

If requested, advisors may be given the opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview meeting. This pre-meeting will allow advisors to clarify any questions they may have and allows the interviewer an opportunity to clarify the role that the advisor is expected to take. In investigative interviews, the parties are expected to respond to questions on their own behalf - the advisor should refrain from answering the question for the party.

### **Advising during an APH**

The complainant and respondent may not question each other or any witness that appears in the hearing. Questioning must only be offered by each party's advisors, members of the hearing panel, and the investigator. As mentioned above, advisors and advisee may confer quietly as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors may request, from the AHP Chair, a break for private conversation.

### **Changing an advisor**

A party may elect to change advisors during the process and is not locked into using the same advisor throughout. The party must inform the Title IX Coordinator in writing before any meetings where the new advisor will be present.

## COMMUNITY RESOURCES FOR THE CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS

The Title IX Staff can assist you in making any connections with the community resources below.

CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS TITLE IX COMMUNITY RESOURCES			
RESOURCE	PHONE	LOCATION	INFORMATION
<b>Police: Mequon</b>	(262) 242-3500	11300 N. Buntrock Ave, Mequon, WI 53097	
<b>Police: Ozaukee Sheriff</b>	911 or (262) 377-7172	1201 S. Spring St, Port Washington, WI 53074	
<b>Advocates of Ozaukee Crisis Center</b>	(877) 375-4034 or (262) 284-6902	www.advocatesofozaukee.com	Advocates of Ozaukee is an agency that provides services for those who may be experiencing domestic or sexual violence. Their website contains information to educate and help in making decisions that are best for you. Should you have any questions, please contact us. Confidentiality is always insured.
<b>National Sexual Assault Hotline</b>	1-800-656-HOPE	Free, confidential counseling 24 hours a day As a national service organization, they can help connect you to local providers	
<b>Sexual Assault Treatment Center</b>	(414) 219-5555	Aurora Sinai Medical Center, 945 N. 12th St. Milwaukee, WI  www.aurorahealthcare.org	
A safe and caring environment for anyone who has experienced any type of sexual violence, assault or abuse. Services include crisis intervention and emotional support; medical assessment and treatment; forensic exam with evidence collection (within 72 - 96 hours of the assault); pregnancy risk assessment; screening for sexually transmitted infections; follow-up telephone and in-person contact to provide emotional support, review any test results and assist with counseling referrals if needed. 24-hour help and information line.			
<b>Lutheran Counseling &amp; Family Services of Wisconsin</b>	(414) 536-8333	3800 N. Mayfair Road, Wauwatosa, WI  www.lcfswi.org	
Lutheran Counseling & Family Services of Wisconsin provides affordable and accessible mental health counseling, substance abuse treatment, family life education and adoption counseling and services to all who seek our care regardless of age, faith, culture or economic status. Most insurances accepted with a generous sliding fee scale for those uninsured or underinsured.			
<b>Crisis Center: A Place of Refuge</b>	(414) 476-6333	Email: <a href="mailto:aplaceofrefuge@aol.com">aplaceofrefuge@aol.com</a>	
Refuge House is a safe place that provides a loving, nurturing environment for women and their children. Our Advocates encourage women to make the positive changes in their lives that will offer opportunity, direction and hope for their futures. A Place of Refuge Ministries of South Wisconsin is a non-profit corporation and a Recognized Service Organization of the Lutheran Church -Missouri Synod.			
<b>Legal Advice: Milwaukee Bar Association</b>	(414) 274-6760	747 N. Broadway, Milwaukee, WI  www.mkebar.org	
The complainant and/or the respondent may wish to consult with an attorney. The Milwaukee Bar Association is a resource to consider when looking for legal advice.			
<b>U.S. Dept. of Education Office of Civil Rights</b>	(312) 730-1560	500 W. Madison St. Suite 1475, Chicago, IL  Email: <a href="mailto:OCR.Chicago@ed.gov">OCR.Chicago@ed.gov</a>	

## PREPARATION OF THE ANNUAL DISCLOSURE OF CRIME STATISTICS

Concordia University prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Director of Campus Safety takes several steps to ensure required statistics are compiled correctly. On a regular basis throughout the year, members of the Campus Safety, Residence Life, and Student Life offices meet to discuss incidents occurring on campus. Statistics required for the Clery Act are compiled during these meetings. In addition, the Director requests the required crime statistics from the Mequon Police Department and all the statistics are reviewed to insure none of them have been "double reported".

By October 1<sup>st</sup> of each year, the Clery Act report and crime statistics are published and available on the Portal ([my.cuw.edu](http://my.cuw.edu)) on the "Resources" and "Campus Life" tabs. The report and crime statistics can also be viewed online at <https://www.cuw.edu/departments/campussafety/crimereport.html>. Hard copies of the report may be obtained at the Campus Safety Office, located in Rincker Hall, Room 023. A notice of the availability of this report is posted on the online application page for prospective employees through the Human Resource office. A notice is also placed in all the application packets for prospective students. Students and employees are also notified via email of the availability of this report.

## CLERY ACT CRIME DEFINITIONS

Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions Excerpted from the Implementing Regulations of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No. 82) and November 1, 1999 (Vol. 64, No. 210). The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the FBI's Uniform Crime Reporting Program. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook. The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation and destruction/damage/vandalism of property are taken from the FBI's UCR Program.

Crime Definitions from the Uniform Crime Reporting Handbook:

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

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

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

**CRIMINAL HOMICIDE - MURDER AND NON-NEGLIGENT MANSLAUGHTER:** The willful (non-negligent) killing of one human being by another.

**CRIMINAL HOMICIDE - MANSLAUGHTER BY NEGLIGENCE:** The killing of another person through gross negligence.

**MOTOR VEHICLE THEFT:** The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes and farming equipment are specifically excluded from this category.

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

**SEXUAL ASSAULT:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- Rape—Is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling—Is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest— Is the Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape— Is the sexual intercourse with a person who is under the statutory age of consent.

**WEAPON LAW VIOLATIONS:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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

**LIQUOR LAW VIOLATIONS:** The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**HATE CRIMES:** A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability.

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

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

**HATE CRIME DEFINITIONS:** To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

**BIAS:** a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

**BIAS CRIME:** a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

**Note:** Even if the offender was mistaken in their perception that the victim was a member of the group the offender was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

**LARCENY-THEFT (EXCEPT MOTOR VEHICLE THEFT):** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

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

**DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Unfounded Crime Reports:** According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority "if the investigation shows that no offense occurred nor was attempted." 2022 Annual Security and Fire Safety Report • Campus Safety • Gettysburg College 81 These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as "unfounded" cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

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## CRIME STATISTICS: CONCORDIA UNIVERSITY WISCONSIN – MEQUON CAMPUS

2022 CRIME STATISTICS CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS																										
CRIME CATEGORY		ON CAMPUS				TOTAL ON CAMPUS LOCATIONS				NON-CAMPUS BUILDINGS OR PROPERTY				PUBLIC PROPERTY												
		ON CAMPUS RESIDENCE HALL		ON CAMPUS (OTHER)																						
MURDER / NON-NEGLIGENT MANSLAUGHTER		0		0		0		0		0		0		0		0		0		0		0		0		0
NEGLIGENT MANSLAUGHTER		0		0		0		0		0		0		0		0		0		0		0		0		0
SEX OFFENSE: FONDLING		1		0		0		0		1		0		0		0		0		0		0		0		0
SEX OFFENSE: INCEST		0		0		0		0		0		0		0		0		0		0		0		0		0
SEX OFFENSE: RAPE		1		0		0		0		1		0		0		0		0		0		0		0		0
SEX OFFENSE: STATUTORY RAPE		0		0		0		0		0		0		0		0		0		0		0		0		0
ROBBERY		0		0		0		0		0		0		0		0		0		0		0		0		0
AGGRAVATED ASSAULT		0		0		0		0		0		1		0		0		0		0		0		0		0
BURGLARY		0		0		0		0		0		0		0		0		0		0		0		0		0
MOTOR VEHICLE THEFT		0		0		0		0		0		0		0		0		0		0		0		0		0
ARSON		0		0		0		0		0		0		0		0		0		0		0		0		0
<b>ARRESTS</b>																										
LIQUOR LAW VIOLATIONS		20		1		21		0		0		0		0		0		0		0		0		0		0
DRUG LAW VIOLATIONS		3		1		4		0		0		0		0		0		0		0		0		0		0
ILLEGAL WEAPONS POSSESSION		0		0		0		0		0		0		0		0		0		0		0		0		0
<b>DISCIPLINARY REFERRALS</b>																										
LIQUOR LAW VIOLATIONS		25		0		25		0		0		0		0		0		0		0		0		0		0
DRUG LAW VIOLATIONS		2		1		3		0		0		0		0		0		0		0		0		0		0
ILLEGAL WEAPONS POSSESSION		0		0		0		0		0		0		0		0		0		0		0		0		0
<b>NUMBER OF CRIMES REPORTED ABOVE THAT WERE CRIMES OF PREJUDICE</b>																										
CRIME CATEGORY	RACE				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY / NATIONAL ORIGIN				DISABILITY					
	LOCATION	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSE: FONDLING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSE: RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSE: INCEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSE: STATUTORY RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DESTRUCTION / DAMAGE / VANDALISM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OC = On Campus, RH = On Campus Residence Hall, NC = Non-Campus Building or Property, PP = Public Property																										
<b>CRIMES DETERMINED BY LAW ENFORCEMENT TO BE UNFOUNDED</b>																										
CRIME CATEGORY		ON CAMPUS				TOTAL ON CAMPUS LOCATIONS				NON-CAMPUS BUILDINGS OR PROPERTY				PUBLIC PROPERTY												
		ON CAMPUS RESIDENCE HALL		ON CAMPUS (OTHER)																						
MURDER / NON-NEGLIGENT MANSLAUGHTER		0		0		0		0		0		0		0		0		0		0		0		0		0
NEGLIGENT MANSLAUGHTER		0		0		0		0		0		0		0		0		0		0		0		0		0
RAPE		0		0		0		0		0		0		0		0		0		0		0		0		0
FONDLING		0		0		0		0		0		0		0		0		0		0		0		0		0
INCEST		0		0		0		0		0		0		0		0		0		0		0		0		0
STATUTORY RAPE		0		0		0		0		0		0		0		0		0		0		0		0		0
ROBBERY		0		0		0		0		0		0		0		0		0		0		0		0		0
AGGRAVATED ASSAULT		0		0		0		0		0		0		0		0		0		0		0		0		0
BURGLARY		0		0		0		0		0		0		0		0		0		0		0		0		0
MOTOR VEHICLE THEFT		0		0		0		0		0		0		0		0		0		0		0		0		0
ARSON		0		0		0		0		0		0		0		0		0		0		0		0		0
<b>VIOLENCE AGAINST WOMEN ACT OFFENSE REPORTING TABLE</b>																										
CRIME CATEGORY		ON CAMPUS				TOTAL ON CAMPUS LOCATIONS				NON-CAMPUS BUILDINGS OR PROPERTY				PUBLIC PROPERTY												
		ON CAMPUS RESIDENCE HALL		ON CAMPUS (OTHER)																						
DATING VIOLENCE		1		0		1		0		1		0		0		0		0		0		0		0		0
DOMESTIC VIOLENCE		0		0		0		0		0		0		0		0		0		0		0		0		0
STALKING		0		3		3		0		3		0		0		0		0		0		0		0		0

2021 CRIME STATISTICS		CONCORDIA UNIVERSITY MEQUON CAMPUS																						
CRIME CATEGORY	ON CAMPUS				TOTAL ON CAMPUS LOCATIONS	NON-CAMPUS BUILDINGS OR PROPERTY	PUBLIC PROPERTY																	
	ON CAMPUS (OTHER)	ON CAMPUS RESIDENCE HALL																						
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0			0	0	0																	
NEGLIGENT MANSLAUGHTER	0	0			0	0	0																	
RAPE	0	4			4	0	0																	
FONDLING	1	1			2	0	0																	
INCEST	0	0			0	0	0																	
STATUTORY RAPE	0	0			0	0	0																	
ROBBERY	0	0			0	0	0																	
AGGRAVATED ASSAULT	0	0			0	0	0																	
BURGLARY	0	1			1	0	0																	
MOTOR VEHICLE THEFT	0	0			0	0	0																	
ARSON	0	0			0	0	0																	
ARRESTS																								
WEAPONS: CARRYING, POSSESSING, ETC.	0	0			0	0	0																	
DRUG LAW VIOLATIONS	3	1			4	0	0																	
LIQUOR LAW VIOLATIONS	0	11			11	0	0																	
DISCIPLINARY REFERRALS																								
WEAPONS: CARRYING, POSSESSING, ETC.	0	0			0	0	0																	
DRUG LAW VIOLATIONS	2	1			3	0	0																	
LIQUOR LAW VIOLATIONS	0	80			80	0	0																	
NUMBER OF CRIMES REPORTED ABOVE THAT WERE CRIMES OF PREJUDICE																								
CRIME CATEGORY	RACE				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY / NATIONAL ORIGIN				DISABILITY			
LOCATION	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
FONDLING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
INCEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
STATUTORY RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
LARCENY - THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
DESTRUCTION / DAMAGE / VANDALISM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<i>OC = On Campus, RH = On Campus Residence Hall, NC = Non-Campus Building or Property, PP = Public Property</i>																								
CRIMES DETERMINED BY LAW ENFORCEMENT TO BE UNFOUNDED																								
CRIME CATEGORY	ON CAMPUS				TOTAL ON CAMPUS LOCATIONS	NON-CAMPUS BUILDINGS OR PROPERTY	PUBLIC PROPERTY																	
	ON CAMPUS (OTHER)	ON CAMPUS RESIDENCE HALL																						
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0			0	0	0																	
NEGLIGENT MANSLAUGHTER	0	0			0	0	0																	
RAPE	0	0			0	0	0																	
FONDLING	0	1			1	0	0																	
INCEST	0	0			0	0	0																	
STATUTORY RAPE	0	0			0	0	0																	
ROBBERY	0	0			0	0	0																	
AGGRAVATED ASSAULT	0	0			0	0	0																	
BURGLARY	0	0			0	0	0																	
MOTOR VEHICLE THEFT	0	0			0	0	0																	
ARSON	0	0			0	0	0																	
VIOLENCE AGAINST WOMEN ACT OFFENSE REPORTING TABLE																								
CRIME CATEGORY	ON CAMPUS				TOTAL ON CAMPUS LOCATIONS	NON-CAMPUS BUILDINGS OR PROPERTY	PUBLIC PROPERTY																	
	ON CAMPUS (OTHER)	ON CAMPUS RESIDENCE HALL																						
DATING VIOLENCE	0	0			0	0	0																	
DOMESTIC VIOLENCE	0	0			0	0	0																	
STALKING	3	2			5	0	0																	



2020 CRIME STATISTICS																						CONCORDIA UNIVERSITY MEQUON CAMPUS									
CRIME CATEGORY		ON CAMPUS												TOTAL ON CAMPUS LOCATIONS	NON-CAMPUS BUILDINGS OR PROPERTY	PUBLIC PROPERTY															
		ON CAMPUS (OTHER)				ON CAMPUS RESIDENCE HALL																									
MURDER / NON-NEGLIGENT MANSLAUGHTER		0																			0	0	0								
NEGLIGENT MANSLAUGHTER		0																				0	0	0							
RAPE		0																				2	0	0							
FONDLING		0																				1	0	0							
INCEST		0																				0	0	0							
STATUTORY RAPE		0																				0	0	0							
ROBBERY		0																				0	0	0							
AGGRAVATED ASSAULT		0																				0	0	0							
BURGLARY		0																				0	0	0							
MOTOR VEHICLE THEFT		0																				0	0	0							
ARSON		0																				0	0	0							
ARRESTS																															
WEAPONS: CARRYING, POSSESSING, ETC.		1																				0	0	0							
DRUG ABUSE VIOLATIONS		3																				4	0	0							
LIQUOR LAW VIOLATIONS		0																				0	0	0							
DISCIPLINARY REFERRALS																															
WEAPONS: CARRYING, POSSESSING, ETC.		0																				0	0	0							
DRUG ABUSE VIOLATIONS		8																				15	0	0							
LIQUOR LAW VIOLATIONS		1																				64	0	0							
NUMBER OF CRIMES REPORTED ABOVE THAT WERE CRIMES OF PREJUDICE																															
CRIME CATEGORY	RACE				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY / NATIONAL ORIGIN				DISABILITY										
	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP							
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
FONDLING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
INCEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
STATUTORY RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
LARCENY - THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
DESTRUCTION / DAMAGE / VANDALISM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
<i>OC = On Campus, RH = On Campus Residence Hall, NC = Non-Campus Building or Property, PP = Public Property</i>																															
CRIMES DETERMINED BY LAW ENFORCEMENT TO BE UNFOUNDED																															
CRIME CATEGORY		ON CAMPUS												TOTAL ON CAMPUS LOCATIONS	NON-CAMPUS BUILDINGS OR PROPERTY	PUBLIC PROPERTY															
		ON CAMPUS (OTHER)				ON CAMPUS RESIDENCE HALL																									
MURDER / NON-NEGLIGENT MANSLAUGHTER		0																				0	0	0							
NEGLIGENT MANSLAUGHTER		0																				0	0	0							
RAPE		0																				0	0	0							
FONDLING		0																				0	0	0							
INCEST		0																				0	0	0							
STATUTORY RAPE		0																				0	0	0							
ROBBERY		0																				0	0	0							
AGGRAVATED ASSAULT		0																				0	0	0							
BURGLARY		0																				0	0	0							
MOTOR VEHICLE THEFT		0																				0	0	0							
ARSON		0																				0	0	0							
VIOLENCE AGAINST WOMEN ACT OFFENSE REPORTING TABLE																															
CRIME CATEGORY		ON CAMPUS												TOTAL ON CAMPUS LOCATIONS	NON-CAMPUS BUILDINGS OR PROPERTY	PUBLIC PROPERTY															
		ON CAMPUS (OTHER)				ON CAMPUS RESIDENCE HALL																									
DATING VIOLENCE		0																				2	0	0							
DOMESTIC VIOLENCE		0																				0	0	0							
STALKING		0																				0	0	0							



# 2023 FIRE SAFETY REPORT

Concordia University Wisconsin

## Abstract

*This report contains the University policies and procedures related to fire safety for the Concordia University Wisconsin, Mequon Campus and annual fire statistics for the 2022 calendar year as required by the Higher Education Opportunity Act (2008) as part of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Act.*

**Report prepared by Jon R Zickermann, Sr**

Environmental Health and Safety Officer

*Concordia University Wisconsin Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act Report*

## POLICIES REGARDING PORTABLE ELECTRIC APPLIANCES, SMOKING, OPEN FLAMES AND FIRE SAFETY EQUIPMENT IN STUDENT HOUSING FACILITIES

The following are the University policies governing portable Electric Appliances, Smoking and Open Flames in campus residence halls. These policies apply to resident and non-resident students (commuters) and employees when inside a residence hall. University fees, disciplinary sanctions, and/or points will be assessed by the level identified with each offense. The following is taken from the Concordia University Code of Student Conduct.

**Appliances:** Only University-approved appliances are permitted in the residence halls. For questions about any appliance or device, see the Residence Life staff. A list of appliances can be found at:

CUW: [https://www.cuw.edu/life/residence-life/student-resources/\\_assets/appliances.pdf](https://www.cuw.edu/life/residence-life/student-resources/_assets/appliances.pdf)

CUAA: <https://www.cuaa.edu/life/residence-life/what-to-bring.html>

It is impossible to list all electrical appliances which are hazardous for use in the residence halls, although a general guideline is that an appliance is prohibited if it is rated over six amps (700 watts), if it has an exposed heating element, or if it is not UL listed. (Level A or B)

**NOTE:** Use of personal grills are not permitted on campus, unless permitted by Student Life office. Only grills provided by the University in their designated locations will be permitted.

**Candles:** Candles, incense, incense burners, flammable liquids (e.g., gas/oil), or other items that present a fire hazard are prohibited. For questions about any device, see the Residence Life staff. (Level B)

**Cooking:** Cooking in a residence hall room using anything other than the University-approved appliances is prohibited. Leaving food cooking unattended in a residence hall kitchen is prohibited. (Level B)

**Fire Alarms/Safety Equipment:** No person shall make, or cause to be made, a false fire alarm or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment including, but not limited to, fire extinguishers, fire hoses, fire alarms and fire doors. Tampering with or disabling any fire safety equipment in a residence hall may result in a student's immediate removal from University Housing and a fine. Students are required to evacuate any University building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by University staff. (Level A, B, C, D + municipal fee for MFD response)

**NOTE 1:** No lights or decorations may be hung across ceiling or on door.

**Tobacco/Smoking:** Concordia promotes a healthy, Tobacco-Free Campus Community. Use of smoking/inhalant/vaping materials within all rooms and buildings and outside within 100 feet perimeter of any building except within designated and posted areas is prohibited, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, hookahs, personal aromatherapy devices and smokeless/chewing tobacco. (Level A + clean-up costs as appropriate)

**NOTE:** Possession of electronic cigarettes/vape pens are prohibited in the residence halls.

**Weapons/Explosives:** The unauthorized possession or use of firearms, ammunition, or weapons of any other kind (including but not limited to five-inch blade knives, slingshots, metal knuckles, straight razors, paintball guns, BB guns, air pistols, Tasers, stun guns, batons, brass knuckles, folding knives with lock blades) is prohibited. Look-alike weapons are also prohibited. The ignition or detonation of anything which could cause damage to persons or property or disruption by smoke, explosion, noxious odors, stain, corrosion or similar means is prohibited. Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the University or off-campus University-sponsored events without prior University authorization. (see Violence sanctioning grid)

**NOTE 1:** Food preparation knives and safety (disposable) razors for the purpose of shaving, are exempt from this policy.

**NOTE 2:** Any student who violates this section of the Student Conduct Code shall be notified of the violation and will be referred to the Office of Student Conduct. CU may also refer the matter to the local police for prosecution. Any weapon on campus in violation of this Policy may be confiscated by Campus Safety and turned over to the local police.

**NOTE 3:** Any student with a reasonable basis for believing another person is in possession of a firearm, ammunition or weapon of any kind in violation of this Policy is required to report the suspected act immediately. Reports should be made to the Police Department (9 + 911 from a campus phone), or Campus Safety CUW: (262-243-4344); CUAA (734-995-7371). Students may be asked to provide a written statement regarding the weapon incident to Campus Safety within 24 hours of the incident. Any student who makes such a report in good faith will not be subjected to retaliation of any kind; however, failure to report such activity may result in a referral to the Office of Student Conduct. A student may choose to remain anonymous by using the Campus Safety Tip Line Call CUW: (262-243-2200); CUAA (734-995-7371) when making the initial report to Campus Safety.

### **FIRE SAFETY EDUCATION AND TRAINING PROGRAMS**

All employees that have any association with on campus student housing are required by the University to attend an annual safety education program which includes fire safety. All Resident Directors and Resident Assistants receive additional fire safety training which takes place before the general student population arrives prior to the Fall Semester.

This training includes but is not limited to: hands on fire extinguisher practice, how and when to conduct fire evacuation drills, fire alarm system operation, spill prevention control and countermeasure training, hazardous waste training and blood borne pathogens training. Members of the maintenance staff receive expanded safety training as well.

The fire safety education and other safety training programs are instructed cooperatively by the University's Environmental Health and Safety Office, local Fire Department officials and contractors who are subject area experts. A log of training is maintained by the University's Environmental, Health and Safety Officer.

## FIRE REPORTING CONTACT LIST

Per federal law, Concordia University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. In the event of any fire in a residence hall, even if already extinguished, the Campus Safety Office should be contacted immediately at **262-243-4344**.

Should you find evidence of a fire which has already been extinguished, but you are unsure if the fire was reported, please contact one of the following:

**Campus Safety: (262) 243-4344 or Ext: 4344** from any on campus phone

**Maintenance: (262) 243-4312 or Ext: 4312** from any on campus phone (during normal business hours)

**Residence Life Office: (262) 243-4328 or Ext: 4328** from any on campus phone (during normal business hours)

When calling, please provide as much information as possible about the location of the fire, the date/time of occurrence if known to you and the cause of the fire if known to you. The Campus Safety Office may make additional notifications to other campus offices or officials to make them aware of the fire incident including but not limited to the; University President, Vice President of Student Success, Senior Vice President of Finance, Dean of Students, and Director of Residence Life.

## PROCEDURES FOR STUDENT HOUSING EVACUATION IN THE CASE OF A FIRE

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if not already activated) as they leave. Once safely outside a building call **911** and the Campus Safety Office at **262-243-4344**. Students and/or employees will be informed where to relocate to if circumstances warrant relocation at the time of the alarm.

In the event of the fire alarm sounding, University policy is that all occupants must evacuate from the building using the nearest possible exit, closing the doors as they leave. Evacuation routes are posted in all residence halls, residence hall rooms and classrooms on campus.

During certain emergency conditions, it may be necessary to evacuate a building. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond.

Practicing an evacuation during a non-emergency drill provides training that will be valuable during and after an emergency situation.

Students and visitors to a building may not know what procedures to follow during an emergency. The class instructor is responsible for providing pertinent information both at the beginning of a semester and at the time of the evacuation to ensure that students evacuate the building in a safe manner.

### **Building Evacuation**

1. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Safety or Resident Director in the case of Residence Halls.
2. During an emergency leave by the nearest marked exit and alert others to do the same in a calm, orderly manner.
3. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped individuals. **DO NOT USE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE. DO NOT PANIC.**
4. Once outside, proceed to the designated assembly area for your department, class or residence hall. Designated areas must be at least 500 feet from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

5. Do not return to an evacuated building unless told to do so by Campus Safety.
6. **IMPORTANT:** After any evacuation, report to your designated assembly area. Stay there until an accurate headcount is taken. Designated University staff will assist in the accounting for all building occupants.

### **Campus Evacuation**

1. Evacuation of all or part of the campus grounds will be announced by Campus Safety through use of the public address (P.A.) system.
2. All persons (students and staff) are to immediately vacate the affected area and relocate to another part of the campus grounds as directed by Campus Safety.

### **Evacuation Protocol:**

Prior to an evacuation announcement, Campus Safety will determine if the best course of action is to evacuate or shelter in place, based upon the incident. Once that decision has been made, an announcement will be made to the affected areas by use of the P.A. system with instructions for those affected.

Upon the arrival of the outside emergency service agency (Police, Fire, EMS), Campus Safety shall transfer authority to the responding agency and shall cooperate and provide information or assistance as requested.

### **Evacuation/Refuge Plan for Persons with Disabilities**

Emergency personnel are usually available to assist with evacuations though this may not always be the case. Those with mobility or other concerns that would make independent evacuation difficult are encouraged to make alternative plans and arrangements in advance to increase the likelihood that they will be able to exit the building safely in the event of an emergency.

Individuals with mobility concerns should become familiar with their classroom, office or residence hall area by locating exits, stairwells, elevators, fire-fighting equipment, fire alarms and established areas of safe refuge.

**NOTE:** Places of refuge can be in a protected stairwell or a room within the structure generally used in fire situations. Ideally, these areas are especially constructed to resist smoke and heat or equipped with a sprinkler system. Existing buildings may not have adequate landings within the stairwells or have rooms that are smoke and/or heat resistant. For such buildings, places of refuge should still be established as close to the exit stairwell as possible. These rooms should be marked with a sign on the corridor side identifying it as a place of refuge.

For those who have difficulty speaking or those with hearing impairments who have difficulty judging volume, it may be useful to carry a whistle or a similar device for the purpose of announcing their location to emergency services personnel who will be attempting to search for those in need of assistance.

Advise others (supervisors, administrators, instructors, colleagues, fellow students) about any concerns that you may have related to emergency exiting and how they can assist you in the event of an emergency. This can include assistance to exits, areas of refuge and altering emergency services of your location.

### **Assisting Those with Disabilities, Evacuation Guidelines**

It is recommended that each department establish a "buddy" system in which volunteers and alternates are recruited and paired with persons who have self-identified disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation needs of their buddies and plan to alert and assist them if an evacuation is ordered.

### **Persons with Visual Impairments**

In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. Do not grasp a visually impaired person's arm. Offer your arm for guidance.

### Persons with Hearing Impairments

Not all fire systems have a flashing light. Most are sound alarms. Therefore, persons with impaired hearing may not be aware of emergency alarms and an alternative warning technique is required. Two methods of warning are:

- Writing a note telling what the emergency is and the nearest evacuation route/safe staging area.
- Tapping the person on the shoulder or turning the light switch on and off to gain attention, then indicating through gestures, or in writing, what is happening and what to do.

### Persons Using Crutches, Canes or Walkers

If the person is having difficulty exiting quickly, treat him/her as if injured for evacuation purposes. Carrying options include using a two-person, lock-arm position, or having the person sit in a sturdy chair, preferably with arms. For level travel, an office chair with wheels could be utilized.

### Non-Ambulatory Persons

The needs and preferences of non-ambulatory persons will vary. Most non-ambulatory persons will be able to exit safely without assistance if on the ground floor. Some people have minimal ability to move and lifting them may be painful and/or injurious. Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke or fumes immediately.

Always consult the person as to his/her preference with regard to:

- Ways of being removed from the wheelchair.
- The number of people necessary for assistance.
- Whether to extend or move extremities when lifting.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Being carried forward or backward on a flight of stairs

### Extended Evacuation Procedures

In the event the campus community return to normal for an extended period of time, those who are able to leave the premises will be advised to do so once they have been accounted for by their department or Residence Life.

Those who must remain on site will be provided emergency shelter in a safe location once the premises has been expected, secured and acknowledged as safe by law enforcement or fire officials and Campus Safety. Contingency emergency plans with area hospitals and schools will be activated when deemed necessary.

### EVACUATION LOCATIONS

In the event of an emergency that required evacuation occurring in an on campus residence hall, students/employees/visitors would report to one of the two listed gathering points.

CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS EVACUATION LOCATIONS		
BUILDING	Primary Gathering Point	Secondary Gathering Point
AUGSBURG	Parking Lot F	Regents Courtyard
CHEMNITZ	Parking Lot D	Parking Lot E
COBURG	Parking Lot C or East Parking Lot D	Parking Lot C or East Parking Lot D
GUEST HOUSE	South of House	North of House
HEIDELBERG	Parking Lot L	Field S. Of Health services
KATHERINE	South of Building	Parking Lot C
REGENTS	Parking Lot G	Regents Courtyard
WARTBURG	Parking Lot H	Area north of Building
WITTENBERG	West of Building or Parking Lot J	West of Building or Parking Lot J

## FUTURE FIRE SAFETY IMPROVEMENTS

The following future fire safety improvements shall be made as deemed appropriate by the University:

- 1) University employees shall receive additional and/or more frequent fire safety training.
- 2) Updating of evacuation plans in all areas.

## RESIDENCE HALL FIRE SAFETY SYSTEMS

The below table shows the fire safety systems are in place for each residence hall as noted in the below table. Items marked with an **X** are fire safety systems that are in place in the listed residence hall.

CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS FIRE SAFETY SYSTEMS										
RESIDENCE HALL	SMOKE ALARMS IN SLEEPING ROOMS	SMOKE ALARMS IN CORRIDORS	FIRE EXTINGUISHERS IN HALLWAYS	EVACUATION PLANS IN ALL ROOMS	COMMON HALLWAYS SPRINKLED	FULY SPRINKLED BUILDING	FIRE ALARM AND SPRINKLER SYSTEM MONITORED	MONTHLY FIRE ALARM SYSTEM TEST AND INSPECTION	MONTHLY FIRE ALARM INSPECTION	NUMBER OF EVACUATION DRILLS PER YEAR
AUGSBURG	X	X	X	X					X	2
CHEMNITZ	X	X	X	X		X	X		X	2
COBURG	X	X	X	X		X	X		X	2
GUEST HOUSE	X	X	X						X	N/A
HEIDELBERG	X	X	X	X					X	2
KATHERINE	X	X	X	X					X	2
REGENTS	X	X	X	X	X				X	2
WARTBURG	X	X	X	X					X	2
WITTENBERG	X	X	X	X					X	2



## FIRE STATISTICS

2022 FIRE STATISTICS							CONCORDIA UNIVERSITY WISCONSIN - MEQUON CAMPUS						
RESIDENCE HALL	TOTAL FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	# OF INJURIES REQUIRING TREATMENT AT A MEDICAL FACILITY	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE							
AUGSBURG	0	N/A	N/A	0	0	N/A							
CHEMNITZ	0	N/A	N/A	0	0	N/A							
COBURG	0	N/A	N/A	0	0	N/A							
GUEST HOUSE	0	N/A	N/A	0	0	N/A							
HEIDELBERG	0	N/A	N/A	0	0	N/A							
KATHERINE	0	N/A	N/A	0	0	N/A							
REGENTS	0	N/A	N/A	0	0	N/A							
WARTBURG	0	N/A	N/A	0	0	N/A							
WITTENBERG	0	N/A	N/A	0	0	N/A							
Notes Related to Intentional Fires Occurring at the Mequon Campus:			None										

2021 FIRE STATISTICS							CONCORDIA UNIVERSITY WISCONSIN - MEQUON CAMPUS						
RESIDENCE HALL	TOTAL FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	# OF INJURIES REQUIRING TREATMENT AT A MEDICAL FACILITY	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE							
AUGSBURG	0	N/A	N/A	0	0	N/A							
CHEMNITZ	0	N/A	N/A	0	0	N/A							
COBURG	0	N/A	N/A	0	0	N/A							
GUEST HOUSE	0	N/A	N/A	0	0	N/A							
HEIDELBERG	0	N/A	N/A	0	0	N/A							
KATHERINE	0	N/A	N/A	0	0	N/A							
REGENTS	0	N/A	N/A	0	0	N/A							
WARTBURG	0	N/A	N/A	0	0	N/A							
WITTENBERG	0	N/A	N/A	0	0	N/A							
Notes Related to Intentional Fires Occurring at the Mequon Campus:			None										

2020 FIRE STATISTICS							CONCORDIA UNIVERSITY WISCONSIN - MEQUON CAMPUS						
RESIDENCE HALL	TOTAL FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	# OF INJURIES REQUIRING TREATMENT AT A MEDICAL FACILITY	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE							
AUGSBURG	0	N/A	N/A	0	0	N/A							
CHEMNITZ	0	N/A	N/A	0	0	N/A							
COBURG	0	N/A	N/A	0	0	N/A							
GUEST HOUSE	0	N/A	N/A	0	0	N/A							
HEIDELBERG	0	N/A	N/A	0	0	N/A							
KATHERINE	0	N/A	N/A	0	0	N/A							
REGENTS	0	N/A	N/A	0	0	N/A							
WARTBURG	0	N/A	N/A	0	0	N/A							
WITTENBERG	0	N/A	N/A	0	0	N/A							
Notes Related to Intentional Fires Occurring at the Mequon Campus:			None										