

2021 Annual Campus Safety & Security Report

Information for the 2021-2022 Academic Year



**BLACKHAWK
TECHNICAL COLLEGE**

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Blackhawk Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.
The following person has been designated to manage inquiries regarding the nondiscrimination policies: Title IX Coordinator/Equal Opportunity Officer,
6004 S County Road G, P.O. Box 5009, Janesville, WI 53547-5009, (608) 757-7796 or (608) 757-7773, WI Relay: 711.

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Executive Summary

The Office of Campus Safety and Security presents the 2021 Annual Security Report (ASR).

Blackhawk Technical College has a proud history of providing a safe learning environment for its students. A wide variety of policies and procedures have been developed over the years to ensure the health and safety of our students, employees, and visitors to the campus. In addition, numerous federal and state laws have been adopted dealing with student and employee safety. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires that specific policies, procedures, and information be provided to ensure the health and safety of persons concerned with campus life.

Maintaining an environment where everyone feels safe and secure requires a cooperative and collaborative effort between all members of the College community. As seen throughout the College, we value diversity and strive to treat everyone with respect and dignity.

On August 14, 2020 the U.S. Department of Education released the Final Rule on Title IX revisions. The College reviewed and changed policies to bring them into compliance with the revisions.

The Annual Campus Security Report provides current and prospective students, parents and others who influence college choice and our faculty and staff with accurate statistics and information that illustrate our collective commitment to safety and crime prevention.

We hope you find this information to be helpful and informative.

Respectfully submitted,

Chuck Behm

Chuck Behm
Evening Administrator
Campus Safety and Security

Brad Smith

Brad Smith
Director of Security, Safety, & Risk
Campus Safety and Security

College Introduction

Blackhawk Technical College (BTC) is a true learning community in which students, faculty and staff all contribute to and celebrate the success of others. At BTC, you'll be challenged. You'll be inspired. And you'll be proud, because our programs extend beyond the classroom. We tackle some of the world's toughest problems to find solutions that make life better – from alternative energy to the skills gap to helping rebuild southern Wisconsin. We teach. We explore and we discover. We collaborate and lead. We innovate, inspire and empower. We achieve our potential and create circumstances that help our students and others achieve theirs. We're good at it, and we've been at it for more than 100 years.

The Blackhawk Technical College Central Campus is located midway between the cities of Beloit and Janesville on over 80 acres of partially wooded rolling prairie. BTC offers over 50 programs leading toward associate degrees, technical diplomas, certificates or apprenticeships. While the majority of classes are held at the Central Campus, classes are also offered at the Center for Transportation Studies located north of Janesville, the Advanced Manufacturing Training Center in Milton, and at the Monroe Campus. BTC has a variety of community education outreach programs for HSED, GED, Rock County Education and Criminal Addictions Program (RECAP), English Language Learning (ELL) classes, and personal enrichment courses that are held at various sites in Rock and Green County.

The School District of Janesville was granted space within Blackhawk Technical College Central Campus to house a charter school, Rock University High School (RUHS). Their students have the opportunity to enrich their education by taking college courses while attending high school.

Separate Campuses

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

College Accreditation

Blackhawk Technical College is accredited by:

The Higher Learning Commission
230 South LaSalle Street Suite 7-500
Chicago, Illinois 60604-1411
(800) 621-7440

Blackhawk Technical College Executive Council

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Blackhawk Technical College Locations

Central Campus
6004 S County Rd G Janesville, WI 53547

Center for Transportation Studies
1740 W US Highway 14, Janesville, WI 53545

Monroe Campus
210 4th Ave Monroe, WI 53566

Advanced Manufacturing Training Center
15 Plumb St. Milton, WI 53563

Blackhawk Technical College 2021 Annual Safety & Security Report

Blackhawk Technical College (BTC) has a proud history of providing a safe learning environment for its students. A wide variety of policies and procedures have been developed over the years to ensure the health and safety of students, employees, and visitors to the campus. In addition, numerous federal and state laws have been adopted dealing with student and employee safety. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act require that specific policies, procedures, and information be provided to ensure the health and safety of persons concerned with campus life.

In addition, the Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as part of the Violence Against Women Reauthorization Act (VAWA). BTC is committed to complying with the amendments and additions encompassed under the Campus SaVE Act.

Annual Disclosure Statements

Reporting Criminal Incidents and Other Emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, suspicious behavior and other emergencies occurring on campus by dialing 911. Emergency 911 calls are answered 24 hours a day 7 days a week by the 911 Centers located in Green and Rock Counties.

BTC created a security department in January 2014. Security Officers work throughout the day and evening at the Central Campus and primarily evenings at the Advanced Manufacturing Training Center (AMTC) and at the Monroe Campus. Security officers have jurisdiction on all BTC Campus.

In addition, Campus Security Authorities (CSA) have been designated for all sites. CSA are those individuals who have significant responsibility for student and campus activities. Under the Clery Act a crime is “reported” when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party or even the offender. Crimes should be reported to both CSAs and the Office of Safety and Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. Campus Security can be reached through the Welcome Center at Central Campus or by visiting the Office of Safety and Security in room 2105.

Campus Security Authorities (CSA)

Crimes should be accurately and promptly reported to Office of Campus Safety or the appropriate police agency. The following position are designated as CSA's:

- Campus Security Officers
- Academic Advisors
- Club Advisors
- Campus Administrative Assistants
- Student Engagement Specialist
- Deans
- Executive Director of Student Services

Response to a Report

Campus Security is on-duty during normal business hours at Central Campus. In response to a report, The Office of Campus Safety and Security will take the required action, either dispatching an officer or asking the victim to report to the Office of Campus Safety and Security to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All security reports involving students are forwarded to the Director of Student Services for review and referral to the Office of Student Judicial Services for potential action, as appropriate. Security Officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Executive Director of Student Services, if warranted. If assistance is required from local first responders, The Office of Campus Safety and Security will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene will offer the victim a wide variety of services.

Distribution of Campus Safety Alerts & Timely Warnings

In the event that a crime is reported or a situation arises, within the BTC Clery Geography (on campus, public property and non-campus property), that, in the judgment of the BTC Security, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning may be issued through the college e-mail system, text message, and/or automated voice calls to students, faculty, and staff, and may be announced over the college public address system.

Distribution of Campus Safety Alerts and Timely Warnings will be executed through "BTC Safe Alert" notification. Students and staff are **automatically** signed up for BTC Safe Alerts via their college email address. Notification preferences can be set by logging into MyBTC from the <https://www.blackhawk.edu> homepage and selecting Emergency Notices.

Depending on the particular circumstances of the incident, especially in all situations that could pose an immediate threat to the community and individuals, the College may also post an electronic notice on the College website at <https://www.blackhawk.edu> and notify local media, providing the campus community with

broader immediate notification. Anyone with information warranting a timely warning should report the circumstances to a campus security authority. Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Emergency Notifications

BTC has a responsibility for notifying the campus community upon confirmation of a significant emergency or dangerous situation involving a threat to the health or safety of students or employees occurring on the campus ("Emergency Notification"). Notifications may occur by text, phone calls, email, instant message through Safe Alert App, public address system, alarms, depending on the type of emergency. The Higher Education Opportunity Act (HEOA) requires that BTC must have, disclose, follow, and test its emergency response and evacuation procedures and immediately issue emergency notifications for any significant threat.

Examples of Emergencies Requiring Notifications

Examples of significant emergencies or dangerous situations that may require issuance of an emergency notification may include, but are not limited to:

- Outbreak of a communicable disease;
- Approaching tornado or other extreme weather condition;
- Earthquake;
- Terrorist incident;
- Bomb threat;
- Explosion;
- Armed intruder or active shooter on or near campus; and
- Civil unrest or rioting.

Examples of situations that would not necessitate an emergency notification under the Clery Act:

- Utility outage
- Snow closure
- String of larcenies

Emergency Notification Targeting

In contrast to the timely warning, which must be directed to the entire campus community, BTC may confine an emergency notification to groups or individuals who are deemed to need the information. The information must be accurate, complete, and understandable, and the method of communication must be consistent with BTC's Crisis Communication Annex. Notifications may be withheld only if, in the professional judgment of responsible authorities, the emergency notification would compromise efforts to contain, respond to, or mitigate the emergency or to assist a victim.

Emergency Notification Process

The Office of Marketing and Communications initiates the alert system; for redundancy, The Office of Safety and Security serve as backup to Marketing and Communications. To expedite the notification process, pre-scripted and approved emergency messages have been drafted. These messages are posted within the Safe Alert system, so they can be immediately accessed and dispatched. In the event of an emergency, the Marketing and Communications quickly drafts and disseminates an appropriate emergency notification. The entire campus community is notified when there is the potential that a large segment of the BTC community will be affected by a situation or when a situation threatens the operation of the campus as a whole. Marketing and Communication will notify additional segments of the campus community if a situation warrants expanded notification.

Notifications may only be withheld, if, in the professional judgement of responsible authorities, the emergency notification would compromise efforts to contain, respond to, or mitigate the emergency or assist a victim

If an immediate threat (for example, armed intruder or imminent weather situations) to the BTC community is confirmed, the Office of Campus Safety and Security, without delay, and considering the safety of the campus community, determine the content of the emergency communication and initiate the emergency notification system. In the event of an emergency notification sent by Office of Campus Safety and Security, the Office of Marketing and Communication is immediately notified and may assume responsibility for further communications.

Method for Distribution of Emergency Notification

After the initial emergency notification, continued or updated communications will take place on appropriate modalities, including BTC Safe Alert, campus email, public address system, desktop notification, if equipped, social media, and through the local media (radio, television, and/or the BTC website (Blackhawk.edu)). Students, faculty, and staff are directed to monitor the website and local media for updated crisis information.

The BTC Safe Alert emergency notification system is tested three (3) times a year by sending a test message to parts or all of the entire campus community. The tests are both announced and unannounced. One test per year is accompanied by publicizing:

- The date(s) and time(s) of the test;
- Whether it was an announced or unannounced test;
- Description of the type of test held;
- How to update emergency alert contact information; and
- Refers users to the Office of Campus Safety and Security website, www.blackhawk.edu/CampusSafety, for additional instructional information, training videos, and emergency response and evacuation procedures.

Timely Warning Procedure:

The following procedures shall be followed when initiating Timely Warnings:

1. Criteria for Timely Warnings. The Executive Director of Marketing and Communications and The Manager of Campus Safety and Preparedness or designees will develop timely warnings for the BTC community to notify members of the community about Clery Act crimes that have occurred on campus, on non-campus property or public property running through or immediately adjacent to the campus, when it is determined that the incident may pose a serious or ongoing threat to members of the BTC community. Timely Warnings are typically issued for the following crimes: major incident of arson, murder/non-negligent manslaughter, motor vehicle theft and robbery. Alerts for the crimes of aggravated assault, burglary and sex offenses are considered on a case by case basis and depend upon a number of factors. These include the nature of the crime, the continuing danger to the campus community – such as whether the perpetrator was apprehended or the threat has been mitigated. Timely Warnings may be distributed for other serious crimes if deemed warranted by the Manager of Campus Safety and Preparedness or designee. Timely Warnings will be distributed in a timely manner and will be issued as soon as pertinent information is received and it is determined that the reported incident may pose a serious or on-going threat to the community. Campus Officials not subject to the Timely Warning reporting requirement include licensed or certified professional counselors and recognized pastoral counselors who are functioning in the role of providing confidential counseling to members of the BTC community on behalf of BTC.
2. Preparation of a Timely Warning/Safe Alert. Security officers are responsible for notifying the Director of Security, Safety and Risk or designee of any reported incident that may necessitate the issuance of a Timely Warning. Timely Warnings are generally written and distributed to the campus community by the

Executive Director of Marketing and Communications and the Director of Security, Safety and Risk or designees using Safe Alert. Director of Security, Safety and Risk has the authority to issue a Timely Warning without the assistance of the Executive Director of Marketing and Communications if consultation time is not available.

The Timely Warning must include information with sufficient specificity to allow recipients to take an appropriate response and to potentially aid in the prevention of similar crimes.

A Timely Warning will include:

- Title of the crime reported;
- Date and time the Safe Alert was released;
- Accurate date, time and location of the incident;
- A succinct description of the incident;
- Tips for maintaining personal safety; and
- A request for information and where to direct information.

A Timely Warning may also include:

- Physical description of the suspect, if known;
- Information about possible connection to previous incidents

3. Dissemination of a Timely Warning. The Executive Director of Marketing and Communications and The Director of Security, Safety and Risk or designees have primary responsibility for the distribution of Safe Alerts. All campus-wide Timely Warnings will be sent through the college's mass communications system, and will be posted on the College's Emergency Notifications webpage until the threat of risk has passed. Additional supplemental methods for disseminating Safe Alerts include, but are not limited to, the following means: posting of flyers and related news media announcements. The method or methods used will depend on the severity, location, and type of incident and the ongoing nature of the threat. Campus Safety Alerts may be issued for other crime classifications as deemed necessary.

Confidential Crime Reporting Procedures

BTC encourages anyone who is the victim or witness to any crime promptly report the incident to the police. Confidential reports of crime can be made to Crime Stoppers at 608-756-3636 for Rock County or 800-422-7643 for Green County. Reports made directly to security are subject to open records; therefore, BTC cannot allow for confidential reporting when reports are made directly to us. The Office of Campus Safety and Security does not have an internal voluntary confidential reporting procedure, and therefore, professional and pastoral counselors cannot notify their clients of that type of reporting option at BTC.

As a result, the College does not have any procedures to encourage pastoral or professional counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis directly to BTC for inclusion in the annual disclosure of crime statistics.



Monitoring and Recording Criminal Activity at Non-Campus Locations

BTC encourages cooperation with local police to monitor and record information concerning criminal activity involving BTC students or recognized student organizations that occur away from BTC facilities. BTC will cooperate with local law enforcement authorities who may request BTC staff to verify information (e.g. students' status, age, residence, etc.) about students.

BTC has no officially recognized student organizations that own or control housing facilities.

Daily Crime Log

The purpose of the Daily Crime Log is to record criminal incidents and alleged criminal incidents that are reported to Campus Security. Daily Crime Log entries include **all** crimes reported to Campus Security on college property, not just Clery Act crimes. The Crime Log discloses information about criminal incidents, not crime statistics. The log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. The victim's confidentiality will be protected, including record-keeping that excludes personally-identifiable information on victims.

A crime is entered into the log as soon as it is reported to the Office of Safety and Security. This includes crimes that are reported directly to security, as well as crimes that are initially reported to another CSA or to a local law enforcement agency who subsequently reports them to Security. An entry, an addition to an entry, or a change in the disposition of a complaint, is recorded within two business days of the receipt of the information to the Office of Safety and Security. Updates of a Crime Log entry will not be made after 60 days have passed from the date of the entry. A business day is Monday through Friday, except for days when the College is closed.

The only exceptions to this rule are:

- If the disclosure is prohibited by law; or
- If the disclosure would jeopardize the confidentiality of the victim.

Security may temporarily withhold information if there is clear and convincing evidence that the release of information would:

- a. Jeopardize an ongoing investigation;
- b. Jeopardize the safety of an individual;
- c. Cause a suspect to flee or evade detection; or
- d. Result in the destruction of evidence.



However, the information will be added to the Daily Crime Log once the adverse effect is no longer likely to occur. An electronic and hard copy are maintained by the Office of Safety and Security located in room 2105 at Central Campus.

General Information about Emergency Response

General information about the emergency response and evacuation procedures for Blackhawk Technical College are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the College's web site. All members of the College Community are notified on an annual basis that they are required to notify campus administration of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

The College has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the College has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. In the event of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, a campus administrator or designee will, without delay and taking into account the safety of the community, determine the content of the emergency notification and initiate the notification system, unless issuing a notification will, in the judgment of the administrator, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Blackhawk Technical College's Emergency Response Plan includes information for management of a crisis, incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. Emergency procedure guides are located in classrooms, offices, and meeting rooms throughout all campus locations.

The College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency response system on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

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

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

Evacuation Drills

Evacuation drills are coordinated by Blackhawk Technical College each year. Thus the emergency response and evacuation procedures are tested at least annually. Students will 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 evacuation. Evacuation drills are monitored by the Director of Security, Safety and Risk, or designee to evaluate egress and behavioral patterns. Reports are prepared and recommendations for improvements are submitted to the Emergency Preparedness Committee for consideration.

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

BTC has no residence halls and therefore is not required to do annual fire drills. We do, however, conduct evacuation drills. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At BTC evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Security at (608) 757-7617 or dial 911 from a College phone or 911 from a cell phone.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Security and the responding Fire Dept. of the individual's location.
4. Pull the fire alarm if not already activated.
5. Proceed to a clear area at least 500 feet from the building. Keep all walkways clear for emergency vehicles.
6. Make sure all personnel are out of the building.
7. Do not re-enter the building.

Tornado Warning

When a Tornado warning is issued for a campus, proceed immediately to a designated shelter area assisting students and visitors as needed. Shelters are clearly marked and there are maps in every classroom and most offices showing Tornado shelter locations. Remain in the shelter until an “all clear” is issued by BTC staff.

Medical Emergency

In case of serious illness or injury dial 911 from a college phone or 911 from a cell phone and then notify the front desk of your location. Give your name and state you have a medical emergency. Give specific location information including room number. Explain the nature of the illness/injury. Whenever possible someone should remain with the ill/injured person. Automatic External Defibrillators (AEDs) and Emergency Response Kits are available at marked locations at each campus. Send someone to meet Emergency Medical Personnel to assist them getting to the ill/injured person. BTC does not transport patients.

Behavior Intervention

Behavioral issues that are affecting the learning environment can be reported to the Behavior Intervention Team. Reports can be filed directly with the Office of Campus Safety and Security or online on the MyBTC portal by clicking on “Intervention Reporting.”

If the behavior is threatening and/or violent call 911 and report the matter to law enforcement.

Bomb Threat

The person receiving the bomb threat (or other threatening calls) should proceed as follows: Do not hang up; keep talking to the caller. Document as much information from the caller as possible. Make note of the line the call came in on if possible. Have another person call 911 from a campus phone or 911 from a cell phone, if possible. Inform the front desk of your location. Remain by the phone until designated emergency staff respond; keep **ALL** information about the call confidential. Emergency staff will promptly advise you of the next steps.

Chemical Emergency

If a major spill occurs evacuate the area and call 911. Complete an incident report and forward to the Manager of Campus Safety and Preparedness. If a minor spill occurs reference the Safety Data Sheets that are available online on all BTC computers. Press the MSDS button on the toolbar. Wear appropriate personal protection equipment. Clean-up and dispose of materials as appropriate/required. Complete an incident report and submit to the Manager of Campus Safety and Preparedness.



Active Shooter/Campus Lockdown

Gunfire from an active shooter can occur on or near a campus with little to no warning. In all cases, local law enforcement will be contacted to respond to the incident and will assume total control of the incident upon arrival. If possible, evacuate. Have an escape route and plan in mind. Do not run in a straight line. Hide if evacuation is not possible. Lock doors and turn off lights and barricade if possible. Stay in place until law enforcement arrives. Take Action as a last resort and only when your life is in imminent danger. Monitor BTC SAFE alert messages. Interior and exterior doors of the campus will be locked, if possible.

Lockout

The purpose of a lockout is when there is police activity near the College. In an event such as this all exterior doors will be secured and no one will be allowed to enter or exit the building. During a lockout, normal activities will continue to take place inside the college.

Shelter-in-Place

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

If the situation warrants, a campus official will make a decision to “shelter-inplace” which will be communicated to the community via the timely warning communication system. Students, staff and visitors will be directed to take shelter in the designated shelter area.

Utility Problems and Failures

All utility problems and failures need to be reported to Facilities or Security immediately. Depending on the extent and duration of the power outage it may be necessary to close or partially close an entire campus building. The process to arrive at this decision will be made as soon as possible following an outage.

Campus Security, if available, will deploy to the area(s) affected by the outage to direct personnel to safe areas and to assist as necessary.

The duration of the building evaluation or closure is dependent upon the size and scope of the utility outage. In the event of a full campus closure students and staff should monitor local media, BTC Webpage and Safe Alert.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the BTC homepage and/or social media.

Campus Security and Law Enforcement

The Office of Safety and Security has one full-time Director of Security, Safety and Risk, one full-time Security Evening Administrator, part-time security officers, and part-time student security officers.

Blackhawk Technical College is very proud to have a very close working relationship with all our local law enforcement agencies. With their assistance we are better able to provide a safe and secure learning environment.

The College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by government agencies and rules by officials of the College. All persons on the campus are subject to these laws and rules at all times. Officers are invited to patrol the College campus to assist in deterring crime. In addition to security, BTC utilizes local law enforcement agencies to patrol parking lots and other areas around the facilities.

When an incident warrants, BTC security uses local police authorities who have the statutory power to enforce applicable laws and who possess arrest powers. BTC cooperates with law enforcement authorities in the exercise of their responsibilities and maintains Memorandums of Understanding (MOU) that do OR do not pertain to the investigation of criminal incidents with the Rock County Sheriff's Office and the City of Milton Police Department.

Security Officers

Certain non-student Security Officers who have law enforcement experience and training are armed. Armed Security Officers are not law enforcement officers and do not have powers of arrest.

Student security officers are primarily of the Public Safety Division. These students are provided training in many areas including emergency response, first-aid and CPR, report writing, patrol operations, and professional communications.

Duties of BTC security officers include; preventative patrol procedures, personal escorts, lock/unlock rooms upon request, response to incidents and case investigation.

Security Officers have jurisdiction to operate on BTC owned or controlled property. Security officers are not sworn officers, but they are responsible for enforcing college policies, and those policies include enforcing violations of the law. Security Officers document violations of College policy/law and contact local law enforcement agencies to report observed violations of federal laws and state laws. A security officer has no arrest authority but can detain someone for a felony without a warrant based on probable cause. A security officer can make a warrantless detention for a misdemeanor only if the misdemeanor is committed in the security officer's presence and constitutes a breach of the peace. Security Officers are trained in the critical importance of maintaining confidentiality regarding information they receive. Any information they receive will be maintained in accordance with the rules and guidelines of the Clery Act, VAWA, and FERPA.

Privacy of Records – Release of Written Information

BTC policy on record privacy and releasing information follows the directives outlined in the Family Educational Rights and Privacy Act (FERPA), the federal law governing the protection of written educational records. Registered students will be notified of this policy annually. Only the student may authorize the release of their personally identifiable information in an education record. All such authorizations must be in writing. A fee may be assessed for copying all or a portion of a student record.

Notification

Students and stakeholders can find this policy in the BTC catalog, the website, or may obtain a copy of the policy from the Registrar.

Emergency Situations

Information can be released to law enforcement personnel, emergency personnel, and College officials in an emergency in order to protect the health or safety of students or other persons.

Judicial Order

Information must be released to comply with a judicial order or lawfully issued subpoena. Unless the court (or other issuing agency) has ordered that the existence or the contents of the subpoena or judicial order not be disclosed, the College will make a reasonable effort to notify the student before complying so the student may seek protective action.

Access Policy

Access to and use of BTC facilities is governed by institutional policies and local statutes. Access to facilities during normal business hours, is limited to BTC students, guests, visitors, faculty and staff for work, education or other related purposes. Outside groups may use the facilities with special permission in accordance with district policy. Loitering or wandering through the facilities for unapproved reasons is prohibited.

Security of BTC facilities is provided through a number of mechanisms. This can include electronic security systems, establishment of hours of operation, locking doors, limiting keys only to those individuals with a direct need to access certain areas, and providing improved lighting for security purposes. Other security mechanisms may vary by facility. Security Officers conduct routine patrols to monitor and respond to security related matters. BTC does not have on campus student housing facilities.

Security Awareness and Crime Prevention Programs

BTC provides information to students and employees about campus security practices and crime prevention efforts through a variety of mechanisms. The institution distributes pamphlets and other information which discuss safety and security issues. Students and staff are encouraged to be alert, and BTC stresses the importance that they be responsible for their own safety and the security of others. BTC student organizations often sponsor informational presentations by community resource people. Workshops and in-services are provided to students and staff that emphasize the importance of crime prevention strategies, such as situational awareness training. The BTC Emergency Preparedness Committee serves as a resource for related issues and concerns.

Students are advised, through the *Catalog*, published annually at catalog.blackhawk.edu, of institutional practices and disciplinary procedures related to security efforts. BTC maintains up to-date policies which are available on the College's website.

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

During the 2020-2021 academic year, BTC offered crime prevention and security awareness training and programs. Topics such as personal safety, emergency preparedness, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Campus Safety Security to report suspicious behavior. For additional questions regarding crime prevention, contact the Office of Safety and Security at (608) 757-7617.

Basic Protective Behaviors

- Record the serial numbers of important electronics or other valuable items, especially your laptops and cell phones. It makes it much easier to recover stolen items
- Use a free, secure website such as <https://mypropertyidregistry.com/> to document all your valuables should they be lost, damaged, or destroyed.
- Have multiple copies of these serial numbers. Keep a copy with you and leave one with someone else (parents, a trusted friend, etc.)
- Engrave all electronics and other valuables with an identifying number, such as your driver's license number or student ID number.
- Secure your laptop to a stationary structure so it cannot be easily picked up and stolen. Do not keep laptops or other important valuables next to open window- burglars will find a way to grab it.
- Never leave your valuables unattended in a public place including the library, student success or cafeteria. Many students have items stolen when they leave them unattended, even for just a couple minutes. If you need to leave your valuables for a few minutes, ask a trusted friend to watch your belongings while you are gone.
- If you have a vehicle, always keep the doors locked! Do not keep anything valuable in the vehicle. If you must leave something inside, make sure it is hidden from view.
- Scan the area for loiterers or other suspicious people around your vehicle while you are approach. Have your keys in hand as you are approaching your vehicle.
- Travel with as many people as possible. Always walk in well-lit, high populated areas, especially at night. Always be aware of those around you; have continuous awareness. Keep arms and hands as free as possible- these are your first lines of defense. Walk with confidence! Know your route! If you feel you are being followed, cross the street. If the person follows you, go to the closest area with people and ask for help.
- Do not carry excessive amounts of cash or credit cards with you while in the public. Carry only what you need: adequate amount of cash, a credit or debit card, one form of identification.
- If someone tries to rob you, comply with his or her requests. It is much better to lose your money and belongings than to get injured.
- Remain in well-lit areas while waiting for public transportation and make sure at least one person knows your plans: where you are going and whom you are with.
- Most of all – TRUST YOUR INSTINCTS

BTC Annual Policy Notification/Distribution

Drug-Free Schools and Campuses Act [DFSCA]

As a requirement of these regulations, Blackhawk Technical College disseminates the below policy/information to all students and employees on an annual basis. Students and employees are directed to this report during their advising/registration orientation (ARO) and employee orientation presentations. In addition, students and employees are notified by email of this annual report.

1. The annual distribution to each employee, and to each student who is taking one or more classes of any kind of academic credit except for continuing education units, regardless of length of the student's program of study, of:
 - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
 - b. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
 - c. A description of health risks associated with the use of illicit drugs and the abuse of alcohol
 - d. A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
 - e. A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
2. A biennial review by the institution of its alcohol and other drug prevention comprehensive program to:
 - a. Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies, if they are needed
 - b. Ensure that its disciplinary sanctions are consistently enforced

Blackhawk Technical College conducts a biennial review of the DAAPP on even-numbered years to meet these objectives and provide these statistics.

Questions concerning this policy and/or alcohol and other drug programs, interventions and policies may be directed to the Executive Director of Student Services, Tony Landowski at alandowski@blackhawk.edu or (608) 757-7726 or the Executive Director of Human Resources, Kathy Broske at kbroske@blackhawk.edu or (608) 757-7773.

Student Policies – Alcohol and Other Drugs

As an academic community, Blackhawk Technical College is committed to providing an environment in which learning can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students. The College enforces state laws and related College policies, including those prohibiting the following activities on campus:

- Providing alcoholic beverages to individuals under 21 or possession or consumption of alcoholic beverages by individuals under 21.
- Distribution, possession, or use of illegal drugs or controlled substances.

The abuse of alcohol and other drugs by students, regardless of age and of location (on-campus or off-campus), is prohibited by the Student Conduct Code. The College can, and will, impose disciplinary sanctions for violations. Students are also subject to city/county ordinances and state and federal laws.

The College strongly encourages students to voluntarily obtain assistance for dependency or abuse problem before such behavior results in an arrest and/or disciplinary referral, which might result in their separation from the institution.

The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Student Conduct Code and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Help is available both on campus and within the community for students who are dependent on, or who abuse the use of alcohol or other drugs. The Blackhawk Technical College School Counselor & Case Manager (608) 757-6964, and other professional agencies will maintain the confidentiality of persons seeking help for personal dependency and will not report them to institutional or state authorities. Student Services provides educational and awareness programming, information, and assistance.

Student Sanctions – Alcohol and Other Drugs

Students confronted by the institution for the consumption of alcohol will face disciplinary sanctions ranging from Blackhawk Technical College Code of Conduct Sanctions to Local, State and Federal legal Actions.

Students whose use of alcohol or drugs results in harm or the threat of harm to themselves or others, or to property, regardless of the location of the incident, may face disciplinary action by the College up to and including expulsion.

Commonly Imposed Student Disciplinary Sanctions For On-Campus Policy Violations:

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- Warning – a notice in writing to the student that the student is violating or has violated the Student Code of Conduct.
- Probation – a written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- Loss of Privileges – denial of specified privileges for a designated period.
- Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Sanctions – work assignments, essays, service to the College, or other related discretionary assignments.
- College Suspension – separation of the student from the College for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- College Expulsion – permanent separation of the student from the College with no opportunity to return.

As members of the College community, students are also subject to city ordinances and to state and federal law. Arrest and prosecution for alleged violations of criminal law or city ordinances may result from the same incident for which the College imposes disciplinary sanctions.

Employee Policies – Alcohol and Other Drugs

Purpose

In compliance with the Drug-Free Workplace Act of 1988, Blackhawk Technical College has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the college operates. Alcohol and drug abuse poses a threat to the health and safety of Blackhawk Technical College employees and to the security of the college's equipment and facilities. For these reasons, Blackhawk Technical College is committed to the elimination of drug and alcohol use and abuse in the workplace. Employees in safety sensitive positions comply with drug screening and testing guidelines developed to maintain compliance with the US Department of Transportation, Federal Omnibus Transportation Employee Testing Act of 1991, and Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). (Reference the Drug and Alcohol Testing Policy for additional details.)

Substance Abuse Awareness & Support

Illegal drug use and alcohol misuse have many serious adverse health and safety consequences. Information about those consequences and sources of help for drug or alcohol problems is available from the Benefits & Compensation Specialist within the Human Resource Department, who has been trained to make referrals and to assist employees with drug or alcohol problems.

Blackhawk Technical College will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other Blackhawk Technical College policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law.

Work Rules

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the college's intent and obligation to provide a drug-free, healthful, safe and secure work environment.

1. Whenever employees are working, operating any Blackhawk Technical College vehicle, present on Blackhawk Technical College premises, or conducting college-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. Possessing alcohol.

*Educational programs that utilize alcohol within the learning experience are exempted from this policy. This includes the Culinary Arts/Food Service programs where alcohol is used in the preparation of food; and field sobriety testing conducted in the Law Enforcement Academy and/or Law Enforcement In-Service training.



2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's system, while performing college business or while in a college facility, is prohibited.
3. Blackhawk Technical College will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Inspections

Blackhawk Technical College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs

Blackhawk Technical College prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on college premises or while conducting college business. Blackhawk Technical College employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

Blackhawk Technical College does not desire to intrude into the private lives of its employees, but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Blackhawk Technical College reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off College premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to the Executive Director of Human Resources within three days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with Blackhawk Technical College. Management will then determine the employee's future employment status based on this review.

Employee Sanctions – Alcohol and Other Drugs

Employees who are suspected of being under the influence of alcohol or illegal drugs may be subject to our reasonable suspicion testing policy.

Employees who are determined to be in violation of the Drug Free Environment and Drug Prevention Policy will be subject to disciplinary action up to and including termination of employment.

Green County Wisconsin Legal Sanctions

Wisconsin Statutes: The provisions of Chapter 125, Wis. Stats., and all acts amendatory and supplementary thereto, and in replacement thereof, as relate to the procurement, sale and dispensing of alcohol beverages to underage persons, to the illegal possession and consumption of alcohol beverages by underage persons, to the sales of alcohol beverages to intoxicated persons, to the illegal entry or presence of underage persons in places where alcohol beverages are sold and to the falsification of proof of age by underage persons as set forth in §125.07 and 125.085, Wis. Stats., are adopted as a portion of this Section by reference as if fully set forth herein. Any act required to be performed or prohibited by §125.07 and 125.085, Wis. Stats., is by reference required or prohibited by this Section. References to a specific section of Chapter 125, Wis. Stats., wherever used in this Section, shall mean the Wisconsin Statutes of 1993-1994 and acts supplementary and amendatory thereto, or in replacement thereof.

State Statute Adopted: Wisconsin Statute §961.41(3g) regulating the possession of twenty five (25) grams or less of marijuana containing tetrahydrocannabinol as defined by §961.14(4)(t), Wis. Stats., as may be amended from time to time is hereby adopted in its entirety.

Penalty: Any person violating subsection 7-4-19A above shall be subject to a Class One forfeiture.

Other Violations: It is the intent of Green County that any person who is charged with possession of more than twenty five (25) grams of marijuana containing tetrahydrocannabinol, who is charged with the illegal possession of a controlled substance other than marijuana containing tetrahydrocannabinol, which arises out of the same incident or occurrence or who is charged with possession of marijuana containing tetrahydrocannabinol following a prior conviction for possession of marijuana containing tetrahydrocannabinol or some other violation under Chapter 961, Wis. Stats., or a local ordinance enacted in conformity therewith, shall not be prosecuted under this subsection of this Code, but instead shall be prosecuted for a criminal violation of §961.41(3g), Wis. Stats., whenever possible. This Section does not apply within any town, city or village in Green County that has adopted or adopts an ordinance in conformity with §961.41(3g), Wis. Stats. (Ord. 96-0310)

State Statute Adopted: Wisconsin Statute §961.573 regulating the possession of "drug paraphernalia" as defined by §961.571, Wis. Stats., including any and all existing and future amendments thereto is hereby adopted in its entirety.

Penalty: Any person violating subsection 7-4-20A above shall be subject to a Class Two forfeiture.

Other Violations: It is the intent of Green County that any person who is charged with possession of drug paraphernalia, who is charged with the illegal possession of more than twenty five (25) grams of marijuana containing tetrahydrocannabinol or with the illegal possession of a controlled substance other than marijuana containing tetrahydrocannabinol, which arises out of the same incident or occurrence or who is charged with possession of drug paraphernalia following a prior conviction for possession of drug paraphernalia or some other violation under Chapter 961, Wis. Stats., or a local ordinance enacted in conformity therewith, shall not be prosecuted under this Section of this Code, but instead shall be prosecuted for a criminal violation of

§961.573, Wis. Stats., whenever possible. This Section does not apply within any town, city or village in Green County that has adopted or adopts an ordinance in conformity with §961.573, Wis. Stats. (Ord. 96-0310)

Rock County Wisconsin Legal Sanctions

All of the provisions of the following Wisconsin Statutes relating to crimes are hereby adopted and incorporated herein by reference including all changes and amendments now or hereafter made thereto, except that the penalty for violating any of these provisions shall be a forfeiture or, in the case of a minor, pursuant to 48.343, Wis. Stats., 2011-2012. It is the intent of this section to adopt the following state statutes and to strictly conform to said statutes as the same may be amended from time to time.

(1) 125.07 Underage and intoxicated persons; presence on licensed premises; possession;

(a) 125.07(1)(a)1, 2, 3, 4 Alcohol Beverages; Restrictions Relating to Underage

Persons;

(b) 125.07(2)(a)1, 2 Sales of Alcohol Beverages to Intoxicated Persons;

c) 125.07(3)(a) Presence in Places of Sale;

(d) 125.07(4)(a), (b), (bm) Underage Persons; Prohibitions;

(2) 125.075 Injury or death by providing alcohol beverages to a minor.

(3) 125.085 Proof of age.

(4) 125.09 General restrictions.

(a) 125.09(1) Public Place.

(b) 125.09(2) Possession of Alcohol.

(c) 125.09(3) Place-To-Place Deliveries.

(5) 125.105(1) Impersonating an officer.

(6) 125.315 Evading provisions of law by giving away fermented malt beverages.

(7) Penalties and enforcement.

Any person who violates any provision of this Ordinance shall, upon conviction thereof, forfeit not less than \$100.00, nor more than \$250.00 for each violation together with the costs of prosecution and forfeiture.

Section 3.204 shall be effective upon publication.

It is unlawful for any person to possess a controlled substance, as that term is defined in Chapter 961, Wisconsin Statutes, other than a controlled substance classified in Schedule I or II of Chapter 961, Wisconsin Statutes, which is a narcotic drug, unless the substance was obtained directly from, or pursuant to a valid prescription or order of, a practitioner as defined in Chapter 961, Wisconsin

Statutes, while acting in the course of his professional practice, or except as otherwise authorized by Chapter 961, Wisconsin Statutes.

Possession of Drug Paraphernalia. Wisconsin Statutes § 961.573 is adopted by reference and made a part of this chapter as if fully set forth herein.

Any person who violates this section shall be, upon conviction, subject to a forfeiture not to exceed \$500.

State of Wisconsin Legal Sanctions

The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of the regulations. A first-time conviction for possession of a controlled substance can result in a sentence of up to one year in prison and a fine of up to \$5,000. Sec. 961.41(3g), Stats. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with an intent to manufacture or deliver, can be imprisoned for up to 30 years and fined up to \$1,000,000. Secs. 961.41(1) and (1m), Stats. Penalties vary according to the type of drug involved, the amount of drug confiscated, the number of previous convictions, and the presence of any aggravating factors. The distribution of a controlled substance to a minor can lead to the doubling of an authorized sentence term. Sec. 961.46, Stats.

Wisconsin has formidable legal sanctions that restrict the use of alcohol in various situations. It is illegal to procure for, sell, dispense or give away alcohol to anyone who has not reached the legal drinking age of 21 years. Sec. 125.07(1)(a)(1), Stats. Every adult has a legal obligation to prevent the illegal consumption of alcohol on premises owned by the adult or under the adult's control. Sec. 125.07(1)(a)(3), Stats. A first-time violator of either of the above subsections can be fined up to \$500. It is against the law for an underage person to procure or attempt to procure an alcoholic beverage, to falsely represent his or her age for the purpose of obtaining alcohol, to enter premises licensed to sell alcohol, or to consume or possess alcohol on licensed premises. Sec. 125.07(4)(a), Stats. A first-time underage violator of Section 125.07(4)(bs), Stats., can be fined up to \$500, ordered to participate in a supervised work program, and have their driver's license suspended.

Federal Legal Sanctions

Pursuant to federal law, the United States Sentencing Guidelines establish mandatory minimum penalties for categories of drug offenses and provide for penalty enhancements in specific cases. Under these federal guidelines, courts can sentence a person for up to 6 years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana; a sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury; and, possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10-16 years in prison.

Federal Penalties and Sanctions for Illegal Possession of Controlled Substances

21 U.S.C. 844(A)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- 1st conviction and the amount of crack possessed exceeds 5 grams.
- 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(A)(2) AND 881(A)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack, above.)

21 U.S.C. 881(A)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844A

Civil fine of up to \$10,000.

21 U.S.C. 862

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(G)

Ineligible to purchase, receive or transport a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Prevention, Education, and Counseling

The college offers educational programs, interventions, and opportunities for individual, group and community referrals designed to prevent and reduce alcohol and other drug use/abuse.

Through the Director of Student Services, Human Resources, and the School Counselor & Case Manager (608) 757-7642, www.blackhawk.edu/Student-Resources/Advising/Counseling-Services) and other departments and offices offer a variety of psychoeducational programming, support groups, online resources, written materials, and simulations that occur throughout the year.

Brief non-clinical counseling is available on campus to students through the School Counselor & Case Manager (608-757-7642). Students will be referred through the Counselor to other programs for additional education, counseling, and more intensive treatment. Employees have an EAP (866-472-2734 or www.niseap.com) to access counseling and referrals.

Students can also access training and wellness activities using the Vector software or Headspace online app.

Within Rock and Green County, the following substance abuse counseling agencies exist.

- Green County Human Services - Alcohol and Drug Abuse (608) 328-9393
- Monroe Clinic Behavioral Health (608) 324-2321)
- Quality Addiction Management (QAM) (608) 361-7200
- Mercy Options (608) 756-5555
- Associates in Psychotherapy LLC (608) 752-7255
- Lutheran Social Services AODA Outpatient Services (608) 752-7660
- Rock County Human Services - Beloit Counseling Center (608) 363-6300
- Rock County Human Services - Janesville Counseling Center (608) 757-5850
- Rock Valley Community Programs Inc (608) 741-4500
- Trivium LLC DBA Crossroads Counseling Center (608) 755-5260
- William S Middleton VA Hospital Janesville VA Clinic (608) 758-9300

These agencies provide a variety of services, which may include in-patient and outpatient rehabilitation, homeopathic and alternative options, individualized psychotherapy, alcohol and drug detox, Naltrexone, Christian drug and alcohol rehab, and life coaching. Interested individuals are encouraged to contact each agency for additional information regarding specific services and costs.

Alcohol-Free Student Programming

Additionally, BTC offers a varied array of events and activities that are alcohol free.

Student activities included, but are not limited to:

- Fast Track Days
- Welcome Week Programming
- Movie Nights
- Constitution Day
- Leadership Trainings and Conference attendance
- Awareness events
 - Breast Cancer Awareness
 - Youth Homelessness
- Speakers
 - Domestic Violence
 - Leadership
 - Career
- Student Trips/Tours
- Game nights
- Winter Carnival
- Coffee with Campus Safety
- Safety Lunch and Learn/Active threat training for students
- Soul Food Luncheon
- Stress management activities
- Fitness and wellness activities
- Student Union programming (i.e. stress balls, March Madness, Cookies and Cocoa)

As mandated by the Drug-Free Schools and Campuses Act, this policy is distributed to all students, staff and faculty on an annual basis, and during every even year, a biennial review of the comprehensive alcohol and other drug program is conducted. For more information concerning current programs, interventions and policies, contact the Executive Director of Student Services, Tony Landowski, (608) 757-7726, alandowski@blackhawk.edu.

Health Risks Associated With Use of Illicit Drugs and Alcohol Abuse

Alcohol

From the Centers for Disease Control and Prevention –

Drinking too much can harm your health. Excessive alcohol use led to approximately 88,000 deaths and 2.5 million years of potential life lost (YPLL) each year in the United States from 2006 – 2010, shortening the lives of those who died by an average of 30 years. Further, excessive drinking was responsible for 1 in 10 deaths among working-age adults aged 20-64 years.

Short-Term Health Risks:

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence is linked with excessive alcohol consumption.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors that can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or [fetal alcohol spectrum disorders \(FASDs\)](#) among pregnant women.

Long-Term Health Risks:

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

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

See: <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

Illicit Drugs

From the National Institute on Drug Abuse –

General health risks:

- **Increased spread of infectious diseases.**
Injection of drugs such as heroin, cocaine, and methamphetamine currently accounts for about 12 percent of new AIDS cases. Injection drug use is also a major factor in the spread of hepatitis C, a

serious, potentially fatal liver disease. Injection drug use is not the only way that drug abuse contributes to the spread of infectious diseases. All drugs of abuse cause some form of intoxication, which interferes with judgment and increases the likelihood of risky sexual behaviors. This, in turn, contributes to the spread of HIV/AIDS, hepatitis B and C, and other sexually transmitted diseases.

- **Negative effects of prenatal drug exposure on infants and children.**

A mother's abuse of heroin or prescription opioids during pregnancy can cause a withdrawal syndrome (called neonatal abstinence syndrome, or NAS) in her infant. It is also likely that some drug-exposed children will need educational support in the classroom to help them overcome what may be subtle deficits in developmental areas such as behavior, attention, and thinking. Ongoing research is investigating whether the effects of prenatal drug exposure on the brain and behavior extend into adolescence to cause developmental problems during that time period.

Risk from specific drugs:

- **Marijuana** is the most commonly abused illegal substance. This drug impairs short-term memory and learning, the ability to focus attention, and coordination. It also increases heart rate, can harm the lungs, and can increase the risk of psychosis in those with an underlying vulnerability.
- **Prescription medications**, including opioid pain relievers (such as OxyContin® and Vicodin®), anti-anxiety sedatives (such as Valium® and Xanax®), and ADHD stimulants (such as Adderall® and Ritalin®), are commonly misused to self-treat for medical problems or abused for purposes of getting high or (especially with stimulants) improving performance. However, misuse or abuse of these drugs (that is, taking them other than exactly as instructed by a doctor and for the purposes prescribed) can lead to addiction and even, in some cases, death. Opioid pain relievers, for instance, are frequently abused by being crushed and injected or snorted, greatly raising the risk of addiction and overdose. Unfortunately, there is a common misperception that because medications are prescribed by physicians, they are safe even when used illegally or by another person than they were prescribed for.
- **Inhalants** are volatile substances found in many household products, such as oven cleaners, gasoline, spray paints, and other aerosols, that induce mind-altering effects; they are frequently the first drugs tried by children or young teens. Inhalants are extremely toxic and can damage the heart, kidneys, lungs, and brain. Even a healthy person can suffer heart failure and death within minutes of a single session of prolonged sniffing of an inhalant.
- **Cocaine** is a short-acting stimulant, which can lead users to take the drug many times in a single session (known as a "binge"). Cocaine use can lead to severe medical consequences related to the heart and the respiratory, nervous, and digestive systems.
- **Amphetamines**, including methamphetamine, are powerful stimulants that can produce feelings of euphoria and alertness. Methamphetamine's effects are particularly long-lasting and harmful to the brain. Amphetamines can cause high body temperature and can lead to serious heart problems and seizures.
- **MDMA (Ecstasy or "Molly")** produces both stimulant and mind-altering effects. It can increase body temperature, heart rate, blood pressure, and heart-wall stress. MDMA may also be toxic to nerve cells.
- **LSD** is one of the most potent hallucinogenic, or perception-altering, drugs. Its effects are unpredictable, and abusers may see vivid colors and images, hear sounds, and feel sensations that



seem real but do not exist. Users also may have traumatic experiences and emotions that can last for many hours.

- **Heroin** is a powerful opioid drug that produces euphoria and feelings of relaxation. It slows respiration, and its use is linked to an increased risk of serious infectious diseases, especially when taken intravenously. People who become addicted to opioid pain relievers sometimes switch to heroin instead, because it produces similar effects and may be cheaper or easier to obtain.
- **Steroids**, which can also be prescribed for certain medical conditions, are abused to increase muscle mass and to improve athletic performance or physical appearance. Serious consequences of abuse can include severe acne, heart disease, liver problems, stroke, infectious diseases, depression, and suicide.
- **Drug combinations.** A particularly dangerous and common practice is the combining of two or more drugs. The practice ranges from the co-administration of legal drugs, like alcohol and nicotine, to the dangerous mixing of prescription drugs, to the deadly combination of heroin or cocaine with fentanyl (an opioid pain medication). Whatever the context, it is critical to realize that because of drug–drug interactions, such practices often pose significantly higher risks than the already harmful individual drugs.

See: <https://www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/addiction-health>

In accordance with Americans with Disabilities Act of 1990, no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of the University. Further, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University or be subjected to discrimination by the University.

Student On-Campus Resources/Information

Blackhawk Technical College School Counselor & Case Manager, (608) 757-7642,
counseling@blackhawk.edu, www.blackhawk.edu/Student-Resources/Advising/Counseling-Services

Blackhawk Technical College Student Code of Conduct, <http://catalog.blackhawk.edu/student-code-of-conduct/>

Blackhawk Technical College Safety and Security Offices, (608) 757-7617, CampusSafety@blackhawk.edu,
www.blackhawk.edu/About/Safety-Security

Blackhawk Technical College Executive Director of Student Services, (608) 757-7726,
alandowski@blackhawk.edu

Employee On-Campus Resources/Information

Employee Benefits & Compensation Specialist, (608) 756-7765

Blackhawk Technical College Executive Director of Human Resources, (608) 756-7773

Employee Assistance Program, 866-472-2734 or www.niseap.com

Off-Campus Resources/Information

United Way Dane County resource and referral, 211 or (608) 246-HELP,
<https://www.unitedwaydanecounty.org/get-help/2-1-1>

All emergencies, dial 911

Rock County Crisis Intervention, (608) 757-5025

Green County Crisis Intervention, (888) 552-6642

Janesville Police Department – Non-Emergency, (608) 757-2244

Beloit Police Department – Non-Emergency, (608) 757-2244, <https://www.beloitwi.gov>

Rock County Sheriff's Office – Non-Emergency, (608) 757-8000, <http://www.co.rock.wi.us/sheriff>

Milton Police Department – Non-Emergency, (608) 868-6910, www.ci.milton.wi.us/102/Police-Department

Monroe Police Department – Non-Emergency, (608) 329-2400, <https://pdmonroe.com>

Green County Sheriff's Office – Non-Emergency, (608) 328-9400, <http://www.greensheriff.com>

Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance. The College is bound by, and supports, all applicable laws. The Title IX of the Higher Education Act of 1972 ensures the College does not discriminate on the basis of sex in its education programs and the Campus Sexual Violence Elimination Act (SAVE) of 2013 and Violence Against Women Reauthorization Act (VAWA) ensures that colleges and universities implement policies and programs to prevent sexual assault, dating violence, domestic violence, and stalking. Laws and the requirements of this policy affect all relationships within the College community if they happen on a college campus, as part of a college sanctioned event, and within the boundaries of the United States of America, including, but not limited to:

- Student relationships with other students
- Instructor and staff conduct toward students
- Student conduct toward instructors and staff
- Conduct between members of different genders
- Conduct between members of the same gender
- Conduct between campus visitors and students or employees

Prohibition of Sexual Harassment under Title IX

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the College will not tolerate sexual harassment. The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The College seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The College will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the college procedure for reporting this type of harassment and/or retaliation. The College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any College sponsored activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end the President/District Director shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President/District Director shall establish procedures that define sexual harassment on campus. The President/District Director shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the College, its employees, students, and agents.

The College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The College will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the College's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

The College is committed to providing an academic and work environment free of unlawful sexual harassment under Title IX. This procedure defines sexual harassment on campus.

This procedure and the related policy protects students, employees, in connection with all the academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in the College's facilities, a College vehicle, bus, van or other form of transportation, or at a class or training program sponsored by the College at another location.

Definitions

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A College employee conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity
 - Sexual assault, including the following:



- **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
- **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
- **Fondling.** 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/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.
- **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape – Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating Violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence.** Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of Wisconsin; or
 - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of Wisconsin.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

Responding to Harassment Based on Sex under Title IX

Introduction

The College encourages members of the College community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The College will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using State law and applicable College policies and procedures. In implementing these procedures discussed below, the College will also provide supportive measures, training, and resources in compliance with WI State law, unless they are preempted by the Title IX regulations.

Title IX Coordinator

Questions concerning Title IX may be referred to the College's Title IX Coordinator or Deputy Title IX Coordinator.

Deborah Gilster, Title IX Coordinator
CCM Room 2209
(608) 757-7796
dgilster@blackhawk.edu

Alicia Acker, Deputy Title IX Coordinator
CCM Room 2225
(608) 743-4423
aacker@blackhawk.edu

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with State and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

Title IX Harassment Complaints, Investigations, and Hearings These Title IX sexual harassment procedures and the related policy protects students, employees, applicants for employment, and applicants for admission.



Jurisdictional Requirements – Application of Procedures

These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States;
- The conduct took place in a College “education program or activity.” This includes locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the College owns or controls or student organizations officially recognized by the College own or control.
- The conduct meets the definition of Title IX “sexual harassment.”

Definitions

Advisor: Throughout the grievance process, both the Complainant and

Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the College must provide the Party an Advisor of its choice, free of charge. The College may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

Complainant: A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

Consent: Words or overt actions by a person who is competent to give informed consent, indicating a freely given agreement to engage in sexual activity or other activity referenced in this policy. A person is unable to give consent if the person is incapacitated because of drugs, alcohol, physical or intellectual disability, or unconsciousness.

Decision-Maker: The person or group of people who will oversee the live hearing and make a determination of responsibility. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

Formal Complaint: A written complaint signed by the Complainant or Title IX

Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

Parties: As used in this procedure, this means the Complainant and Respondent.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A College employee conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity;
- Sexual assault, including the following:
 - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
 - **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
 - **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
 - **Fondling.** 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/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.
- **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape – Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence.** Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of WI; or



- By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of WI.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

Reporting Options

Any individual may report sexual harassment to the College's Title IX Coordinator.

The College strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the College's ability to effectively investigate and respond.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the College to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the College will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The College will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the College does not document personal information; the College reports the type of conduct, and the time, date, and location.

Blackhawk Technical College Employees and Officials with Authority

College Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The College has designated that all College Full and Part Time employees are designated as Officials with Authority:

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.



Intake and Processing of Report

Receipt of Report

After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to a meeting. The Title IX Officer will discuss supportive measures with the Parties.

Timeframe for Reporting

To promote timely and effective review, the College strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the College can offer.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The College will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the College's education program or activities. These measures are designed to protect the safety of all Parties, protect the College's educational environment, or deter sexual harassment. The College will provide supportive measures on a confidential basis as much as possible, and will only make disclosures to those with a need to know to enable the College to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Removal of Respondent Pending Final Determination

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The College has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

Emergency Removal

The College may remove a non-employee Respondent from the College's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The College may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The College's Title IX Coordinator or designee will conduct the individualized safety and risk analysis.

If the Title IX Coordinator determines emergency removal is appropriate, he/she/they or designee will provide the person the College is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The Title IX Coordinator or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

Administrative Leave

The College may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The College will follow any relevant policies, procedures, collective bargaining agreements, or State law in placing an employee on administrative leave.

Formal Complaint Grievance Process

Notice to Parties

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of the College's Title IX grievance process;
- Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney;
- Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and
- Inform the Parties of any provision in the College's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.



If, in the course of an investigation, the College decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

Dismissal of Formal Complaint

The College must investigate the allegations in a formal complaint. However, the College must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;

- If the conduct alleged did not occur in the College's education program or activity
- If the conduct alleged did not occur against a person in the United States.

The College has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;
- If the Respondent is no longer enrolled or employed by the College; or
- If there are specific circumstances that prevent the College from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the College dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The College will also notify the Parties of their right to appeal.

The College may commence proceedings under other policies and procedures after dismissing a formal complaint.

Consolidation of Formal Complaints

The College may, but is not required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Equitable Treatment of the Parties

The College's determination of responsibility is a neutral, fact-finding process. The College will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The College will

not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

Statement of Presumption of Non-Responsibility

The investigation is a neutral, fact-finding process. The College presumes all reports are in good faith. Further, the College presumes the Respondent is not responsible for the alleged conduct. The College makes its determination regarding responsibility at the conclusion of the grievance process.

Bias or Conflict of Interest

The College's Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the College to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-Maker in the process. The College will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;
- The scope of the College's education program or activity;
- How to conduct an investigation;
- The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

Timeline for Completion

The College will undertake its grievance process promptly and as swiftly as possible. The College will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180 calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for College breaks or vacations, or due to the complexity of the investigation. The College will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

Role of Advisor

The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The College must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross examination. If an Advisor fails to appear at the hearing, the College will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

Confidentiality Agreements

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the College's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

Use of Privileged Information

The College's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

Investigations

The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

Trained Investigators

The College will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the College's grievance procedures operate. The College will also ensure that investigators receive training on issues of



relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

Gathering Evidence and Burden of Proof

The College, not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, he/she/they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that reported conduct occurred.

Notice of Investigative Interview

The College will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

Evidence Review

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the College will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten (10) days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

Investigative Report

The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the formal complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony of each witness the investigator interviewed;
- An analysis of relevant evidence collected during the investigation, including a list of relevant documents;
- A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the College.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least ten (10) days prior to a hearing or other time of determination regarding responsibility, the College will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten (10) days to submit a written response.

Hearing

After completing an investigation and prior to completing a determination regarding responsibility, the College will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-

Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

Notice

If the College proceeds to a hearing, the College will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

Hearing Format

The College may provide a live hearing with all Parties physically present in the same geographic location or, at the College's discretion if either Party requests, the College may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The College will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The College will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The College will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

Decision-Maker

The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents. In cases where the Complainant or Respondent objects to the Decision-Maker on the basis of a conflict of interest, the

Complainant or Respondent may request the Title IX Coordinator select a different Decision-Maker. The Complainant or Respondent must make this request to the Title IX Coordinator in writing at least five (5) business days prior to the hearing.

The Decision-Maker may ask the Parties and the witness's questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

Presenting Witnesses

The College will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

Cross-Examination

The College will permit each Party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those questions challenging credibility. The Party's Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross examination.

Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility. A Party or witness may also decline to answer a question, and the Decision-Maker cannot rely on any statement on which that Party or witness has declined to answer cross-examination questions. A Decision-Maker cannot draw an

inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Determinations of Responsibility

When the Decision-Maker makes a determination of responsibility or no responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than twenty (20) business days after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the College will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;
- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of the College's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility; a statement of, and rationale for, any disciplinary sanctions the College imposes on the Respondent;
- A statement of whether the College will provide the Complainant with remedies designed to restore or preserve equal access to the College's education program or activity;
- The College need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The College can inform the Respondent that it will provide remedies to the Complainant. However, the College will inform the Complainant of the sanctions against the Respondent;
- The College's procedures and permissible bases for the Complainant and Respondent to appeal.

The College will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the Parties with the written

determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

Disciplinary Sanctions and Remedies

The College must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the College will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities;
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- Providing counseling services or a referral to counseling services;
- Providing a referral to medical services;
- Providing academic support services, such as tutoring;
- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay, demotion, suspension, or discharge.

Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility

A Complainant or Respondent may appeal the College's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within ten (10) business days from the date of the notice of determination regarding responsibility or from the date of the College's notice of dismissal of a formal complaint or any allegations.

Grounds for Appeal

A trained alternate will serve as the Decision-Maker on Appeal. In filing an appeal of the College's determination regarding responsibility or the College's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time the College's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The College's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

Appeal Procedure

If the Complainant or Respondent submit an appeal to the College, the College will:

Notify the other Party in writing within five (5) business days of receiving a Party's appeal;

Allow the non-appealing Parties at least ten (10) business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within thirty (30) business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The College will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

Informal Resolution

If the College determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The College will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The College must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the College does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

The College prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

Dissemination of Policy and Procedures

The College will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the **College**.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The College will place the signed acknowledgment of receipt in each employee's personnel file.

Training

The College will provide training to Title IX Coordinators, investigators, Decision Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the College's education program or activities, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Any materials used to train the College's Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

File Retention

The College will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- The College's determination regarding responsibility;
- Audio or audiovisual recording or transcript from a hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal and the result;
- Any informal resolution and the result; and

- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. The College will make these training materials publicly available on its website.

The College will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

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

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

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.
- C. Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Primary Prevention and Awareness Programs

These programs include:

- **Advising, Registration and Orientation (ARO) Title IX training:** This is a 10-15 minute presentation that is offered at each ARO. During the time, we share information highlighted in the Title IX informational handout that outlines policies, procedures, and campus contact information.
- **“Not Anymore” training:** “Not Anymore” is a video-based training that provides short, real-life examples and information about Consent, Bystander Intervention, Sexual Assault, Dating & Domestic Violence, Stalking, and much more. “Not Anymore” can help you better protect yourself and others on and off campus.

Specifically, the College offered the following **primary prevention and awareness programs** for all **incoming students** in 2020/2021:

Name of Program	Date Held	Location Held	Prohibited Behavior Covered*
Not Anymore Training	Varies – Online	All Campuses	S, SA, DaV, DoV
Advising, Registration, and Orientation (ARO)	Various throughout the semester	Central and Milton	S, SA, DaV, DoV

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

The College offered the following **primary prevention and awareness programs** for all **employees** in 2020/2021:

Name of Program	Date Held	Location Held	Prohibited Behavior Covered*
SkillSoft – Title IX and Sexual Harrassment Training	Varies/Based on Campuses Hiring Date; New/Continuing Full-Time Faculty; and all Employees Annual Training Due by Sept. 15	All	S, SA, DaV, DoV

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

Ongoing Prevention and Awareness Campaigns

Some examples of BTC's educational programs are:

Domestic Violence Prevention Events (October 15, 17, and 18)

(2019): The Domestic Violence Awareness Event is hosted by the Beloit Domestic Violence Center. The Beloit Domestic Violence Center comes to Blackhawk Technical College to inform our students about resources that are available to them, engage them in a survivor/support simulation, and host a speaker regarding surviving domestic violence.

- **YWCA racial/social justice training (November 7, 2019):** Students and staff attend an all-day training that is sponsored by the YWCA to increase knowledge of diversity and build a culture of inclusion
- **Wisconsin Technical College System Race and Ethnicity Conference (January 31, 2020):** Students and staff attend an all-day training session sponsored by the WTCS regarding understanding race and ethnicity in the Wisconsin Technical College System
- **Advising, Registration, and Orientation Title IX training (various dates):** This is a short presentation that is offered at each Advising, Registration, and Orientation session. During the time, we share information highlighted in the Title IX informational handout that outlines policies, procedures, and campus contact information.
- **“Not Anymore” training (various dates, completed on own):** “Not Anymore” is a video-based training that provides short, real-life examples and information about Consent, Bystander Intervention, Sexual Assault, Dating & Domestic Violence, Stalking, and much more. “Not Anymore” can help you better protect yourself and others on and off campus.

- **Denim Day (April 24, 2019):** Students and staff wear jeans to show their protest against sexual violence. In addition, individuals decorated a pair of jeans and then the jeans were put on display around campus.

Primary Prevention and Awareness Programs

These programs include:

- **Advising, Registration and Orientation Title IX training:** This is a short presentation that is offered at each Advising, Registration, and Orientation session. During the time, we share information highlighted in the Title IX informational handout that outlines policies, procedures, and campus contact information.

The Campus SaVE Act

The Campus SaVE Act (the "SaVE Act" or "Act") applies to almost all institutions of higher education since it is directed toward those that participate in financial aid programs under Title IV of the Higher Education Act of 1965. It became effective on March 7, 2013 as part of the Violence Against Women Reauthorization Act (VAWA) and amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act).

The Act requires higher education institutes to report crime statistics and disclose security related information in several ways:

- It adds offenses involving domestic violence, dating violence, and stalking to the crimes that institutions must report and include in their annual security reports (ASR)
- It expands the categories of reportable "hate crimes" to include those based on bias against gender identity or national origin.
- The policy statements filed as part of the ASR must now include detailed descriptions of the institution's internal procedures in cases of domestic violence, dating violence, or stalking, as well as descriptions of its education and prevention programs.

Sex Offender Registry

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College provides a link to the Wisconsin Department of Corrections Sex Offender Registry in the Annual Safety and Security Report (ASR).

Sex offender students who are required to register in a state must provide notice of conviction to staff at the Office of Safety and Security at the time of enrollment or thereafter upon conviction. Sex offender registry information will be used for the protection of staff, students, and minors on Campus.



The following procedures are prescribed to assist in meeting the goal of the policy:

- Mandatory self-disclosure of sex offender status at the Office of Campus Safety and Security at the time of enrollment, or thereafter upon conviction.
- Upon awareness of the enrollment of a registered sex offender, the Executive Director of Student Services, or designee, will review student's class schedule and determine if any restrictions are warranted.
- If restrictions are warranted, a mandatory meeting between the student and the Executive Director of Student Services/CSSO, or designee, will take place to review restrictions. A written letter will be issued and discussed with the student containing the restrictions the student must abide by while on the College Campus. During this meeting the student will be advised that failure to comply with restrictions may result in denial of enrollment and access to the Campus and/or the decision of the College to contact local law enforcement and probation and parole.
- If a sex offender student is enrolled in a College class along with a student who is under the age of 18, the Executive Director of Student Services/CSSO, or designee, will notify the instructor of the class of the student's status as a sex offender. The Executive Director of Student Services/CSSO, or designee, along with the Director of Security, Safety and Risk will also determine if there are other College staff members or students, including Rock University High School staff and students, who need to be notified of a student's status as a registered offender in order to protect persons under the age of 18 on the College Campus. No offender will be intimidated, harassed or unlawfully discriminated against due to the student's status as a sex offender.

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Wisconsin State Sex Offender Registry. All sex offenders are required to register in the state of Wisconsin and to provide notice of each institution of higher education in Wisconsin at which the person is employed, carries out a vocation, or is a student.

The entire registry and information about it is available at: <http://offender.doc.state.wi.us/public/> or National Registry: <http://www.nsopw.gov/>

The College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies serving our campuses, the Executive Director of Student Services, and Campus Security Officials. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to designated campus security officials and local law enforcement agencies. Each year, an email notification is made to all enrolled students and currently employed staff that provides the web site to access this report. A copy of the report may be obtained by contacting the Office of Safety and Security at CampusSafety@blackhawk.edu or by calling (608) 743-4596.

Campus Crime Statistics

Charts Definitions Statistical charts for calendar years 2018, 2019 and 2020.

On-campus property is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to above that is owned by the institution but controlled by another person, frequently used by students, and supports institutional purposes (such as a food or other retail vendor.)

Public property is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.

Non-campus property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property that is owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

Unfounded Crime Statistics: A crime is considered unfounded for Clery Act purposes when a sworn or commissioned law enforcement officer makes a formal determination that the report is false or baseless.



Central Campus Crime Statistics Report for Period 2018, 2019, and 2020

6004 S. County Rd. G, Janesville, WI 53546

Primary Crimes	Year	On Campus	Non-Campus	Public Property	Total
Murderer by Non-Negligent Manslaughter	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Rape	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Fondling	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Incest	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

Primary Crimes	Year	On Campus	Non-Campus	Public Property	Total
Statutory Rape	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Robbery	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Burglary	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Arson	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0



Arrests and Referrals for Disciplinary Action

Central Campus Crime Statistics Report for Period 2018, 2019, and 2020

6004 S. County Rd. G, Janesville, WI 53546

Arrests and Referrals for Disciplinary Action	Year	On Campus	Non-campus	Public Property	Total
Liquor Law Violation Arrests	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2020	0	3	0	3
	2019	1	0	0	1
	2018	0	0	0	0
Weapons Law Violation Arrests	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Liquor Law Violations Referrals for Disciplinary Action	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

VAWA Offenses

Central Campus Crime Statistics Report for Period 2018, 2019, and 2020

6004 S. County Rd. G, Janesville, WI 53546

VAWA Offenses	Year	On Campus	Non-campus	Public Property	Total
Domestic Violence	2020	0	0	0	0
	2019	1	0	0	1
	2018	0	0	0	0
Dating Violence	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Stalking	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

Unfounded Crimes at CENTRAL CAMPUS

If a crime is reported as occurring on-campus, in on-campus residential facilities, in or on non-campus buildings or property, or on public property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

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

The total number of unfounded crimes for the 2020 calendar year is **zero**.

The total number of unfounded crimes for the 2019 calendar year is **zero**.

The total number of unfounded crimes for the 2018 calendar year is **zero**.

Hate Crime Reporting

There were no hate crimes reported in 2018, 2019 or 2020.



Monroe Campus Crime Statistics Report for Period 2018, 2019, and 2020

210 4th Avenue, Monroe, WI 53566

Primary Crimes	Year	On Campus	Non-Campus	Public Property	Total
Murderer by Non-Negligent Manslaughter	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Manslaughter by Negligence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Rape	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Fondling	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Incest	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

Primary Crimes	Year	On Campus	Non-Campus	Public Property	Total
Statutory Rape	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Robbery	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Aggravated Assault	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Burglary	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Motor Vehicle Theft	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Arson	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0



Arrests and Referrals for Disciplinary Action

Monroe Campus Crime Statistics Report for Period 2018, 2019, and 2020

210 4th Avenue, Monroe, WI 53566

Arrests and Referrals for Disciplinary Action	Year	On Campus	Non-Campus	Public Property	Total
Liquor Law Violation Arrests	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Drug Law Violation Arrests	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Weapons Law Violation Arrests	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Liquor Law Violations Referrals for Disciplinary Action	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Drug Law Violation Referrals for Disciplinary Action	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Weapons Law Violation Referrals for Disciplinary Action	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

VAWA Offenses

Monroe Campus Crime Statistics Report for Period 2018, 2019, and 2020

210 4th Avenue, Monroe, WI 53566

VAWA Offenses	Year	On Campus	Non-Campus	Public Property	Total
Domestic Violence	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Dating Violence	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Stalking	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

Unfounded Crimes at MONROE CAMPUS

If a crime is reported as occurring on-campus, in on-campus residential facilities, in or on non-campus buildings or property, or on public property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

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

The total number of unfounded crimes for the 2020 calendar year is **zero**.

The total number of unfounded crimes for the 2019 calendar year is **zero**.

The total number of unfounded crimes for the 2018 calendar year is **zero**.

Hate Crime Reporting

There were no hate crimes reported in 2018, 2019 or 2020



Center for Transportation Studies Crime Statistics Report for Period 2018, 2019, and 2020

1740 W US HWY 14, Janesville, WI 53545

Primary Crimes	Year	On Campus	Non-Campus	Public Property	Total
Murderer by Non-Negligent Manslaughter	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Manslaughter by Negligence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Rape	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Fondling	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Incest	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

Primary Crimes	Year	On Campus	Non-Campus	Public Property	Total
Statutory Rape	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Robbery	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Aggravated Assault	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Burglary	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Motor Vehicle Theft	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Arson	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0



Arrests and Referrals for Disciplinary Action

Center for Transportation Studies Crime Statistics Report for Period 2018, 2019, and 2020

1740 W US HWY 14, Janesville, WI 53545

Arrests and Referrals for Disciplinary Action	Year	On Campus	Non-Campus	Public Property	Total
Liquor Law Violation Arrests	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Drug Law Violation Arrests	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Weapons Law Violation Arrests	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Liquor Law Violations Referrals for Disciplinary Action	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Drug Law Violation Referrals for Disciplinary Action	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Weapons Law Violation Referrals for Disciplinary Action	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

VAWA Offenses

Center for Transportation Studies Crime Statistics Report for Period 2018, 2019, and 2020

1740 W US HWY 14, Janesville, WI 53545

VAWA Offenses	Year	On Campus	Non-Campus	Public Property	Total
Domestic Violence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Dating Violence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Stalking	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

Unfounded Crimes at CENTER FOR TRANSPORTATION STUDIES CAMPUS

If a crime is reported as occurring on-campus, in on-campus residential facilities, in or on non-campus buildings or property, or on public property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

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

The total number of unfounded crimes for the 2020 calendar year is **zero**.

The total number of unfounded crimes for the 2019 calendar year is **zero**.

The total number of unfounded crimes for the 2018 calendar year is **zero**.

Hate Crime Reporting

There were no hate crimes reported in 2018, 2019 or 2020.



Advanced Manufacturing Training Center Crime Statistics Report for Period 2018, 2019, and 2020

15 Plumb Street, Milton, WI 53563

Primary Crimes	Year	On Campus	Non-Campus	Public Property	Total
Murderer by Non-Negligent Manslaughter	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Manslaughter by Negligence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Rape	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Fondling	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Incest	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

Primary Crimes	Year	On Campus	Non-Campus	Public Property	Total
Statutory Rape	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Robbery	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Aggravated Assault	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Burglary	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Motor Vehicle Theft	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Arson	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

Arrests and Referrals for Disciplinary Action

Advanced Manufacturing Training Center Crime Statistics Report for Period 2018, 2019, and 2020

15 Plumb Street, Milton, WI 53563

Arrests and Referrals for Disciplinary Action	Year	On Campus	Non-Campus	Public Property	Total
Liquor Law Violation Arrests	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Drug Law Violation Arrests	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Weapons Law Violation Arrests	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Liquor Law Violations Referrals for Disciplinary Action	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Drug Law Violation Referrals for Disciplinary Action	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Weapons Law Violation Referrals for Disciplinary Action	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

VAWA Offenses

Advanced Manufacturing Training Center Crime Statistics Report for Period 2018, 2019, and 2020

15 Plumb Street, Milton, WI 53563

VAWA Offenses	Year	On Campus	Non-Campus	Public Property	Total
Domestic Violence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Dating Violence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Stalking	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

Unfounded Crimes at ADVANCED MANUFACTURING TRAINING CENTER

If a crime is reported as occurring on-campus, in on-campus residential

facilities, in or on non-campus buildings or property, or on public property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

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

The total number of unfounded crimes for the 2020 calendar year is **zero**.

The total number of unfounded crimes for the 2019 calendar year is **zero**.

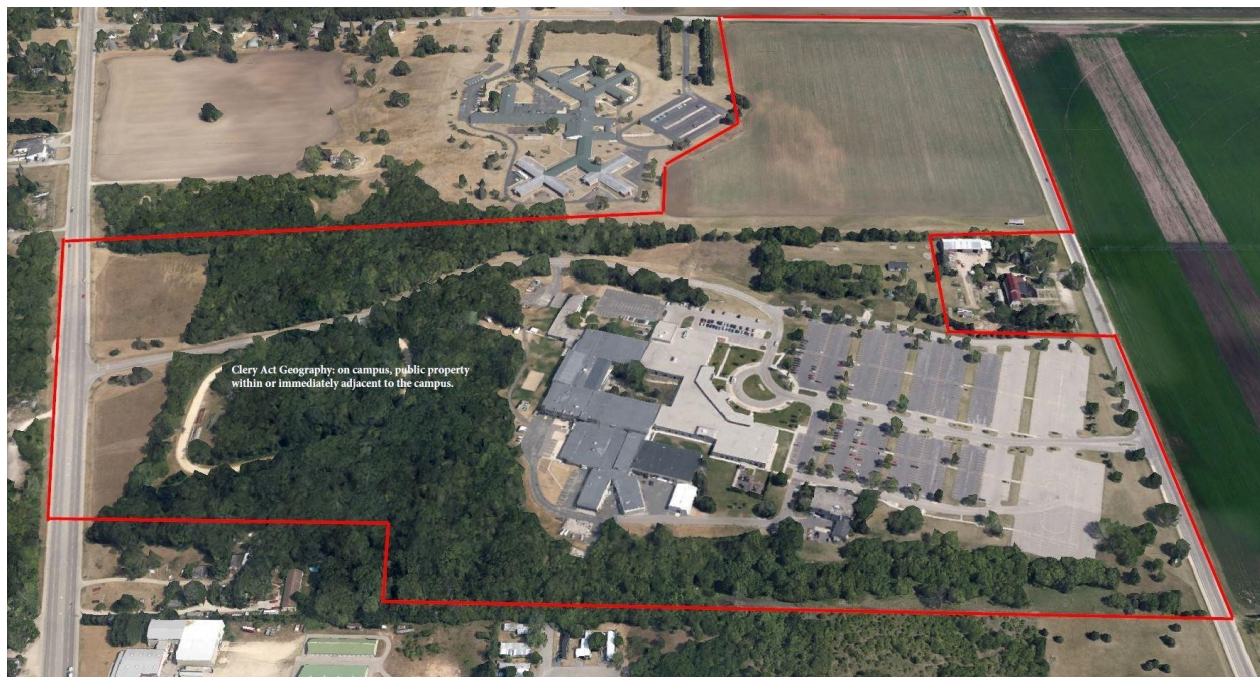
The total number of unfounded crimes for the 2018 calendar year is **zero**.

Hate Crime Reporting

There were no hate crimes reported in 2018, 2019 or 2020.

Clery Act: Geography

Central Campus – Janesville, WI



Monroe Campus – Monroe, WI



CTS Campus – Janesville, WI



Advanced Manufacturing Training Center – Milton, WI



Fire Safety Report and Missing Student Notification Procedures

The College is a commuter (non-residential) college. Therefore, these statistics and procedure are not collected or in existence. They only apply to Colleges that maintain student housing.