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On and Off-campus Contacts

Department of Public Safety and Local Emergency Services

**Department of Public Safety, Michael Bagin** msbagin@carrollu.edu
208 Wright Street, Waukesha WI, 53186 262.524.7300
www.carrollu.edu/public-safety

**Carroll Safety Shuttle**
208 Wright Street, Waukesha WI, 53186 262.524.7433
www.carrollu.edu/campus-student-life/transportation/shuttle-service

**Carroll Student Safety Ambassador Program, Safe Walk Program and Pedestrian Safety**
208 Wright Street, Waukesha WI, 53186 262.524.7300

**City of Waukesha Police Department**
130 Delafield St. Waukesha, WI 53188, Emergency 911, Non-Emergency 262.524.3831
www.waukesha-wi.gov/352/Police-Department

**City of Waukesha Fire Department**
130 W. St. Paul Avenue, Waukesha, WI 53188, Emergency 911, Non-Emergency 262.524.3651
www.waukesha-wi.gov/281/Fire-Department

**Waukesha County Sheriff’s Department**
515 W. Moreland Boulevard, Waukesha, WI 53188, Emergency 911, Non-Emergency 262.446.5070
www.waukechselounty.gov/sheriff

**Wales/Genesee Fire Department/Lake Country Fire Rescue Station 37**
600 South Wales Road, Wales, WI 53183, Emergency 911, Non-Emergency 262.968.3301
www.lakecountryfire.com
Campus Office Resources

Vice President of Student Life, Dr. Theresa Barry  tbarry@carrollu.edu
304 N. East Avenue, Waukesha, WI 53186  262.524.7100
www.carrollu.edu/campuslife

Office of Diversity, Equity and Inclusion, Amber May  amay@carrollu.edu
119 E. College Ave. Room 121, Waukesha WI 53186  262.650.4921
www.carrollu.edu/campuslife

Office of Human Resources, Kelly Pearse, kgilling@carrollu.edu
204 N. Charles Street, Waukesha, WI 53186  262.524.7123
my.carrollu.edu/ICS/Departments/Human_Resources

Residence Life and Housing, Allison Rygh  arygh@carrollu.edu
304 N. East Avenue, Waukesha, WI 53186  262.524.7352
my.carrollu.edu/ICS/Departments/Residence_Life_and_Housing

Campus Center Information Desk, infodesk@carrollu.edu
101 N. East Avenue, Waukesha, WI 53186  262.524.7373
my.carrollu.edu/ICS/Departments/Campus_Services

University Counsel and Risk Management, Catherine Jorgens J.D., cjorgens@carrollu.edu
100 N. East Avenue, Waukesha WI 53186  262.951.3024

Office of Student Financial Aid, Dawn Scott  dscott@carrollu.edu
100 N. East Avenue, Waukesha WI 53186  262.524.7297
www.carrollu.edu/financial-aid

Office of Global Education, Megan Couch  mcouch@carrollu.edu
100 N. East Avenue Waukesha WI 53186  262.650.4948
www.carrollu.edu/international

Title IX Contacts

Title IX Coordinator, Suzanne Lidtke
Office: 100 N. East Avenue, Waukesha WI 53186
Phone: 262.524.7372;
Email: slidtke@carrollu.edu

Title IX Deputy Coordinator for Students, Elizabeth Brzeski, Associate Dean for Student Life
Office: 304 N. East Avenue, Waukesha WI 53186
Phone: 262.524.7350;
Email: ebrzeski@carrollu.edu

Title IX Deputy Coordinator for Employees, Billy Niklasch, Senior Human Resources Business Partner
Office: 204 N Charles Street, Waukesha WI 53186
Phone: 262.524.7125
Email: wniklasch@carrollu.edu
**Health Resources**

**Health Center**
304 N. East Ave., Waukesha WI 53186  
www.carrollu.edu/student-services/health

**Waukesha Memorial Hospital**
725 American Avenue, Waukesha WI 53188  
www.prohealthcare.org

**Sexual Assault Nurse Examiner (SANE)**
Help for Sexual Assault Victims  
Waukesha Memorial  
www.prohealthcare.org

**Mental Health Resources**

**Walter Young Center**
304 N. East Ave., Waukesha WI 53186  
www.carrollu.edu/student-services/counseling

**Aurora Psychiatric Hospital Intake Department**
1220 Dewey Avenue, Milwaukee WI 53213  
www.aurorahealthcare.org/locations/hospital/aurora-psychiatric-hospital

**ProHealth Behavioral Health at Waukesha Memorial Hospital**
262.928.4036  
725 American Avenue, Waukesha WI 53188  
www.prohealthcare.org

**Rogers Behavioral Health**
34700 Valley Road, Oconomowoc, WI 53066  
www.rogershospital.org

**Cornerstone Counseling Services**
262.789.1191  
741 N. Grand Avenue, Suite 302, Waukesha WI 53186  
www.cornerstonecounseling.com

**Family Services of Waukesha**
262.547.5567  
101 W. Broadway, 2nd Floor, Waukesha WI 53186  
www.fswaukesha.org

**National Suicide Prevention Lifeline**
800.273.8255 (Press 1)  
U.S. Department of Veterans Affairs  
www.veteranscrisisline.net

**NAMI (National Alliance on Mental Illness of Southeast Wisconsin)**
262.524.8886  
217 Wisconsin Ave., Suite 300, Waukesha, WI 53186  
www.namisoutheastwi.org

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**Sexual Assault, Domestic Violence, Dating Violence and Stalking Survivor Resources**

**Office of Violence Prevention**
304 N. East Ave, Waukesha WI 53186  
www.carrollu.edu/campus-student-life/violence-prevention

**Title IX Office**
262.524.7372  
TitleIX@carrollu.edu

**The Women’s Center**
262.542.3828 (24 hours)  
The Women’s Center serves women and children who have experienced domestic violence, sexual assault, and abuse.  
505 N. East Avenue, Waukesha WI 53186  
www.twcwaukesha.org

**National Domestic Violence Hotline**
800.799.SAFE  
TTY: 800.787.3224

**RAINN (Rape, Abuse & Incest National Network)**
National Sexual Assault Hotline: 800.656.HOPE  
www.rainn.org

**Substance Abuse Resources**

**Addiction Resource Council, Inc.**
262.524.7920 (24 hours)  
741 N. Grand Avenue, Suite 200, Waukesha WI 53186  
www.addictionresourcecouncilwaukeshawi.org

**Alcoholics Anonymous, Greater Milwaukee Central Office**
414.771.9119  
7429 West Greenfield Avenue, West Allis WI 53214  
www.aamilwaukee.com

**Substance Abuse and Mental Health Services Administration**
National Helpline: 800.662.HELP  
www.samhsa.gov

**Alcoholics Anonymous**
608.222.8989  
Southern Wis.:  www.area75.org

**Narcotics Anonymous**
866.913.3837 (24 hours)  
www.wisconsinna.org

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*Wisconsin Telecommunications Relay Service for the hearing impaired, dial 711  
www.wisconsinrelay.com*
Introduction to the Annual Security Report and Process

Welcome to Carroll University! The Carroll University Department of Public Safety (DPS) has a staff of dedicated and trained personnel who serve the campus community consistent with the University's ethos, values and principles. We strive to provide a safe and secure environment for the entire University community. The DPS offers a wide variety of services to assist students, faculty and staff members in their day-to-day activities on campus. These services include blue light assistance phones, shuttle service, safe walk assistance, access assistance and guidance on emergency preparedness.

The DPS staff patrols our campus 24 hours a day by vehicle, bicycle and on foot. Our dispatch center monitors our campus with the use of security cameras, alarm systems and is prepared to direct assistance to those in need of help at any time of the day. We work collaboratively with the Waukesha Police and Fire Departments regarding safety on campus.

The Annual Security Report (ASR) and Fire Safety Report is designed to inform, educate, notify and alert the campus community of the current programs, policies and procedures related to crime awareness and reporting at Carroll University. The DPS is required to report statistics concerning the occurrence of specific criminal offenses on campus that are reported to local police agencies, or to any official of the institution who has significant responsibility for students (including Public Safety, Student Activities, the Vice President of Student Life, Residence Life and Housing, Title IX Office, student co-curricular activities coaches, faculty or staff member, or an advisor to a student group). The specific criminal offenses that are reported are robbery, arson, criminal homicide: manslaughter by negligence, criminal homicide: murder and non-negligent manslaughter, sex offenses, aggravated assault, burglary, hate crimes and motor vehicle theft.

The Carroll University DPS initiates immediate notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or faculty members occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

The safety and security of our campus is the responsibility of all members of our campus community. We ask that everyone associated with our campus be alert for potential safety issues on campus. If you notice something that seems suspicious or concerns you about safety on campus, please call the Carroll University DPS dispatcher at 262.524.7300. We encourage our campus community members to review policies and procedures in the student handbook, employee manuals and our emergency response plan. Taking a proactive approach to safety and security will help us all have a more effective response in the event of an actual emergency situation.

For more information, please visit the DPS website at www.carrollu.edu/public-safety

Sincerely,

Michael S. Bagin
Director of Public Safety
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires the distribution of an Annual Security Report (ASR) to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff. This document is one of many mechanisms designed to provide information to current and potential Carroll University community members of crime, arrest, and referral statistics, of current crime response, reporting, prevention and awareness policies regarding sexual assault, domestic violence, dating violence and stalking, of campus disciplinary policies and relevant state laws, and of campus safety and security. This Annual Security and Fire Safety Report (ASR) includes crime, arrest, and referral statistics for the previous three calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Carroll University, and on public property in, or immediately adjacent to and accessible from the campus. The Fire Report contains Carroll University Housing fire safety protocols and fire statistics for the previous three calendar years.

This report is prepared by Carroll University Department of Public Safety, Office of Student Conduct, and Title IX Coordinator. To gather policies for this report, the authors of the report collaborated with the Division of Student Life, Residence Life and Housing, the Office of Human Resources, Health Services, Legal Counsel, and other divisions and departments on campus.

Statistics are gathered through reports to the DPS, the Office of Student Conduct, and other Campus Security Authorities (CSA). While not defined in statute, regulations provide that CSAs include: (i) campus police or security department personnel; (ii) individuals with security-related responsibilities; and (iii) individuals or organizations identified in institutional security policies as an individual or organization to which students and employees should report criminal offenses. The definition at § 668.46(a)(iv) states that a CSA also includes an official “who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.”

The Department of Public Safety also requests crime statistics from outside law enforcement agencies that may have jurisdiction over Carroll University non-campus property. The Director of Public Safety, Title IX Coordinator and the Office of Student Conduct collaborate in compiling the crime, arrest and referral statistics to ensure accuracy of the statistics in this report. A copy of the report is disseminated to faculty, staff, and students in an e-mail sent prior to October 1st of each year. Crimes are classified using the FBI Uniformed Crime Reporting Handbook, the National Incident Based Reporting System Handbook and the Handbook for Campus Safety and Security Reporting. Wisconsin law is used to define drug, liquor, and weapons law violations, as well as incidents of Sexual Assault, Domestic Violence, Stalking and Sexual Harassment.
Campus Crime Geography, Definitions, and Statistics

In this section are statistical charts for calendar years 2020, 2019 and 2018. Differences in categories from year to year are explained in introductions to the charts. Differences in the statistics themselves reflect the number of crimes reported, and not necessarily a difference in the rate of crime itself. The data does not reflect prosecutions, convictions, or the outcome of disciplinary actions.

Crime statistics published in this document reflect crimes that are reported to have occurred in one of four federally defined locations. Crimes that are reported to have occurred outside of the following locations are not included in this report. The four federally defined locations are:

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

**On-campus student housing** is defined as any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus. This includes hotels that were used to house students in quarantine and are reasonably contiguous with the campus.

**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. This category includes property that is outside of Waukesha, outside of Wisconsin and outside of the United States. This includes hotels that were used to house students in quarantine but are not reasonably contiguous with the campus.

**Types of Criminal Offenses**

- **Criminal Homicide**
  - Murder and Non-negligent Manslaughter is the willful (non-negligent) killing of one human being by another.
  - Manslaughter by Negligence is the killing of another person through gross negligence (Does not include traffic fatalities).

- **Sexual Assault (Sex Offenses)** any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both male and females.
  - 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 age or because of his/her temporary or permanent mental incapacity.
  - Incest: Sexual intercourse between persons who are related to each within the degrees wherein marriage is prohibited by law (WI prohibits marriage between parties near than 2nd cousins but allows 1st cousin sexual intercourse if the woman is over 55 years or if one party has a letter from a physician confirming sterility).
  - Statutory Rape: Sexual intercourse with a person who is under statutory age of consent.

- **Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force, or threat of force, or violence and/or by putting the victim in fear.
- **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary** is the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.
- **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Consent:** Under WI law, consent is words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. The following persons are presumed incapable of consent, but the presumption may be rebutted by competent evidence:

1. A person suffering from mental illness or defect which impairs capacity to appraise personal conduct.
2. A person who is unconscious or for any other reason physically unable to communicate an unwillingness to act.

**Domestic Violence, Dating Violence and Stalking**

- **Domestic Violence** is a felony or misdemeanor 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 the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

- **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting parties’ statement and with consideration of the length of the relationship, type of relationship, and the frequency of interactions with the persons involved in the relationship. For the purposes of the definition dating violations includes but is not limited to: sexual or physical abuse or the threat of such abuse, dating violence does not include acts covered under the definition of domestic violence. (Under WI law, dating violence is a form of domestic violence.)

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

**Course of Conduct** is defined as two (2) or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

**Reasonable person** is defined as a reasonable person under similar circumstances and with similar identities to the victim.

**Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

**Hate Crimes**

- A **hate crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s **bias** against the victim. **Bias** is a pre-formed negative opinion or attitude toward a group of persons based on their race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.
  - **Race** includes color of skin, eyes or hair, facial features, etc. Genetically transmitted by descent and heredity which distinguishes them as a dissent division of humankind e.g., Asian, blacks, African American, whites.
  - **Religion** includes those who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being e.g., Catholics, Jews, Protestants, and atheists.
- **Sexual Orientation** actual or perceived sexual orientation. Sexual orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex including lesbians, gay, bisexual, and heterosexual (straight) individuals.

- **Gender** actual or perceived gender e.g., male or female.

- **Gender Identity** actual or perceived gender identity e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society e.g. a woman dressed in traditional male clothing or a man wearing makeup. A gender non-conforming individual may or may not be a lesbian, gay, bisexual or transgender person but may be perceived as much.

- **Ethnicity** identification with each other through a common heritage often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria while ethnicity also encompasses additional cultural factors.

- **National Origin** actual or perceived country of birth. This bias may be associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with a people of a certain national origin.

- **Disability** physical or mental impairments whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advance age or illness.

- Crimes Reported under Hate Crimes:
  - **Larceny-Theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
    - **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
  - **Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
  - **Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
  - **Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
### 2020 Campus Crime Statistics (Main Campus)

101 N. East Ave. Waukesha, WI 53186

<table>
<thead>
<tr>
<th>Category</th>
<th>On Campus Property</th>
<th>On-Campus, Student Housing</th>
<th>Public Property</th>
<th>Non Campus Property</th>
<th>Unfounded</th>
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<td>Arrests</td>
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<td>Criminal Sex Offenses</td>
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2111 E. Moreland Blvd., Waukesha, WI 53186 (Temporary residence hall)

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### 2020 Campus Crime Statistics (Extended Stay America)

**2520 Plaza Court, Waukesha, WI 53186** (Temporary short-term housing)

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# 2020 Campus Crime Statistics (Sentry Dr. Campus)

1111 Sentry Dr., Waukesha, WI 53186

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2020 Campus Crime Statistics (Center for Graduate Studies)
No crimes reported in 2020 at 2140 Davidson Rd., Waukesha, WI 53186

2020 Campus Crime Statistics (Community Health Services)
No crimes reported in 2020 at 237 Wisconsin Ave., Waukesha, WI 53186

2020 Campus Crime Statistics (Prairie Springs EEC)
No crimes reported in 2020 at W307 S4706 WI-83 Mukwonago, WI 53149

2020 Campus Crime Statistics (Wildwood Lodge)
No crimes reported in 2020 at N14 W241 Tower Place, Pewaukee, WI 53072

2020 Campus Crime Statistics (Williams Street Admin. Bldg.)
No crimes reported in 2020 at 310 Williams St., Waukesha, WI 53186
## 2019 Campus Crime Statistics (Main Campus)

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<td>Destruction/Damage/Vandalism to Property</td>
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2019 Campus Crime Statistics (Center for Graduate Studies)

No crimes reported in 2019 at 2140 Davidson Rd., Waukesha, WI 53186

2019 Campus Crime Statistics (Prairie Springs EEC)

No crimes reported in 2019 at W307 S4706 WI-83 Mukwonago, WI 53149

2019 Campus Crime Statistics (Sentry Campus)

No crimes reported in 2019 at 1111 Sentry Dr., Waukesha, WI 53186
## 2018 Campus Crime Statistics (Main Campus)

<table>
<thead>
<tr>
<th>Category</th>
<th>On Campus Property</th>
<th>On-Campus, Student Housing</th>
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</table>
2018 Campus Crime Statistics (Center for Graduate Studies)

No crimes reported in 2018 at 2140 Davidson Rd., Waukesha, WI 53186

2018 Campus Crime Statistics (Prairie Springs EEC)

No crimes reported in 2018 at W307 S4706 WI-83 Mukwonago, WI 53149

2018 Campus Crime Statistics (Sentry Campus)

No crimes reported in 2018 at 1111 Sentry Dr., Waukesha, WI 53186
<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>310 Williams Street</td>
<td>310 Williams Street</td>
</tr>
<tr>
<td>A Paul Jones Scholars Hall</td>
<td>120 Wright Street</td>
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<tr>
<td>Betty Lou Tikalsky House</td>
<td>124 Wright Street</td>
</tr>
<tr>
<td>Business Hall</td>
<td>239 East Avenue</td>
</tr>
<tr>
<td>Campus Center</td>
<td>101 N. East Avenue</td>
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<tr>
<td>Carroll Street Apartments</td>
<td>225-227 Carroll Street</td>
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<tr>
<td>Carroll University Community Health Services</td>
<td>237 Wisconsin Avenue</td>
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<tr>
<td>Charles Street Hall</td>
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<tr>
<td>College Avenue Apartments</td>
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<tr>
<td>College of Health Sciences</td>
<td>310 N. East Avenue</td>
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<td>College of Health Sciences Faculty Offices</td>
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<tr>
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<tr>
<td>Discovery House</td>
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<tr>
<td>Education Hall</td>
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<td>Enterprise House</td>
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<td>Grounds Annex Building (The Barn)</td>
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<td>Hartwell B</td>
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<td>Hartwell C</td>
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<td>Hartwell D</td>
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<td>Human Resources</td>
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<td>Humphrey Arts Center</td>
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<td>Jaharis Science Laboratories</td>
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<td>Jean Kilgour Field</td>
<td>W. College Avenue and N. Grand Avenue</td>
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<td>Kilgour Hall</td>
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<td>Kilgour Trailblazer Tennis Center</td>
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<td>Otteson Theater</td>
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<td>Pioneer Hall</td>
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<td>Building</td>
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<tr>
<td>Prairie Springs Environmental Education Center</td>
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<td>President's House</td>
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<td>Public Safety Center</td>
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<td>Quad/Graphics Team Center</td>
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<td>Richard Smart House</td>
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<td>Schneider Stadium</td>
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<td>Shattuck Music Center</td>
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<td>Todd Wehr Memorial Library</td>
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<td>Van Male Fieldhouse/Natatorium</td>
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<td>Walter Young Center</td>
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<tr>
<td>Wright House</td>
<td>119 Wright Street</td>
</tr>
</tbody>
</table>

* All addresses are Waukesha WI 53186 unless otherwise noted
General Crime and Emergency Reporting

Crimes that occur on campus should be reported to Carroll University DPS by dialing 262.524.7300 or by visiting the department at 208 Wright Street, Waukesha WI 53186. Carroll University DPS is not a law enforcement agency. If you need Police or Fire for an emergency call 911, then if possible, call DPS. For the purpose of making a crime warning evaluation and for potential inclusion of a crime statistic in the Annual Security and Fire Safety Report, criminal offenses should be reported to DPS. Crimes that occur off campus and not emergencies, can be reported to the Waukesha Police Department (WKPD) via the non-emergency number 262.524.3831. Local law enforcement can be reached by calling 911 or by going to 130 Delafield Street Waukesha WI. Carroll University encourages all campus community members to accurately and promptly report all crimes to the appropriate department. DPS strongly encourages the public to report crime, including for the purpose of the Department assessing whether a Crime Warning notice needs to be distributed to the campus community.

Students are also encouraged to report crimes/violations of the student code of conduct to the Office of Student Conduct to seek assistance for themselves or to begin a Student Code of Conduct investigation students should call 262.524.7100 or email conduct@carrollu.edu. If a student requests it, assistance will be provided by the Office of Student Conduct in notifying law enforcement.

Victims of sexual assault, domestic violence, dating violence and/or stalking who do not wish to report the crime to a law enforcement official or to the Office of Student Conduct are still encouraged to get help and support. Please see the Sexual Assault, Domestic Violence, Dating Violence and Stalking section in this report for more information.

Child abuse should be reported to WKPD or Child Protective Services.

Response to a Reported Crime

Carroll University Public Safety Officers (PSO) and dispatchers as well as an Administrator on Call (AOC) are available 24 hours a day 365 days a year to take reports and answer questions. In response to a call regarding a reported crime or university policy violation, Public Safety Officers and/or the Administrator on Call will respond, evaluate using university protocol, and document. If necessary, the PSO and/or the AOC will call the WKPD and/or the Waukesha Fire Department (WFD).

In response to an emergency, the WKPD and/or WFD will respond, evaluate, and summon the appropriate resources to respond to the incident. All of the cases that Public Safety and/or the Administrator on Call generate involving students are forwarded to the Office of Student Conduct for review and potential action, such as initiating the student disciplinary process when appropriate and/or offering support to student victims. If assistance is required from the WKPD and/or WFD, or other local, state, or federal law enforcement agencies, DPS, the Office of Student Conduct, or the Vice President of Student Life will contact the appropriate agency.

Crime Reporting

Anyone can report a Clery crime to any Campus Security Authority (CSA) for the purpose of including a statistic in Carroll University’s ASR. However, many CSAs are also required to forward reports of sexual assault, domestic violence, dating violence, stalking and incidents involving minors to the institution. Carroll University may be obligated to investigate when there is a report of sexual assault, domestic violence, dating violence and/or stalking. Therefore, confidentiality cannot be guaranteed. To make a report please contact DPS at 262.524.7300 or email safety@carrollu.edu the Office of Student Conduct at 262.524.7100 or email conduct@carrollu.edu.
Confidential Reporting Options

If an individual desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors, campus health service providers (nurse practitioners), or the university chaplain who can maintain confidentiality. University counselors are available to help an individual free of charge and can be seen on an emergency basis. Please see the section in this ASR entitled Sexual Assault, Domestic Violence, Dating Violence and Stalking for more information regarding official reporting and confidential resources for sexual assault, domestic violence, dating violence, sexual assault and stalking.

Off-Campus Safety and Security

The Waukesha Police (WKPD) and Sheriff’s Departments have primary jurisdiction in properties controlled by Carroll University. Other county, state and federal agencies also provide law enforcement services in the Waukesha County area. WKPD routinely works with various departments within Carroll University. WKPD assigns liaison officers to Carroll to collaborate regarding safety, neighborhood concerns, and community policing initiatives.
Emergency Planning Team: Emergency Response and Preparation

The Emergency Planning Team (EPT) was established in 2012 to manage emergency preparedness. The team coordinates with various university and community entities to ensure that Carroll University students, faculty, staff, and visitors are prepared to respond to emergencies, recover from them, and mitigate against their impacts. The EPT also works closely with several of our campus partners to implement Carroll’s crisis communication plan.

Crisis and disaster events require campuses to prepare for emergencies and require an understanding of response capabilities and limitations. It is impossible to predict exactly when a crisis or disaster will occur, or the extent to which it might affect the campus. Through deliberate planning, preparing, and training, Carroll can greatly minimize losses from these events.

When an emergency occurs, the University Emergency Response Plan (ERP) is activated. The ERP delineates the response procedures for emergencies and disasters that impact the campus. When the ERP is utilized, two response organizations are established: The Logistics Team (LT) and the Administrative Team. The LT is staffed by pre-identified campus personnel trained to coordinate the campus’ response and recovery efforts. LT members are trained Carroll personnel in middle to upper management positions from the major functional areas of the University, including, but not limited to, Facilities, Student Conduct, University Health Services, Residence Life and Housing, Office of Information Technology, DPS, Marketing & Communications, Human Resources, Counseling Services, and Reservations and Events. The LT facilitates sheltering of evacuees, debris removal, restoration of services, and supports on-scene personnel (list not all-inclusive). Carroll Senior Staff, including the President, Provost, Vice Presidents, Legal Counsel, Director of Marketing and Communications, Director of Office of Information Technology and the Director of Public Safety comprise the Administrative Team. Their primary responsibilities include setting policy and providing support to the LT and on-scene personnel.

Annual fire drills are planned in coordination with Residence Life and Housing and announced via campus email in conjunction with the drills themselves. All students and staff should familiarize themselves with the evacuation routes for the buildings they frequent.

The Emergency Planning Team has primary responsibility for the development and facilitation of emergency exercises at Carroll. An After-Action Report - Improvement Plan (AAR-IP) may be written following an exercise. If completed, this should list the scenario, participants, date, time, location, areas of strengths, areas of improvement, and corrective actions. Emergency exercises include drills, table tops, functional, and full-scale exercises. The campus is committed to evaluating response capabilities through the exercise and AAR-IP process, with the goal of correcting areas of improvement identified during the exercise.
Threat Assessment Team

Carroll University's Threat Assessment Team (CUTAT) is to supplement and support Carroll’s Student Support Team and DPS. The CUTAT determines whether a student poses a threat to self or others and then takes appropriate action to ensure safety of the student and the campus community. The CUTAT’s Responsibilities are as follows:

- Determine whether a student(s) pose a threat to self or others and then take appropriate action to ensure safety of the student and campus community.
- Coordinate follow up to ensure that services, support and resources are deployed effectively.
- Assure the safety of the campus community.
- Follow up as appropriate with psychological assessment, conduct actions, disability services, accommodations, hospitalization and withdrawal, as needed, balancing that which is in the best interest of the student and Carroll University.

The Threat Assessment Team is made up of the following team members:

- Director of Counseling
- Director of Public Safety
- Director of Student Conduct
- Vice-President of Student Life
- Director of Residence Life
- Marketing and Communications representative
Communication about Campus Crimes and Safety

Through a variety of methods, Carroll provides information to students, faculty and staff about campus security procedures and practices and encourages them to be responsible for their own security and the security of others. This is done by keeping students, faculty and staff informed about crime prevention strategies and by communicating with the campus community about reported crimes that pose serious or continuing threats to students, faculty and staff. This section highlights some of the ways in which Carroll communicates information about crime on campus.

Immediate (Emergency) Notification Procedures

The following procedures shall be utilized for emergency notifications to the campus community:

PIOAlerts

Carroll maintains a multi-faceted approach to all-hazards emergency notification. Incidents and/or events may necessitate the notification of Carroll University students, faculty and staff collectively or within impacted groups.

DPS typically confirms significant emergencies or dangerous situations involving an immediate threat to the health or safety of students or employees on campus in conjunction with the CUTAT.

Upon confirmation of an emergency or dangerous situation, the CUTAT will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the proper notification system. This will be done unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Complete notification of 100 percent of the campus population is not possible; however, reasonable attempts will be made to notify the largest percentage feasible in the fastest way available.

DPS and Marketing and Communications (MC) are authorized to use the PIOAlert system. During situations in which there is a time-critical threat to campus, a PIOAlert message and messages sent via the other systems listed below can be sent immediately on authority of the DPS Director and a member of senior staff. The DPS Director and MC will be responsible for drafting the content, which is developed based on the type of emergency, determining the appropriate segment of the community to receive the message and sending the message to the community using any or all systems listed below.

Situations requiring a PIOAlert include but are not limited to; active assailant(s), significant hazardous materials spills, closing sections of campus, significant disruptions to campus infrastructure, utility failures, multiple building closings, or a mass casualty disaster. Carroll University does not issue PIOAlerts to only specific segments of the Carroll community. All students, faculty and staff have a carrollu.edu email address, and PIOAlerts are sent via email in an effort to notify the largest percentage of students, faculty and staff in the fastest way possible. PIOAlerts are also sent via text message to those registered with the text system. In addition to, or in the event of an email or text system failure, Carroll University may also use some or all of the following systems to communicate an immediate threat to the community: voice calls, Carroll University website (www.carrollu.edu), Carroll Twitter and Facebook, WKPD Facebook, WKPD Twitter, City of Waukesha Emergency Communications Center, Waukesha County Communications Center or Reverse 911 (in coordination with above 911 Center’s), and media distribution.

Situations requiring a PIOAlert will almost always require ongoing communications support. DPS will determine what level emergency is present and use the University Emergency Response Plan (ERP). Once the ERP is activated the process of posting information on Carroll University’s homepage and preparing a crisis communications response will begin. Depending on the type of emergency, DPS and MC will work together to craft a consistent set of messages that can be efficiently distributed to update the Carroll University community, either through other PIOAlerts or through the Carroll homepage (www.carrollu.edu) or other notification systems.
Parents and the larger community can receive information pertaining to an emergency situation at the university through the following systems: Carroll University homepage (www.carrollu.edu), CU Twitter feed (@carrollu), Carroll Facebook page, WKPD Facebook page, WKPD Twitter feed (@waukeshapd) and media distribution.

**Crime Warnings**

Carroll University issues Crime Warnings to warn the campus community about certain crimes that present a continuing threat to the campus community and to aid in the prevention of similar crimes. Known in the Clery Act as a “timely warning,” the intent of a Crime Warning is to warn of a criminal incident so that people will be enabled to protect themselves. The Clery Act requires Carroll University to distribute Crime Warnings regarding certain crimes that occur within Carroll’s geography and represent a serious or continuing threat to the safety of students, faculty and staff.

CUTAT has the authority to develop the content of a Crime Warning and authorize distribution using the guidelines listed below. CUTAT will consider the type of offense, location, nature of any threat and whether there is a continuing threat to the community or a continuing crime pattern in determining the appropriateness of a Crime Warning. Some information may be withheld if there is a risk of compromising law enforcement efforts to investigate and/or solve the crime. If the victim of the crime is a person, that person will not be identified by name in a Crime Warning. Crime Warnings are issued as soon as the pertinent information is available to Carroll University.

Crime categories will be assessed on a case-by-case basis and Crime Warnings will be distributed as deemed necessary. Cases of Aggravated Assault involving known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Carroll community. Cases of sexual assault will be considered on a case-by-case basis to determine whether there is an ongoing threat to the larger Carroll community, depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by Carroll.

The following factors will be considered when determining whether to issue a Crime Warning:
- Where the crime occurred
- The nature of the crime (serious/non-serious, violent/non-violent)
- The nature of the threat (general threat versus limited threat to a specific person)
- Whether or not there is a continuing danger to the community or continuing crime pattern

When Carroll becomes aware of a situation that meets the criteria for a Crime Warning, the CUTAT and DPS develops the content of the Crime Warning, has the authority to authorize the distribution and distributes the Crime Warning to the community. In the event a Crime Warning is needed, consideration will be given to the most appropriate means to be used to disseminate the information to the Carroll community. The primary form of distribution is through a mass email message to the entire university community. This email is sent by DPS or MC, and the distribution includes but is not limited to, Carroll’s Public Information Officer. Other forms of communication may be utilized, such as CU Facebook and CU Twitter. In addition, Crime Warning notices may also be shared by postings on carrollu.edu, the CU homepage, press releases, postings/notices at appropriate locations, or the use of CU electronic signboards.

Other CSAs learning of an incident in which a Crime Warning might be appropriate will share the information with the CUTAT or DPS to determine whether the incident meets the criteria for a Crime Warning.

A Crime Warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:
- The date and time or time-frame of the incident;
- A brief description of the incident;
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips);
- Suspect description(s) when deemed appropriate and if there is sufficient detail;
- Police agency contact information; and
• Other information as deemed appropriate.

Carroll University does not issue a Crime Warning notice for the above listed crimes if:
• The CUTAT and DPS determines there is no serious or continuing threat to the safety of Carroll students, faculty and staff
• A subject is apprehended and the threat of imminent danger to members of the Carroll community have been mitigated by the apprehension; or
• A report was not filed with DPS or WKPD was not notified of the crime in a manner that would allow the department to post a “timely” warning for the community (e.g. a report that was filed more than 7 days after the date of the alleged incident may not allow CU to post a “timely” warning to the community). This type of situation will be evaluated on a case-by-case basis.

Carroll will generally not issue crime warnings for crimes occurring beyond the immediate Clery designated geographical area. The same procedures for determining whether to issue a Clery geography Crime Warning are used for determining whether to issue a non-Clery geography Crime Warning and will be evaluated on a case-by-case basis.

**Student and Employee Registration for PIOAlerts and Crime Warnings**

Employees can register to receive PIOAlerts at; [my.carrollu.edu/ICS/Employee/My_Info.jnz](my.carrollu.edu/ICS/Employee/My_Info.jnz) *(Requires login)*

Students can receive information on signing up for PIOAlerts by emailing DPS at; safety@carrollu.edu

Once this is completed, PIOAlerts will be able to be sent automatically.

Everyone with a Carroll affiliated email address receives PIOAlerts and Crime Warnings and cannot opt-out or unsubscribe. The crime-alert email database is updated daily with the most current list of email addresses.

Additional emergency contact and local contact information for students and employees can be found at; [my.carrollu.edu/ICS/Employee/My_Info.jnz](my.carrollu.edu/ICS/Employee/My_Info.jnz) *(Requires login)*

**PIOAlerts and Crime Warning System Testing**

The Carroll University Emergency Planning Team tests the Crime Warning systems on an annual basis. The Department of Public Safety staff does internal monthly testing of the PIOAlert system to ensure it is functioning properly.
In compliance with the “Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat.3301 (2008)” Missing Student Notification Policy and Procedures, it is the policy of the DPS to actively investigate any report of a missing resident who is enrolled at Carroll University and residing in on-campus housing. Each resident is notified of the Missing Student Notification Policy and Procedures via the Student Handbook.

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

Each resident, on or before checking into their assigned room, is required to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the resident is reported missing. If the resident is under the age of 18 or is not emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the University community has reason to believe that a student is missing, the DPS should immediately be notified. Upon receiving notification, the DPS, through the Vice President of Student Life, will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts may include, but are not limited to, checking the resident’s room, class schedule, friend, ID card access, locating the resident’s vehicle, and/or calling their reported cell phone number. As part of the investigation, the University reserves the right to contact the individual(s) whom the student has identified as their emergency contact person(s) to help determine the whereabouts of the resident.

If, upon investigation by the DPS and concurred by the Vice President of Student Life, the resident has been determined to be missing for at least 24 hours, the following will occur:

- A University representative will contact the resident’s designated emergency contact.
- The DPS will contact the WKPD to request a missing person report initiating a police investigation.
- The investigation will continue in collaboration with law enforcement officers as appropriate.
Access to and Security of University Buildings

General access to and security of the facilities at Carroll University is the responsibility of the Department of Public Safety.

**Academic and Administrative Buildings**

The academic and administrative buildings are open to the public during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Academic and administrative buildings do not have a PS officer assigned to them; however, PS officers patrol the academic and administrative buildings on a regular basis. For information about the access protocol for a specific building contact DPS at 262.524.7300.

**University Residential Facilities**

All university residential facilities are locked 24 hours a day. Keys and/or Carroll University ID cards are issued for access to a resident’s specific residential facility and living unit. Authorized access to residence halls is restricted to residents and appropriate staff at Carroll University. Residents and staff gain entry by swiping their ID cards in the card access readers. Through signage, community e-mails, and other forms of communication, all residents and staff are cautioned against permitting strangers to enter the buildings. Most residence hall facilities entry and exit doors are monitored by security cameras at DPS dispatch.

Guests of residents are welcome in residential facilities. All overnight guests must be registered with DPS. Residents are required by university policy to escort their guests at all times.

The duplication of keys as well as key misuse is strictly prohibited as outlined in the Residence Life and Housing policies in the Student Handbook. Students found in violation will be documented and referred to the Office of Student Conduct.

Safety and security measures are addressed by the Office of Residence Life and Housing through nightly duty rounds, floor and hall meetings, signage, and programming initiatives.

**Athletic Facilities**

Athletic facilities are typically unlocked during regular business hours during the week. After-hours access is controlled using Carroll University Photo ID Cards, security cameras, and physical security measures. Access key pads and similar associated controls are also used to secure athletic facilities.

**Restricted Access Facilities**

Some laboratories have additional specialized security and access is restricted to only authorized personnel.

**Security and Maintenance of Campus Facilities**

Security is provided in the maintenance of Carroll University facilities through a number of mechanisms, including limitations on hours of operation, policies on keys, the provision of adequate lighting, and making available outside “Emergency Blue Light” telephone call boxes that are connected directly to Carroll University dispatchers for assistance. Specific security mechanisms may vary with the type of university facility. Each building has a building coordinator that reports problems to facilities. Facilities addresses reports of burnt-out lights and landscaping impacts on public safety are addressed during the design phase. DPS responds to building alarms, and also regularly patrol all university buildings and grounds.

**Blue Light Emergency Phones**
Blue Light Emergency Phone are located at various areas on campus. They are located at:

- Carroll Street Apartments-East side
- Center for Graduate Studies-East side
- Center for Graduate Studies-West side
- College Avenue Apartments-North side
- Education Hall-West side
- Frontier-East side
- Frontier-North side
- Ganfield Gymnasium-Northeast side
- Haertel Field-South side
- Hartwell Apartments B-Northeast side
- Hartwell Apartments C-Northwest side
- Hastad Hall-Northeast side
- Jaharis Science Laboratory-East side
- Jaharis Science Laboratory-West side
- Kilgour Hall-South side
- Otteson Theatre (lot #9)-East side
- Otteson Theatre (lot #9)-West side
- North Bergstrom Hall-Southeast side
- Pioneer Hall-North side
- Pioneer Hall-West side
- Pioneer/Frontier Hall-West side
- Prairie Hall-North side
- Prairie Hall-South side
- South Bergstrom Hall-South side
- Steele Hall-East side
- Swarthout Hall-North side
- Van Male Fieldhouse-Northeast side
Public Safety Personnel
The University employees uniformed Public Safety Officer’s (PSO) and student aides. PSO’s are trained in basic and advanced safety and security related subjects, first aid, CPR and the use of AEDs. The PSO are unarmed and have no police arrest powers. Student aides working for the DPS wear identifiable clothing and provide office and other support functions such as aiding in the Safewalk program or pedestrian safety. The DPS also provides rides via several shuttle vans and patrol vehicles both on campus and in the immediate areas. The DPS patrols the campus on foot, in patrol vehicles, and on bicycles. PS cooperates with local police and other state and federal authorities in the exercise of their responsibilities. In addition, the DPS offers security services with the primary responsibility of ensuring the security of campus properties. This is done with security consultations, patrols, and other services.

DPS maintains a strong working relationship with the WKPD and other surrounding law enforcement agencies. Staff participate in local and statewide meetings to share information and resources, as deemed necessary. The DPS does not have a memorandum of understanding with the WKPD or any other law enforcement agency regarding the investigation of criminal incidents. DPS’s primary jurisdiction and patrol jurisdiction is Carroll University. WKPD has primary jurisdiction over the City of Waukesha, and concurrent jurisdiction on Carroll University’s campus.

Carroll University is represented on university, city, and county committees that address sexual assault, domestic and dating violence, stalking, traffic and pedestrian safety, bike, community crime watch, emergency management, alcohol and other drug abuse prevention, and threat assessment, which addresses campus safety concerns and behavioral interventions. The DPS encourages accurate and prompt reporting of all crimes to DPS or other appropriate police agencies when the victim of the crime elects to do so.

Security Awareness and Crime Prevention Programs

Emergency Response Protocol Presentations
During these presentations, students are presented with information regarding campus emergency procedures, the location of “Blue Light Emergency” phones, reporting suspicious or criminal activity, and crime prevention tips.

This program is geared and presented specifically to students.

Residential Floor Meetings
At the start of each academic semester residential students attend floor meetings, where information is presented related to the topics of building and room security, standard response protocol and emergency procedures. Residence Life and Housing staff specially address safety measures, resources provided by PS including shuttle and SafeWalk, and Blue Light Emergency Phone locations. Finally, staff educates students as it relates to the Student Code of Conduct including information regarding reporting options, and the Title IX/Sexual Misconduct Policy.

This presentation is for all residential students, and attendance is mandatory. Those students who do not attend are asked to meet with a professional staff member to review the information provided.
Alcohol Policy

As a learning community, Carroll University strives to provide an educational environment that actively promotes the intellectual, emotional, spiritual, and physical development of all its members. Such an environment affirms both the rights of the individuals and the needs of the larger community to which they belong. Therefore, Carroll University policies regarding the use and consumption of alcoholic beverages by students and student groups are derived from the following general premises:

- The University expects individuals to take responsibility for their actions and for the environment of which they are a part.
- The University will provide an environment that supports those who choose not to drink as well as those of legal age who choose to drink sensibly and responsibly. The University does not consider drinking in excess to be responsible.
- The University will discourage the misuse of alcohol by any member of its community through educational awareness programs and appropriate regulations.
- The University will offer assistance to any member having problems related to alcohol through counseling services or other community resources.
- The University encourages students to seek help who are concerned about their own or another individual’s drinking.
- The University will comply with federal, state and/or local laws, and expect all members of its community to do likewise.

General Alcohol Policies

1. Alcoholic beverages may be possessed, purchased and/or consumed only by persons of legal drinking age, and only in areas designated by the University.
2. No individual may procure, sell, dispense or give alcoholic beverages for or to an underage individual. This includes hosting a gathering where underage individuals are in possession of alcoholic beverages.
3. Intoxication and/or alcohol abuse shall not be tolerated and will not be accepted as an excuse for unlawful behavior or misconduct.
4. Alcoholic beverages will be permitted at approved campus events in accordance with the guidelines established by the University.
5. Alcoholic beverages of any kind are strictly prohibited at University athletic events, in University-owned or leased vehicles, and in classrooms, unless permitted by guidelines established by the University.
6. Alcoholic beverages are never to be used as a reward for achievement or given as a prize or an award.
7. Common alcohol sources, such as kegs, are prohibited.
8. Regardless of age, alcohol related paraphernalia is prohibited.

Any intoxicated person will be considered to be in possession of an alcoholic beverage by consumption.
Illegal, Controlled, Banned Substance Use/Misuse Policy

As a learning community, Carroll University strives to provide an educational environment that actively promotes the intellectual, emotional, spiritual, and physical development of all its members. Such an environment affirms both the rights of the individuals and the needs of the larger community to which they belong. Therefore, the Carroll University policies regarding the use/misuse of illegal, controlled, or banned substances by students and student groups are derived from the following general premises:

- The University expects persons to take responsibility for their actions and for the environment of which they are a part.
- The University will discourage the use/misuse of illegal, controlled, or banned substances by any member of its community through educational awareness programs and appropriate regulations.
- The University will offer assistance to any member having problems related to illegal, controlled, or banned substances through counseling services or other community resources.
- The University encourages students to seek help who are concerned about their own or another individual’s illegal, controlled, or banned substances use/misuse.
- The University reserves the right to consider evidence or odor in illegal controlled and/or banned substance(s) violations.

Carroll University strives for a drug-free environment and takes seriously the negative effects illegal, controlled, or banned substances have on its students and community. The University expects students to comply with federal, state and/or local laws.

General Illegal, Controlled, or Banned Substance Policies

1. The possession, sale, distribution, production, or use/misuse of illegal, controlled, or banned substances is prohibited.
2. Possession, use and/or distribution of any rape drugs, including but not limited to Rohypnol, Ketamine, GHB, Burundanga, without a prescription, is prohibited, and administering one of these drugs to another student is, additionally, a violation of the Sexual Misconduct policy.
3. The possession of paraphernalia, including but not limited to bongs, hookahs, scales, and pipes for the purpose of illegal drug use is prohibited.
4. Prescription drugs are controlled substances. The use of prescription drugs for non-medical reasons is prohibited. Prescription drugs may only be used by the student to whom they are prescribed.
Substance Abuse Education Programs

**Under the Influence** is a course for students who have violated the alcohol misuse policy. The online course includes information on effects on health, drinking and driving, Wisconsin state laws, and alcohol/prescription interaction. This program provides students with a personal alcohol profile and summarizes personal alcohol related issues comparing them to social norms and provides students with non-alcohol related strategies.

**Alcohol and Other Drugs Assessment (AODA)** is a counseling session series with a personal counselor to discuss current use of alcohol and/or substances. The counselor and student work together to create a safety plan.

**Alcohol Awareness & Education Week** is a week-long series of programs hosted by Student Activities to engage the campus community in conversation around safe alcohol consumption. Programs focus on teaching participants about how alcohol impacts the body, safe ways to consume alcohol if one chooses to do so, and the dangers of alcohol abuse and intoxicated driving. The program takes place at the end of February and leads into Spring Break, an important time for students to be reviewing information about alcohol.

- **March 2, 2020**: Mock tails
  - Taking place in the Campus Center, students visited multiple stations where they could guess at how much is an actual serving size by pouring water in to shot glasses, wine glasses and solo cups to see if they are pouring correct amounts. Additionally, students were asked bystander intervention questions related to how they might react in a situation where their friend was in need of help.

- **March 2, 2020**: A Community Response to Alcohol
  - A discussion panel comprised of counseling center staff, Waukesha Police Department Officer, two Assistant District Attorneys, a substance abuse survivor, and the Office of Violence Prevention were able to share their unique perspective on alcohol use and its impact on the community.

- **March 4, 2020**: Tipsy Trikes and Volleyball
  - Students participated in an obstacle course while riding oversized trikes, obscured by impairment goggles. Students were able to learn of the effects on coordination and dangers of impaired driving. Waukesha Police was on hand to educate and write “tickets”. Students also received ride share programs aimed to promote safe rides back to their residence.
  - While guests played on Tipsy Trikes, organized teams competed against one another in a volleyball tournament.

- **March 5, 2020**: Shot of Reality
  - Improv groups Shot of Reality and Funny Bone Mafia (our student improv group) performed an improv show that focused on the humors of alcohol consumption while also having a message about safety, limits and educated consumption.

- **August 18th, 19th, 20th 2020**: Orientation Presentations on Alcohol and Illegal/Controlled Substances:
  - During First Year Student Orientation, all incoming students participated in an in-person training on alcohol and illegal/controlled substance policies, resources and expectations on campus.
  - The presentation was spread throughout 3 days due to COVID capacity limits.
Conduct Process
Carroll University strives for a conduct process that is fair to all members of the community. The conduct process detailed here is the process for non-academic violations of the Student Code of Conduct. The timeframes indicated are guidelines and may be changed depending on the circumstances of the case. If a change in a timeframe is necessary, the Office of Student Conduct will notify the appropriate student(s) and, if applicable, obtain confirmation from the student(s).

The University and the Law
Carroll University is not a sanctuary from the law. Criminal and civil laws still apply. The Carroll University conduct process is not conducted in the same manner as a court of law. It is not a criminal prosecution by the government, nor does it attempt to determine liability for violations of federal, state and/or local law. Consequently, the rules of criminal and civil procedure, which apply in courts of law, do not apply to the Carroll University conduct process. Students do not have the same legal rights as criminal defendants or parties in civil litigation. Disciplinary action at the University will proceed normally, even when criminal proceedings are pending, and will not be subject to challenge on the ground that criminal charges involving the same incident have been upheld, dismissed, or reduced.

The Fifth Amendment to the United States Constitution does not apply to Carroll conduct hearings. Therefore, students are not permitted to “Plead the Fifth”. Students may choose not to answer a question, with the understanding that the administrative/student conduct officer/board will proceed and make a decision based upon the information available. The University expects that students will be truthful while bringing forth any and all information they have regarding the incident in question.

Honesty Standard
Individuals are not required to answer any questions that are asked; however, any information an individual chooses to provide must be true and correct to the best of his/her knowledge. An individual who intentionally provides false or misleading information to the hearing body will be charged with falsifying information. Additionally, a pattern of lying or fabrication will be considered by the hearing body when imposing sanctions.

Filing a Complaint Report
a. Complaint reports detail incidents involving an alleged violation of the Student Code of Conduct. These reports can be initiated by individuals or by Carroll University officials who observe or become aware of an alleged violation of the Student Code of Conduct.

b. All complaint reports are forwarded to the Office of Student Conduct where it is determined how each specific case will be handled and what type of hearing will occur. In some circumstances, complaint reports may also be reported to an appropriate law enforcement agency.

c. Individuals who wish to pursue conduct charges against a student must file a written complaint with either the Office of Student Conduct or the Department of Public Safety.

d. Individuals who file complaints and/or any victims of violence are encouraged to discuss their concerns with staff members of the above-mentioned offices. Every effort is made to provide complainants and/or victims with appropriate support services. Students who knowingly file a false complaint are subject to disciplinary action.

Investigation
The Office of Student Conduct will review the complaint report and interview witnesses, if necessary, to determine the most appropriate forum to resolve the complaint.
Notice of Hearing

a. The accused will be provided written notice prior to a disciplinary hearing describing the alleged violations and information regarding the hearing body. For cases heard by the Student Conduct Board and Carroll Conduct Board, a date, time and location will be noted. For cases heard by an administrative conduct officer, a deadline to schedule a hearing will be given.

b. Students may request a copy of the complaint report prior to their hearing. All requests must be submitted in writing to the Office of Student Conduct at least two business days prior to the scheduled conduct hearing.

Types of Hearing

The Carroll University system consists of three types of hearings: Student Conduct Board Hearings, Administrative Conduct Hearings, and Carroll Conduct Board Hearings. All hearings are based on the philosophy of fairness and consistency, while emphasizing the importance of education. Students must inform the appropriate hearing officer, advisor or chair not less than two business days before the hearing if they have witnesses for their scheduled conduct hearing. Witnesses are those individuals who can provide specific personal knowledge of the facts of the incident. Character witnesses are not permitted to attend any conduct hearing.

Student Conduct Board Hearings

The Student Conduct Board is a committee of current students, who are trained and advised by an Area Director and/or the Assistant Director of Student Conduct or his/her designee, who hear violations of the Student Code of Conduct. A Student Conduct Board hearing is an educational opportunity for students to address their behavior and community expectations at Carroll University.

At a Student Conduct Board hearing, a student will be given the opportunity to either accept or deny responsibility for the alleged violation and to provide reasons and material to support his/her position. The Student Conduct Board may impose sanctions but may not impose a sanction of suspension or termination from residential facilities and/or suspension or dismissal from the University. Family members, including parent(s)/guardians(s), are not permitted in Student Conduct Board Hearings.

Administrative Conduct Hearings

Administrative Conduct Hearings generally are handled by the Assistant Director of Student Conduct, Area Directors, or other administrative staff appointed by the Vice President of Student Affairs. Typically, an Administrative Conduct Hearing is a one-on-one meeting with the student and the Administrative Conduct Officer, but there are times when due to the severity or sensitivity of the case two or three administrators will be asked to hear the case.

At an Administrative Conduct Hearing, a student will be given the opportunity to either accept or deny responsibility for the alleged violation and to provide reasons and material to support his/her position. The Administrative Conduct Officer may either hear the case immediately or postpone the case for a hearing at a later date. The Administrative Conduct Officer may impose sanctions but may not impose a sanction of suspension or dismissal from the University. Family members, including parent(s)/guardians(s), are not permitted in Administrative Conduct Hearings.

Carroll Conduct Board Hearings

The Carroll Conduct Board is composed of five trained members: a chair, three faculty/staff members, and one student, and may be convened in serious cases when a student has been through the conduct hearing process multiple times, has violated several policies simultaneously, or the sanction imposed may be suspension or termination from residential facilities and/or suspension or dismissal from the University. For incidents of sexual misconduct, where a formal hearing is necessary, the Carroll Conduct Board will be composed of five members: a chair and four faculty/staff members.
The Carroll Conduct Board may recommend sanctions up to and including University dismissal. The Carroll Conduct Board is chaired by the Assistant Director of Student Conduct or his/her designee.

1) Advisors

Students may elect to have a member of the Carroll University faculty or staff accompany them. The advisor is not entitled to address the Carroll Conduct Board or act as an advocate at the hearing. The advisor’s role may be to assist the student in preparing a statement prior to the hearing, in understanding the conduct process, and in seeking answers to any questions that the student may have. Violations of these guidelines may result in the advisor being excused from the hearing.

2) Family Members

A family member may be present during the proceedings and provide support in the process. Family members may not communicate with Carroll Conduct Board members during the hearing. Questions may be sent to the Office of Student Conduct.

3) Attorneys

Attorneys may not attend the hearing, unless the attorney is a family member attending under subsection 2, above. For cases of Sexual Misconduct, please see the Sexual Misconduct Procedures section or review the Title IX/Sexual Misconduct Policy.

4) Carroll Conduct Board Hearing Procedures

The following are guidelines for the order of events for a Carroll Conduct Board hearing. They may be modified as circumstances require. The technical rules of evidence applicable to civil and criminal cases do not apply. Carroll Conduct Board hearings shall be closed except for participants/observers identified above. For incidents involving more than one student, the hearing may be conducted as a joint hearing. All Carroll Conduct Board hearings are recorded.

These guidelines also apply to cases involving student organizations, fraternity and sorority organizations, clubs and teams. In these cases, the organization must designate a member to act as the representative during the hearing.

a) Carroll Conduct Board Pre-Hearing Procedures

i. Not less than 48 hours before the hearing is scheduled to begin, the Office of Student Conduct will provide, in writing, to the complainant (if applicable) and accused, the names of the members of the Carroll Conduct Board assigned to hear the matter. If either the complainant (if applicable) or accused has a valid basis for believing that a member of the Carroll Conduct Board assigned to hear the matter is biased, the student shall put his/her reasons in writing and submit them to the Office of Student Conduct not less than one full business day prior to the hearing date. The Office of Student Conduct will determine whether to replace the board member in question. The fact that a board member is known to a student is not a reason for exclusion.

ii. The complainant and the accused must provide to the Office of Student Conduct the names of their witnesses, if any, not less than 48 hours prior to the hearing.

iii. If at any time during the course of the hearing an individual exhibits behavior or language that is disruptive or threatening, the person shall be dismissed and the hearing will continue without the person’s presence.

iv. The Carroll Conduct Board members will have the student’s conduct record available to them to help inform the members’ decisions regarding sanctions in the case.

v. The complainant (if applicable), the accused, and any witnesses (if applicable) may speak from personal knowledge about the incident. Character witnesses are not permitted.

vi. A student may refuse to answer any question; however, the Carroll Conduct Board will decide the matter based upon the information available.

b) Carroll Conduct Board Order of Proceedings at Hearing
i. An electronic or other verbatim record will be made of all hearings. This record will be retained for seven years from the last incident date. In cases of suspension and/or dismissal, the electronic record shall be retained with the student’s record.

ii. The Chair will have all parties introduce themselves, explain the purpose of the hearing, address the issues of honesty and confidentiality, and explain the role of advisors, if any are present.

iii. Verbal and written affirmation of an honesty statement will be completed by the accused, complainant (if applicable), and witnesses (if applicable).

iv. The Chair will read the alleged violations of the Student Code of Conduct brought against the accused. The accused is given the opportunity to accept or deny responsibility for each of the alleged violations.

v. The Chair will read aloud the complaint report.

vi. If applicable, the complainant filing the complaint report will have an opportunity to present his/her statement.

vii. The board will ask questions of the accused, complainant (if applicable) and any witnesses (if applicable).

viii. The complainant and accused will have an opportunity to question the other through the Chair.

ix. If applicable, witnesses will be brought into the room individually, to make their statement and answer questions from the board.

x. The complainant (if applicable) and the accused, respectively, will have the opportunity to make a final statement to the board.

xi. The board will deliberate in private and make a decision regarding responsibility and recommend sanctions to the Vice President of Student Affairs. If the student is found responsible, the Chair will impose any sanctions.

xii. The Chair or appointed designee shall be responsible for providing written notification of the decision and sanctions to the accused and complainant (if applicable) once a decision has been reached. A written decision will be sent to the accused student not more than five business days after the date of the hearing.

**Written Decision**

The accused will be provided written notice of the decision. In cases of Sexual Misconduct, a formal decision letter will be sent to the complainant(s) and the accused.

**Conduct Standard for Decision-Making**

The term “more likely than not” is the standard of proof used in all conduct proceedings. It is equivalent to the legal standard of “preponderance of evidence.” Under this standard, a Student, Registered Club, Student Organizations, Fraternity and Sorority Organization, or Team will be found responsible for violating the Student Code of Conduct only with the information presented during the conduct process would lead a Reasonable Person to conclude that it is more likely than not that the accused Student, Registered Club, Student Organization, Fraternity and Sorority Organization or Team’s actions violated the Student Code of Conduct.
Carroll University prohibits all forms of Sexual Misconduct, including Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Sexual or Gender-Based Harassment, and Retaliation (together “Sexual Misconduct”). These crimes will not be tolerated on campus and are a violation of Wisconsin law as well as the Title IX/Sexual Misconduct Policy. Carroll University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community.

For the legal definitions of sexual assault, domestic violence, dating violence, stalking and consent in Carroll’s jurisdiction, the State of Wisconsin, please see the section in this document entitled, “State of Wisconsin Crime Statutes and Definitions.”

Prevention and Educational Programming

Carroll is dedicated to educational and prevention services. Primary prevention initiatives aim to stop dating and domestic violence, sexual assault, and stalking before they occur. Education and prevention occur through the promotion of positive and healthy behaviors that foster mutually respectful relationships and sexual activity as well as encouraging safe bystander intervention. Primary prevention and ongoing educational/awareness efforts at Carroll contain information about options available to victims, procedures for institutional disciplinary action, risk reduction, and bystander intervention.

First Year Student Orientation: At first year student orientation new students are provided with information about sexual assault, consent, and resources available to victims. New students are provided with a 30 minute presentation about the Student Code of Conduct, on and off-campus resources, WI state statues, and reporting options by the Office of Student Conduct. Prior to arrival on campus, incoming students participate in an online module that provides definitions, methods of intervention strategies, amnesty policy overview as well as on-campus resources. New first year students are also provided with a 30 minute presentation by the No Excuses Team that addresses bystander intervention. First year students then meet with their Orientation Mentor to discuss various scenarios and appropriate techniques for intervention.

Transfer Orientation: At transfer student orientation students are provided with information about sexual assault, consent, and resources available to victims. Transfer students are provided with a half-hour presentation about the Student Code of Conduct, on and off-campus resources, WI state statues, and reporting options by the Office of Student Conduct. Transfer students are also provided with a presentation by the No Excuses Team that addresses bystander intervention.

Employees: Carroll University is committed to creating and fostering a working and learning environment where all members of the community can thrive. To that end, we seek to provide education and resources to contribute to a community free from discrimination and violence.

In 2015, Carroll University began offering an interactive training program to educate employees about Title IX of the Education Amendments of 1972, an important federal civil rights law that prohibits discrimination in education on the basis of sex in any education program or activity that receives federal funds. The training also explains Carroll’s commitment to violence prevention and provides resources for reporting and resolving violence. The interactive training program is intended to educate employees on how to recognize sex discrimination and how to protect against sexual violence. The online training program explains the importance of reporting sex discrimination promptly and covers the grievance procedures available and employee rights.

The interactive online training program is specific to new and continuing employees. The online training program is provided on an annual basis to continuing employees. Included in the online training program is a statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking; definitions of sexual assault, domestic violence, dating violence, stalking and consent, in reference to sexual activity, in the University’s jurisdiction.
For more information, please contact the Title IX Office at titleix@carrollu.edu or 262.524.7372

Educational services offered by community-based victim service providers: Presentations are available upon request from valued partners to the Carroll campus: The Women’s Center and Waukesha Memorial Hospital’s Sexual Assault Nurse Examiner (SANE) program, two local community organizations that exist to serve victims of sexual assault and domestic violence.

Educational Program Offerings:

- **January 29, 2020**: Stalking Awareness Month Tabling:
  - The Office of Violence Prevention partnered with local Waukesha Police Department to educate on the nuances of stalking and what criteria might be present in a given case.
  - The Office of Violence Prevention educated specifically on campus resources and lasting trauma of stalking victims.

- **January 30, 2020**: Healthy Masculinity Informative Session:
  - The Office of Violence Prevention hosted Male identifying students to participate in a 1-Hour long session exploring foundational elements of contemporary masculinity and the intersection of interpersonal violence.
  - Students had the option to sign up for future sessions or to join the formal Men’s group, titled ELEMENT

- **February 6, 2020**: Element Launch
  - The Office of Violence Prevention, in partnership with Fraternity Life and Athletics, launched the start of a 9 week program focusing in the role men play in gender based violence, sexual violence and interpersonal violence.
  - The program was cut to six weeks due to the COVID-19 pandemic

- **February 10-14, 2020**: Healthy Relationships Week
  - The Office of Violence Prevention hosted its 3rd Annual Healthy Relationships week. Throughout the week, students learned about various aspects of relationships including communication, consent, healthy dating, and boundary setting.
    - **February 10, 2020**: Consent Cookies:
      - Students, in partners assembled cookie decorations and explored the relationship of communication and consent.
    - **February 11, 2020**: Love Languages:
      - Students learned about various love languages and held discussions about how these languages contribute to healthy relationships by understanding others’ needs.
    - **February 12, 2020**: Healthy/Unhealthy Relationships:
      - Students brainstormed what they perceive to be healthy and unhealthy traits within relationships.
    - **February 14, 2020**: Know Your IX:
      - Students learned about campus policies and had trivia activities to test their knowledge on confidential resources as well as campus procedures.
    - **February 15, 2020**: Fondu’s and Fondon’ts:
      - Students were able to host a date night on campus where couples could learn more about communicating wants, needs and healthy behaviors with their partners.

- **April 24, 2020**: Take Back the Night & Denim Day (virtual)
  - The Office of Violence Prevention facilitated a virtual Take Back the Night and Denim Day event by posting messages from survivors served by The Women’s Center, chalking throughout campus and posting images online as well as doing an Instagram series focusing on believing survivors as well as how to prevent violence in one’s home community, while creating an awareness of resources still available despite the Covid-19 quarantine shutdown.

- **August 20, 26, 30, September 6, 2020**: No Excuses
  - The Office of Violence Prevention facilitated a training to all student athletes and incoming first year students on violence recognition and prevention. Campus resources were highlighted and policies were reiterated to audience participants.

- **August 24, 2020**: Chill With OVP
  - The Office of Violence Prevention in collaboration with our CCRT (Carroll Collaborative Response Team) hosted Chill With OVP, an interactive event where students received popsicles in addition to a sticker. The Women’s Center was also present and discussed resources available to students through their agency.

- **September 26, 2020**: Easy A Screening
• The Office of Violence Prevention hosted a screening of the film Easy A and facilitated a discussion of how educational environments may foster spaces where violence is accepted. Students then discussed what they may do in social spaces to prevent and disrupt violence.

• **September 29, 2020**: Anita Scholars Event
  o The Office of Violence Prevention launch the first iteration of a new Women’s Empowerment group on campus where students discuss solidarity, disruption of violence as well as influences in pop culture.

• **October 12, 2020**: Homecoming Service Project w/ Women’s Center
  o The Office of Violence Prevention hosted a collaborative event with the Women’s Center where participants packed snack packs for the organization while learning about characteristics of relationship and domestic violence.

• **October 15, 2020**: LGBT Healthy Relationships w/ Diverse & Resilient (Milwaukee)
  o Milwaukee non-profit organization presented to students about the history of violence that has existed in the LGBT community and spoke about how those specific dynamics contribute to higher rates of perpetration and underscored the importance of bystander intervention.

• **November 4, 2020**: Athlete A Screening
  o The Office of Violence Prevention hosted a virtual screening of the Netflix documentary Athlete A. Students watched the film and then discussed power influences, mechanisms that silence survivors and the importance of speaking up for survivors in order to prevent future violence.

### Reporting and Resources

Carroll University is committed to a living, learning and working environment – one free from dating violence, domestic violence, sexual assault, sexual harassment, sex discrimination, stalking, voyeurism, and any other behavior of a sexual nature that is non-consensual, collectively referred to as sexual misconduct. The University affirms the values of mutual respect, responsibility, and dignity for all members of the community. Retaliation against reporting sexual misconduct is also prohibited.


It includes:

- A description of the programs to address sexual assault, dating violence, domestic violence, and other non-consensual behavior of a sexual nature;
- The procedures students should follow if a sex offense occurs, including procedures concerning who should be contacted, the importance of preserving evidence for the proof of a criminal offense, and to whom the conduct should be reported;
- Information on a student’s option to notify appropriate law enforcement authorities, including on-campus and local police and information about how to obtain assistance in notifying these authorities;
- How to contact on-campus and off-campus counseling, mental health and other services for victims of sex offenses;
- How to obtain changes to academic or living situations after a reported sexual offense, called “supportive measures;”
- Procedures for campus disciplinary action in cases of reported sex offense;
- Information about the reporter and respondent rights to have others present during a disciplinary proceeding and the right of both the reporter and respondent to be informed of the outcome of disciplinary proceedings; and
- The sanctions that Carroll may impose following the final determination regarding sexual misconduct. For more information, please review the [Title IX/Sexual Misconduct Policy](http://www.carrollu.edu/policies/files/carroll-university-title-ix-policy.pdf).
The Title IX Office provides students and employees who experience sexual assault, domestic violence, dating violence, and/or stalking with options and services available to them on and off campus, including mental health counseling, victim advocacy, off-campus legal assistance, employee assistance and access to the criminal and campus disciplinary systems. Services are available to individuals regardless of their choice to report the incident to law enforcement, and most are available at no charge.

Reports regarding any form of Sexual Misconduct may be reported to:

Title IX Coordinator | Suzanne Lidtke
Voorhees Hall 209
100 N. East Ave, Waukesha, WI 53186 (add physical address)
262.524.7372
slidtke@carrollu.edu

Deputy Title IX Coordinator for Students | Elizabeth Brzeski, Associate Dean for Student Life
Center for Student Life and Wellness (add office number and physical address)
262.524.7350
ebrzeski@carrollu.edu

Deputy Title IX Coordinator for Employees | Billy Niklasch, Senior HR Business Partner
Human Resources House, Room 104
262.524.7125
wniklasc@carrollu.edu

Online report form
www.carrollu.edu/policies/title-ix

Carroll University Public Safety
262.524.7300

Off Campus Reporting | Waukesha Police Department
911 or 262.524.3831
Confidential Resources

Individuals may wish to seek confidential assistance in dealing with sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, and stalking. The University has identified the following employees who will maintain confidentiality under the professional license or professional ethics necessary for performing their employed role at the University and are not compelled to report discussions with a victim of the University Sexual Misconduct policy to Title IX Staff. These options allow a victim who is 18 or older to get help without having their name or information shared with campus officials, third parties or law enforcement to the extent permissible by law. Please be aware that exceptions to confidentiality include reports of child abuse (victims 17 or younger), elder abuse, and threats of imminent harm to self or others.

On Campus Confidential Resources

For Students

Carroll University Personal Counselors
Center for Student Life and Wellness
304 N. East Ave., Waukesha WI 53186
262.524.7335
my.carrollu.edu/ICS/Departments/Personal_Counseling/

Carroll University Chaplain
Richard Smart House
119 E. College Avenue Waukesha WI 53186
262.524.7336
my.carrollu.edu/ICS/Departments/Spiritual_Life/

Carroll University Health Center
Center for Student Life and Wellness
304 N. East Ave., Waukesha WI 53186
262.524.7233
my.carrollu.edu/ICS/Departments/Health_Services/

For Employees

Carroll University Chaplain
Richard Smart House
119 E. College Avenue Waukesha WI 53186
262.524.7336
my.carrollu.edu/ICS/Departments/Spiritual_Life/

Employee Assistance Program
my.carrollu.edu/ICS/Departments/Human_Resources/Employee_Assistance_Program.jnz
Wisconsin State Statutes and Crime Information

The Clery Act and the Violence Against Women Act mandate that Carroll University provides domestic violence, dating violence, sexual assault and stalking definitions applicable in its jurisdiction. It is important for all members of the Carroll University community to understand how these offenses are defined in law and to be aware of the penalties. Excerpted below are the definitions and penalties of sexual assault, domestic/dating violence and stalking. Also included are the definitions of consent, sexual contact, and sexual intercourse.

Wisconsin statutes delineate guidelines for the use of evidence in court. Wisconsin Statutes section 972.11 prohibits the use in court of evidence of the victim’s past sexual conduct. There are three exceptions to this prohibition. The judge may allow evidence of the victim’s past conduct with the assailant; evidence that could show the source or origin of semen, pregnancy or disease; or evidence of prior untruthful allegations of sexual assault made by the victim. Recent revisions in the law have allowed for further exceptions to be made at the judge’s discretion. For more information on Wisconsin state law visit: http://legis.wisconsin.gov/rsb/stats

Sexual Assault - Wis. Stat. 940.225:

First Degree Sexual Assault
Whoever does any of the following is guilty of a Class B felony. A person who commits a Class B felony can be imprisoned for up to 60 years:

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

Second Degree Sexual Assault
Whoever does any of the following is guilty of a Class C felony. The penalty a Class C felony is a fine of up to $100,000 and/or imprisonment for up to 40 years:

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

- Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.
- Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent’s supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- Is a licensee, employee, or non-client resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.

### Third Degree Sexual Assault

Whoever has sexual intercourse with a person without consent of that person is guilty of a Class G felony. A person who commits a Class G felony can be fined not more than $25,000 and/or imprisoned not more than 10 years.

### Fourth Degree Sexual Assault

Whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor. A person who commits a Class A misdemeanor can be fined up to $10,000 and/or imprisoned for up to 9 months in the county jail.

### Notes on Sexual Assault

Marriage is not a defense to sexual assault. A person may be prosecuted for assaulting his or her spouse. (Wis. Stat. 940.225 (6))

### Consent - Wis. Stat. 940.225(4)

“Consent” means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. The following persons are presumed incapable of consent, but the presumption may be rebutted by competent evidence:

- (b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.
- (c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

### Notes on Consent

A person under 16 years of age is incapable of consent as a matter of law. Teens 16 and 17 years old can legally consent to sexual contact; however, they are deemed incapable of consenting to sexual intercourse as a matter of law. People who have a mental illness or deficiency, and people who are unconscious or physically unable to communicate, are assumed to be incapable of consent, but that assumption can be challenged in court.

### Sexual Contact - Wis. Stat. s. 940.225(5) (b)

“Sexual contact” means any of the following:
1. Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery:
   a. Intentional touching by the defendant or, upon the defendant’s instruction, by another person, by the use of any body part or object, of the complainant’s intimate parts.
   b. Intentional touching by the complainant, by the use of any body part or object, of the defendant’s intimate parts or, if done upon the defendant’s instructions, the intimate parts of another person.

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

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

**Sexual Intercourse - Wis. Stat. s. 940.225(5) (b)**

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

**Domestic Abuse - Wis. Stat. s. 813.12(1) (am)**

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

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2) or (3). (Sexual assault)
4. A violation of s. 940.32. (Stalking)
5. A violation of s. 943.01, involving property that belongs to the individual. (Damage to property)
6. A threat to engage in the conduct under sub. 1., 2., 3., 4., or 5. (See 1-5 above)
   (b) “Family member” means a spouse, a parent, a child or a person related by blood or adoption to another person.
   (c) “Household member” means a person currently or formerly residing in a place of abode with another person.
   (cg) “Reasonable grounds” means more likely than not that a specific event has occurred or will occur.
   (cj) “Regular and direct contact” means face-to-face physical proximity to an individual that is planned, scheduled, expected, or periodic.
   (d) “Tribal court” means a court established by any federally recognized Wisconsin Indian tribe or band, except the Menominee Indian tribe of Wisconsin.
   (e) “Tribal order or injunction” means a temporary restraining order or injunction issued by a tribal court under a tribal domestic abuse ordinance adopted in conformity with this section.
   (ag) “Dating relationship” means a romantic or intimate social relationship between 2 adult individuals but “dating relationship” does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context. A court shall
Note on Domestic Abuse
Under Wisconsin law, dating abuse is considered a form of domestic abuse.

Stalking - Wis. Stat. s. 940.32

(1) In this section:
   (a) “Course of conduct” means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:
      1. Maintaining a visual or physical proximity to the victim.
      2. Approaching or confronting the victim.
      3. Appearing at the victim’s workplace or contacting the victim’s employer or coworkers.
      4. Appearing at the victim’s home or contacting the victim’s neighbors.
      5. Entering property owned, leased, or occupied by the victim.
      6. Contacting the victim by telephone or causing the victim’s telephone or any other person’s telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
      6m. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
      7. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim’s family or household or an employer, coworker, or friend of the victim.
      8. Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
      9. Delivering an object to a member of the victim’s family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.
      10. Causing a person to engage in any of the acts described in subs. 1 to 9.

(2) Whoever meets all of the following criteria is guilty of a Class I felony:
   (a) The actor intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household.
   (b) The actor knows or should know that at least one of the acts that constitute the course of conduct will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household.
   (c) The actor’s acts cause the specific person to suffer serious emotional distress or induce fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

(2e) Whoever meets all of the following criteria is guilty of a Class I felony:
   (a) After having been convicted of sexual assault under s. 940.225 (sexual assault), 948.02 (sexual
assault of a child), 948.025 (repeated acts of sexual assault to the same child), or 948.085 (sexual assault of a child placed in substitute care) or a domestic abuse offense, the actor engages in any of the acts listed in sub. (1) (a) 1. to 10. (see above) if the act is directed at the victim of the sexual assault or the domestic abuse offense.

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

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

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

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

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

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

(d) The person violates s. 968.31 (1) (interception and disclosure of wire, electronic or oral communications) or 968.34 (1) (use of pen register or trap and trace device) in order to facilitate the violation.

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

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

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

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

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

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

Sexual Harassment
Wis. Stats. s. 111.32(13)

“Sexual harassment” means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

“Sexual harassment” includes conduct directed by a person at another person of the same or opposite gender.

“Unwelcome verbal or physical conduct of a sexual nature “ includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee’s work performance or to create an intimidating, hostile or offensive work environment.
The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement to the campus community about where to find information on registered sex offenders in the state. It also requires sex offenders who are already required to register with the state to notify that state if they are enrolled, carry on a vocation or are employed in a post-secondary institution. In Wisconsin, convicted sex offenders must register with the Department of Corrections; a registry can be found at offender.doc.state.wi.us/public. The Wisconsin Department of Corrections supplies information to WKPD regarding registered sex offenders who are enrolled, carrying on a vocation, or employed at Carroll University. It can also be found at: www.waukesha-wi.gov/376/Sex-Offender-Information.
Carroll University maintains a Clery Fire Log of crimes and residence hall fires which occur within Carroll University properties. The information presented in the log includes the Event #, which is an event reporting number by which Carroll University may identify an incident. The absence of an Event #, noted as “N/A”, indicates that a crime was not originally reported, and that WKPD may consequently not be investigating this crime.

The Log also includes the date and time which a crime was reported to the University and the date and time at which a crime occurred, or an estimate thereof. The column labeled Report # may be used by the public to request additional information about a particular incident. The Location column identifies the street address at which the crime was committed. The street address will not be specifically identified when this could compromise the privacy of a victim of sexual or intimate partner violence. The Offense column defines the nature of the crime committed. The Disposition reveals the current stage of a criminal investigation into the offense, if one is taking place and the University is involved.

Log entries are entered and updated in the crime log within two business days of DPS receiving a report or receiving an update on the report. In order to protect an ongoing criminal investigation or the identity of a victim, the DPS Director or designee may classify information as confidential and prohibit its release. Log entries are deleted from the active log after 60 calendar days. In compliance with the Clery Act, DPS does not include crimes on the crime log that occur outside of Carroll University controlled properties. The log, and a glossary further explaining it, is available at DPS.

Sample of the Clery Fire & Crime Log

<table>
<thead>
<tr>
<th>Nature (Classification)</th>
<th>Report Number</th>
<th>Date/Time Reported</th>
<th>Date/Time Occurred</th>
<th>General Location</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underage Drinking</td>
<td>2020-0049</td>
<td>8/10/20 1045PM</td>
<td>8/10/20 1045PM</td>
<td>Pioneer Hall</td>
<td>Referred to Student Conduct</td>
</tr>
</tbody>
</table>
Fire Safety Policies

If a fire occurs in a Carroll University, Residence Life and Housing residential facility, community members should pull the fire alarm, use the nearest safe exit to evacuate and notify DPS at 262.524.7300 and Waukesha Fire Department immediately by calling 911. If a community member finds evidence of a fire that has been extinguished, and the person is not sure whether DPS has already responded, the community member should immediately notify DPS to investigate and document the incident.

University Residential Facilities

Policies pertaining to use of portable electric appliances, smoking, open flames; evacuation; fire safety training and education provided for residents and staff.

The following policy information is from Office of Residence Life and Housing:

Appliances

Residents in traditional halls may have closed coils and UL approved items in student living units. All residents who reside in apartments and in Frontier Hall, Prairie Hall, and Pioneer Hall may have open coil cooking appliances and microwaves as long as they are used in the kitchen areas. Due to the safety hazard of appliances with a heating element the Office of Residence Life and Housing strongly encourages that all electrical appliances that can be equipped with automatic shutoffs are used.

1. The following are items that are safety hazards and may result in fire and life threatening situations, therefore, are not permitted in the residence halls:
   a. No opened coil appliances are allowed (toasters, hot plates, pizza cookers) in traditional halls, except for those provided in kitchen/galley areas of residential facilities.
   b. Electric blankets, fog machines, halogen lamps, halogen bulbs, sun lamps, space heaters and humidifiers are not permitted.
   c. Heating pads, irons and coffee makers without automatic shut offs are not permitted.
   d. Microwaves are allowed in Frontier Hall, New Hall, Pioneer Hall, Prairie Hall and the apartments based on their ability to accommodate the associated power demands.
   e. Refrigerator units are not to exceed 4.3 cubic feet. Only one refrigerator unit per resident is allowed. Refrigerators should be plugged directly into wall outlets and not into an extension cord or power strip.
   f. Indoor grills (such as a George Foreman Grill) can only be used in kitchen/galley areas of residential facilities.
   g. Electrical and data cords must follow the contour of the living unit and not cross entryways.
   h. Extension cords and outlet splitters (those not supplied with an internal circuit breaker) are not permitted in residential facilities.
   i. Power strips with an internal circuit breaker (surge protectors) may be used, so long as they are plugged directly into the wall outlet, and not into another power strip or extension cord. There is a limit of one of these surge protectors per outlet.

Candles, wax/candle/oil warmers, fireworks, and incense of any variety are not permitted in residential facilities.

Arson

Arson involves causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive devise or material, in or near any property, or causing fire or explosion that damages or destroys property while manufacturing or attempting to manufacture a controlled substance. Arson in any way is prohibited at Carroll University.
Creating a Fire or Safety Hazard
Creating a Fire or Safety Hazard includes tampering with or removing fire safety equipment, falsely reporting fire or bombs, or throwing flammable objects out of windows. Creating a Fire of Safety Hazard in anyway is prohibited at Carroll University.

Smoking
In order to provide a healthy working and living environment for Carroll’s students, staff, faculty and neighbors, Carroll University is a tobacco-free campus. The use of tobacco and electronic nicotine delivery systems is not permitted in University buildings, on University grounds or in University-owned vehicles. There are no designated smoking areas on campus.

Introduction
Scientific findings, as summarized by the United States surgeon general, the U.S. Food and Drug Administration and the Environmental Protection Agency, identify electronic cigarette and tobacco use as a public health risk. In light of the health hazard associated with these substances for users and non-users, Carroll University has adopted a tobacco-free campus.

Policy
The use of tobacco products and electronic nicotine delivery systems (including cigarettes, cigars, pipes, smokeless tobacco, other tobacco products, electronic cigarettes, personal vaporizers and other similar devices) is prohibited at all times. All buildings and grounds, including academic, administrative, dining, residential, service and mixed use facilities and all vehicles owned, operated or leased by Carroll University, are entirely tobacco-free. The University will not sell, market, or promote tobacco products. The tobacco-free policy applies to all indoor and outdoor air space.

Enforcement
All members of the campus community are responsible for enforcing this policy. Anyone who observes a violation of this policy should make the violator aware of the restrictions contained in this policy. Employees or students who observe a violator’s refusal to adhere to this policy may report the violator to an appropriate authority. Such authorities may include vice Presidents, deans, chairs, directors, managers, or the Department of Public Safety. Upon receiving a report, the authority shall inform the violator’s supervisor (if the violator is an employee) or the Office of Student Conduct (if the violator is a student).

Policies Pertaining to Evacuation
The following policy information is from the Division of University Housing, Student/Community Expectations:

Evacuation
Building evacuation is required when the fire alarm is sounding. Residents should exit the building and move as far away as possible for their own safety and to allow those responding to the alarm access to the building. It is important for residents to familiarize themselves with procedures before the need to evacuate in an emergency arises. Individual building evacuation routes are posted on House bulletin boards. Residents should familiarize themselves with the nearest exit from their room as well as alternate exits, if the exit nearest to the resident’s room is unusable.

Fire Safety
Each building is equipped with a fire alarm system. If an individual discovers a fire, the individual should activate the alarm system, leave the building and immediately notify the DPS. Evacuation Plans are posted inside of each residential unit. Anyone not leaving the building or failing to cooperate with University officials/emergency personnel may face disciplinary action.

a. Fire Safety
1. The follow items are safety hazards and may result in fire or life threatening situations, therefore, are not permitted in the residence halls:
a. Candles, wax/candle/oil warmers, fireworks, and incense of any variety are not permitted in residential facilities.

2. Activities/games involving smoke and/or fire will result in disciplinary action.

3. There must be a 30-inch path or egress from door to window.

4. Outside grills, charcoal, lighter fluid, propane or other combustibles are not permitted within residential facilities.

Fire Alarms

When the fire alarm sounds you should always evacuate as if there is a fire. Building evacuation is required when the fire alarm sounds in the building. Evacuation is required for your safety and also for the safety of the firefighters, DPS, and Residence Life and Housing staff members who respond during fire alarms. There will be fire drills in each building during each year. Testing of the alarm system occurs monthly. During evacuation, keep the following in mind:

• Before opening your door, check to see if the door or doorknob is hot. If it is not hot, or if there is no smoke coming under your room door, proceed with the emergency procedures under Fire Emergencies below.
• Close your room door.
• Walk, don’t run.
• Use the designated exit for your room on the evacuation guide that is posted in your house.
• Do not use the elevator.
• If smoke or fumes are coming up the stairwell, use an alternate exit.
• Once you’re out of the building, move as far away as possible from the exit to protect your own safety and to allow firefighters access to the building.
• If you do not leave during a fire alarm University Housing staff will notify DPS for possible legal action. Your decision places not only yourself, but other individuals in danger.

Fire Precautions

To greatly reduce the chance of a fire you should:

• Avoid running electrical cords under carpeting, where the cords can be stepped on and easily damaged.
• Use surge protectors with their own built-in fuse.
• Empty wastebaskets regularly.
• Follow all fire safety and prevention rules and policies.
• Not overload electric circuits and not string cords over nails, under carpets or furniture, or in locations where they will wear.
• Use only approved appliances.
• Not operate appliances when you are not present and not operate appliances in closets or close to flammable materials.
• Keep doors to trash rooms and stairwells closed.
• Keep hallways clear of your belongings including shoes and boots.
• Not use lit candles/incense/tobacco products. (These products are not permitted in University Housing, a smoke-free environment.)
• Do not hang items on the electrical conduit or raceway of the fire protection devices.

Residents will be held financially responsible for acts of negligence or intent that result in damage to University property and/or the personal property of others.
Smoke Detectors and Sprinklers in Rooms

A smoke detector is provided in each residential unit. The smoke detector in your unit will go off when smoke particles enter the smoke detector unit. Never unplug, cover, or create a situation where the smoke detector is inoperative.

If the alarm of your room smoke detector goes off you should:
- Determine the source of the smoke and, if it is a small fire in your room and you feel safe doing so, use the fire extinguisher in the hall to put out the fire.
- Pull the building alarm if you cannot immediately determine the source of the smoke or extinguish a fire.
- Follow the building evacuation procedures posted on your house bulletin board.
- To report smoke detector malfunction, please contact the Maintenance and Repair Service (MARS).

Policy that related to smoke detectors and sprinklers:
Misuse of Fire Alarms and Equipment involves pulling fire alarms falsely or tampering with firefighting equipment (e.g., fire alarms, extinguishers, exit signs, fire hoses, smoke detectors, emergency lights). Misuse of Fire Alarms and Equipment in any form is prohibited at Carroll University.

Fire Emergencies

In case of a fire:
- If the fire is small and can be contained, and you feel safe doing so, use the nearest fire extinguisher.
- Pull the nearest fire alarm.
- Evacuate the building as outlined above. If you notice smoke coming from a room:
  - Pull the fire alarm.
  - Notify a staff person to the location of the room.
  - If there is heavy smoke and you cannot find your way to an exit or if your room door or doorknob is hot:
    - Remain in your room with the door closed.
    - Place a towel or other clothing along the bottom of the door.
    - Open a window and hang a sheet or white towel out to attract attention.
    - Call 9-1-1 and give the dispatcher your location. Stay on the phone with the dispatcher until he/she directs you to hang up.
    - Stay in your room until emergency personnel tell you it is okay to leave.

Evacuation Procedures

It is important that you familiarize yourself with procedures for evacuating the building BEFORE you need to evacuate in an emergency. Evacuation procedures are posted on house bulletin boards. You should familiarize yourself with the nearest exit from your room as well as alternate exits, if the exit nearest to your room is unusable.

The following policy and evacuation procedure information is posted at multiple locations throughout each residence hall floor. There are common elements to all fire evacuation procedures: if you see fire, pull the fire alarm and evacuate the building; if you hear a fire alarm, evacuate the building at the nearest safe exit; do not take the elevator; once clear of the building, call 911; do not re-enter the building until you have received confirmation that it is safe to do so. “Building Evacuation Routes” are specific to each specific location. Here is an example:
Fire Equipment in Residential Facilities

At Carroll University, almost all university residential facilities are covered with integrated fire sprinkler systems and fire alarm monitoring systems which are monitored 24 hours/day, seven days/week by the DPS. All sprinkler systems are full coverage systems. All university residential facilities are equipped with fire extinguishers.

Carroll Street Apartments (225-227 Carroll Street): These apartments offer double and triple units. Fire safety systems include a fire alarm system, automatic sprinkler system, portable fire extinguishers and individual room carbon monoxide alarms. Fire alarm systems are monitored 24/7 by the DPS.

Charles Street Hall (201 N. Charles Street): These apartments offer single and double units. Fire safety systems include a fire alarm system, hallway carbon monoxide alarms and portable fire extinguishers. Fire alarm systems are monitored 24/7 by the DPS.

College Avenue Apartments (245 W. College Avenue): These apartments offer double and triple units. Fire safety systems include a fire alarm system, automatic sprinkler system, portable fire extinguishers and individual room carbon monoxide alarms. Fire alarm systems are monitored 24/7 by the DPS.

Frontier Hall (210 N. Grand Ave): Located on the corner of College Avenue and Grand Avenue, this co-ed four story residence hall. Fire safety systems include a fire alarm system, automatic sprinkler system, portable fire extinguishers and individual carbon monoxide alarms. Fire alarm systems are monitored 24/7 by the DPS.

Hartwell Apartments (332 and 334 Hartwell, 325 and 331 Barney): Located between Barney Street and Hartwell Avenue, single, double and triple apartments are available. Fire safety systems include fire and carbon monoxide alarm systems, automatic sprinkler system and portable fire extinguishers. Fire alarm systems are monitored 24/7 by the DPS.

Kilgour Hall (119 E. College): This traditional residence hall offers single and double rooms. Fire safety systems include fire and carbon monoxide alarm systems, automatic sprinkler system and portable fire extinguishers. Fire alarm systems are monitored 24/7 by the DPS.

North and South Bergstrom Halls (135 and 151 S. East Ave): This traditional style residence complex has gender specific floors and contains single, double and triple rooms. Fire safety systems include a fire alarm system and boiler room carbon monoxide detectors, automatic sprinkler system, portable fire extinguishers and individual room carbon monoxide alarms. Fire alarm systems are monitored 24/7 by the DPS.

Pioneer Hall (324 W. College Ave): Located on the corner of College Avenue and Grand Avenue, this co-ed four story residence hall. Fire safety systems include a fire alarm system, automatic sprinkler system, portable fire extinguishers and individual room carbon monoxide alarms. Fire alarm systems are monitored 24/7 by the DPS.

Steele and Swarthout Halls (221 N. East Ave): This traditional style residence complex offers single, double, and triple rooms. Fire safety systems include a fire alarm system, automatic sprinkler system, portable fire extinguishers and individual room carbon monoxide alarms. Fire alarm systems are monitored 24/7 by the DPS.

Shirley Hilger Hall (200 E. College): This suite style residence hall is co-ed with each suite being gender specific. Shirley Hilger Hall offers double rooms joined by a common bathroom. Fire safety systems includes a fire alarm system, automatic sprinkler system and portable fire extinguishers. Fire alarm systems are monitored 24/7 by the DPS.

Prairie Hall (304 W. College Ave): Located west of the intersection of College Avenue and Grand Avenue, this co-ed four story residence hall. Fire safety systems include a fire alarm system, automatic sprinkler system, portable fire extinguishers and individual room carbon monoxide alarms. Fire alarm systems are monitored 24/7 by the DPS.
There were no reportable fires for 2020.
There were no reportable fires for 2019.
There were no reportable fires for 2018.

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A fire log is kept at the DPS and is open to the public during normal business hours. Carroll University maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire.

The Fire Log entry, or an addition to an entry, shall be made within two business days of the receipt of information. The Fire log for the most recent 60-day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

**Residence Hall Evacuation Drills**

Evacuation drills are held at least once a year for each residence hall. Evacuation drills are mandatory, supervised evacuations of a building for a fire. The evacuation drill is scheduled with the DPS, the individual residence hall staff, and the local fire station. Evacuation route maps are posted in each resident room showing where the closest egress route is and the assembly area outside. Students who fail to leave the building during a fire drill are subject to judicial sanction.

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