

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

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

To report a crime or suspicious activity, please contact Campus Safety at **262.243.4344** or **4344** from any campus phone. Campus Safety Officers are available 24 hours per day to answer and respond to your call. If it is an emergency that requires an immediate response from police, fire

CRIME PREVENTION & SAFETY PROGRAMS

OPERATION IDENTIFICATION

This nationally organized program encourages engraving personal identification numbers on valuable property. Thieves tend to shy away from property with engraved or permanently marked items due to the difficulty in selling enforcement agencies in locating and returning the property to the rightful owner. This program is on-going and any person interested in having their property engraved/marked can stop at Campus Safety to use an engraver.

CAMPUS ESCORT PROGRAM

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

ACTIVE ASSAULT RESPONSE PROGRAM

Campus Safety provides the campus com94.3 4

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

If Campus Safety confirms that there is an emerge

2. All persons (students and staff) are to immediately vacate the affected area and relocate to another part of the campus grounds as directed by Campus Safety.

EVACUATION PROTOCOL

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

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

PERSONS USING CRUTCHES, CANES OR WALKERS

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

NON-AMBULATOR PERSONS

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

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

- x Ways of being removed from the wheelchair.
- x The number of people necessary for assist

Step 3: Seal off Ventilation Sources

- x Turn off fume hoods, range hoods, air handlers, an23.37 0st82 799m.49 (a)6 (n)-3 (d)-3 (lers,)]TJ ET Q q 0 0 612 792

MISSING STUDENT POLICY

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housing corridors in all residence halls is restricted by card access control system

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

We encourage community members to report any potentially hazardous condition to the Maintenance Department at **2622434312** or Campus Safety at **2622434344**. Concordia University Students and employees can also submit a work order to Maintenance by logging into the portal at my.cuw.edu and clicking on the Student, Employee or Faculty Links button on the Dashboard, then selecting **3 & 8 ± 0 D L Q W H Q D Q F H 5 H T X H V**

POLICY REGARDING POSSESSION, USE AND SALE OF ALCOHOL

- d. Violating any provision of the Code of Student Conduct while under the influence of alcohol constitutes a violation of this policy.
- e. Common containers (e.g., kegs) are prohibited on campus.
- f. Operating a motor vehicle under the influence of drugs or alcohol (DUI/OWI) on campus or off campus is prohibited.

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

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

POLICY REGARDING POSSESSION, USE AND SALE OF ILLEGAL DRUGS

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

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

- a. The unauthorized possession, use, manufacture, sale, or dis



alcohol to seek help:

RESOURCES

- x Employee Assistance Program: An employee assistance program

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to achieve these goals, the MAP mandates that discretion be exercised, including the possibility of conversations
with supportive people such as the Dean of Students, Resident Director, etc. and may involve some educational
programming to support a transition to a healthy lifestyle. All of this can be possible as permitted under the
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1. Students are expected to contact Resident Hall Staff or Campus Safety when they believe that assistance for an impaired student is needed. *Also see Contact Protocol below.*
2. At the discretion of the Department of Campus Safety, the Department will assist intoxicated individuals by facilitating transport to medical facilities.
3. In cases of concern for the health and safety of an individual, students should utilize one of the following options: notifying Resident Life Staff, notifying Campus Safety Staff, or by calling 911 for assistance by City Rescue Squad - then notify Campus Safety or Resident Hall Staff.

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student conduct system. However, a student will not be granted protection under this policy if campus officials
(e.g., Resident Hall Staff, Campus Safety) intervene beforehand.

5. Students who seek emergency assistance on behalf of a person(s) experiencing drug or alcohol-related
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granted protection under this policy if campus officials (e.g., Resident Hall Staff, Campus Safety) intervene
beforehand.
6. Records of all requests for assistance under this policy shall be maintained by the Office of the Dean of
Students. Participation in any program as a result of this policy shall not EH QRWHG RQ WKH VWXG
7. This policy does not preclude disciplinary action regarding other violations of the University Code of Student
Conduct, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing,
etc. Students should also be aware that this policy does not prevent action by local and state authorities.

facility. The overall purpose of a community notification is to specifically highlight those cases that may pose a significant risk to the community.

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

important to the prosecution of a criminal case. Even if you have already taken any of these actions, you are still encouraged to seek prompt medical care.

A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

PROHIBITED CONDUCT

Sexual Misconduct, as defined below, is prohibited. Violation of the Student Code of Conduct Article 2 § D

Dating Violence

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the & R P S O D L Q D Q W ¶ V V W D W H P H Q W D Q G Z L W K F R Q V L G H U D W L R Q frequency of interaction between the persons involved in the relationship.

For the purposes of this definition,

- x Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- x

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

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

Expulsion: This sanction is a permanent separation from the University. The student is banned from University property, functions (on and off campus), events, and activities unless the student receives prior written approval from the Title IX Coordinator. This action may be enforced with a trespass action, as necessary.

Definition of Remedy Terms for Students

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

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

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

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

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

Facility Ban:

Sanctioning Matrix for Students

CONCORDIA UNIVERSITY WISCONSIN TITLE IX SANCTION MATRIX FOR STUDENTS					
Policy Violation Article 2	Level	Fee	Points	Probation	Education/Remedies/Other
§ D5 Stalking or § D11 Stalking	1	\$50 - \$100	2-5	Up to 6 months	Education or Remediation
	2	\$100 - \$200	4-6	± Months	Education or Remediation
	2	\$100 - \$200	6-9	12 months	Relocation No Contact Order Facility Ban
	3				
	2	\$100 - \$200	6-9	12 months	Education or Remediation Relocation No Contact Order Facility Ban
	3				
	1	\$50 - \$100	2-5	Up to 6 months	
	2	\$100 - \$200	4-6	± Months	
	3				
	1	\$50 - \$100	2-5	Up to 6 months	Education or Remediation Relocation
	2	\$100 - \$200	6-9	12 months	No Contact Order Facility Ban
	3				Suspension: Minimum 6 months, complete counseling before return, probation for 12 months upon return; No Contact Order

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

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

Suspension:

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

Reporting an Incident

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

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

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

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

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possible with the Title IX Coordinator. The Coordinator will, if so requested, help the party decide whether the allegation fall within the scope of the Policy, answer any questions regarding addressing and resolving the behavior, provide any information that might help the party decide whether to file a complaint and thereby initiate an investigation, and/or should the party wish, assist in contacting the local police.

Advisor

The complainant or respondent (hereafter party) is entitled to one advisor of his or her choosing to guide and accompany him/her throughout the grievance process including all meetings and hearings the party will attend. The party may choose to select an advisor at any point in the process but must have an advisor to cross-examine witnesses in a formal hearing. If the

Dismissal of charges

Mandatory Dismissal: The University must investigate the allegations when a formal complaint is filed. If the conduct
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Title IX Coordinator must dismiss the formal complaint with regard to that conduct. However, if the conduct alleged by the
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Coordinator has the authority to institute charges under that policy.

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

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

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

Investigation process

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

1. Investigate the allegations of a violation of the University Sexual Misconduct Policy.
2. Regularly communicate the investigation progress to the Title IX Coordinator.
3. Make available to the Title IX Coordinator, both parties, and their respective advisor all interview notes, all
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Informal resolution

Following the receipt of a formal complainant, the Title IX Coordinator may offer the complainant and respondent the option of an Informal Resolution. The Title IX Coordinator is the sole administrator who determines if an Informal Resolution is appropriate given the allegations. This option will remain open until the beginning of an Administrative Panel Hearing at which time the option becomes unavailable.

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

Emergency removal

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

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

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

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

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

3) In making the decision to remove a respondent on a temporary basis (ie).

Bias and conflict of interest

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

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Administrative Panel Hearing (hereafter AHP). The purpose of this hearing is to determine if a violation of the Sexual Misconduct Policy has occurred and, if the hearing panel finds that a violation of policy has occurred, the panel is authorized to sanction the respondent.

Composition of the AHP

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three (3) Administrative Hearing Officers (AHO), one of which shall be the Chair of the panel. The Title IX Coordinator will appoint the AHP Chair from the list of administrators below and the AHP Chair will appoint the remaining two members from this list:

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

Rights and responsibilities

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

- x The AHP *will not conform* to state or federal rules of criminal or civil procedure.
- x The AHP will presume the non-responsibility of respondents until the conclusion of the Administrative Panel Hearing.
- x **7KH FDVH EURXJKW EHIRUH WKH \$+3 LV WKH 8QLYHUVLW\¶V P**

Questioning (cross-examination) during the hearing

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

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Procedures for appeals

1. Following the conclusion of an AHP, both parties are required to daily check their University email for the notification of the AHP findings.
2. **7KH 5) \$ PXVW EH VXEPLWWHG ZLWKLQ EXVLQHVV GD** evidence substantiating the appeal. [The appeal form can be found here.](#)
3. Any RFA not filed in a timely fashion will be denied. No exceptions to this timeline are permissible without the express permission of the Appeal Officer.
4. Any RFA will be shared with all parties (Complainant, Respondent, Title IX Coordinator, and AHP Chair) who may respond in writing to the Appeal Officer.
 - x All responses must be submitted to the Appeal Officer within three (3) business days of the notification that an appeal has been filed and all responses will be shared with all parties.

Grounds for appeal

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

NOTE: When a party fails to provide a statement/evidence (e.g. under advice of counsel/ advisor) during an investigation, and subsequent to the interview/hearing decides to provide the statement/evidence, it will not be **FRQVLGHUHG 3QHZ HYLGHQFH' IRU WKH SXUSRHHV R** criminal or civil court (e.g. dismissals, plea bargains, settlements) alone do not constitute sufficient grounds for appeal, but may be considered if new evidence was the grounds for said finding.

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

NOTE: **3DUWLHV KDYH WKH DELVLRU RWIR DGGWRUHV TVD Q UL \$ Y B** involvement in the case. Therefore, in the appeal, the party must also explain why the party did not exerc **LVH WKLW RSSRUWXQLW\ DW WKH WLPH WKH LQYHVWL**

Appeals under consideration

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

The decisions are limited to the following:

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

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

Employee Reporting Responsibilities

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 designations: 1) Mandatory Reporters, 2) Confidential Employees, and 3) Discretionary Employees. The criteria for each designation is listed below.

1) Mandatory Reporters

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

- x Members of the Title IX Staff (Coordinators and Investigators)
- x Members of the Resident Hall Staff (including Residents Assistants)
- x All Campus Safety Staff (full and part-time)
- x ³ 9LFH 3UHVVLGHQWV´ DQG VXERUGLQDWHV ZLWK 9LFH 3UHVVLG
- x ³ ´HDQV´ DQG VXERUGLQDWHV ZLWK ´HDQV LQ WKHLU -RE 7LW
- x ³ ´LUHFWRU´ DQG VXERUGLQDWHV ZLWK ´LUHFWRU LQ WKHLU
- x Athletic Administrative Staff, Coaches, and Athletic Trainers

2) Confidential Employees

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

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

2) Discretionary Employees

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Office of Student Success

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

Vice President for Student Success:

Dr. Elizabeth Polzin

Office: AL 107

Phone: (262) 243-42.7 66o02 (e)-5.995 ()18.993 (S)-3.902 (er w)6.005 59Tf 536.82 641.64 Td ()Tj ET Q q 0 0 612 792 re Wñ BT /TT1

Title IX Staff

If the party cannot find or is unwilling to choose an advisor, the Title IX Coordinator will appoint an advisor of the

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Note: Witnesses *cannot* serve as an advisor.

Advisor and party expectations

The University expects advisors to adjust their schedule to allow them to attend university meetings when

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attend. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith.

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

Attorneys as advisors

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

The role of an advisor

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

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

Advising during an APH

The complainant and respondent may not question each other or any witness that appears in the hearing.

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mentioned above, advisors and advisee may confer quietly as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors may request, from the AHP Chair, a break for private conversation.

Changing an advisor

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

COMMUNITY RESOURCES FOR THE CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS

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

CONCORDIA UNIVERSITY WISCONSIN MEQUON CAMPUS

PREPARATION OF THE ANNUAL DISCLOSURE OF CRIME STATISTICS

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

By October 1st of each year, the Clery Act report and crime statistics are published and available on the Portal (my.cuw.edu) on the 3 & D P S X V 6 D The Work and So on. The statistics can also be viewed online at <https://www.cuw.edu/life/campus-safety/annual-report.html>. Hard copies of the report may be obtained at the Campus Safety Office, located in Rincker Hall, Room 023. A notice of the availability of this report is posted on the online application page for prospective employees through the Human Resource office. A notice is also placed in all the application

CRIMINAL HOMICIDE MANSLAUGHTER NEGLIGENCE The killing of another person through gross negligence.
MOTOR VEHICLE THEFT The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes and farming equipment are specifically excluded from this category.

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

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

- x Rape ² Is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- x Fondling ² Is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- x Incest ² Is the Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- x Statutory Rape ² Is the sexual intercourse with a person who is under the statutory age of consent.

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

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

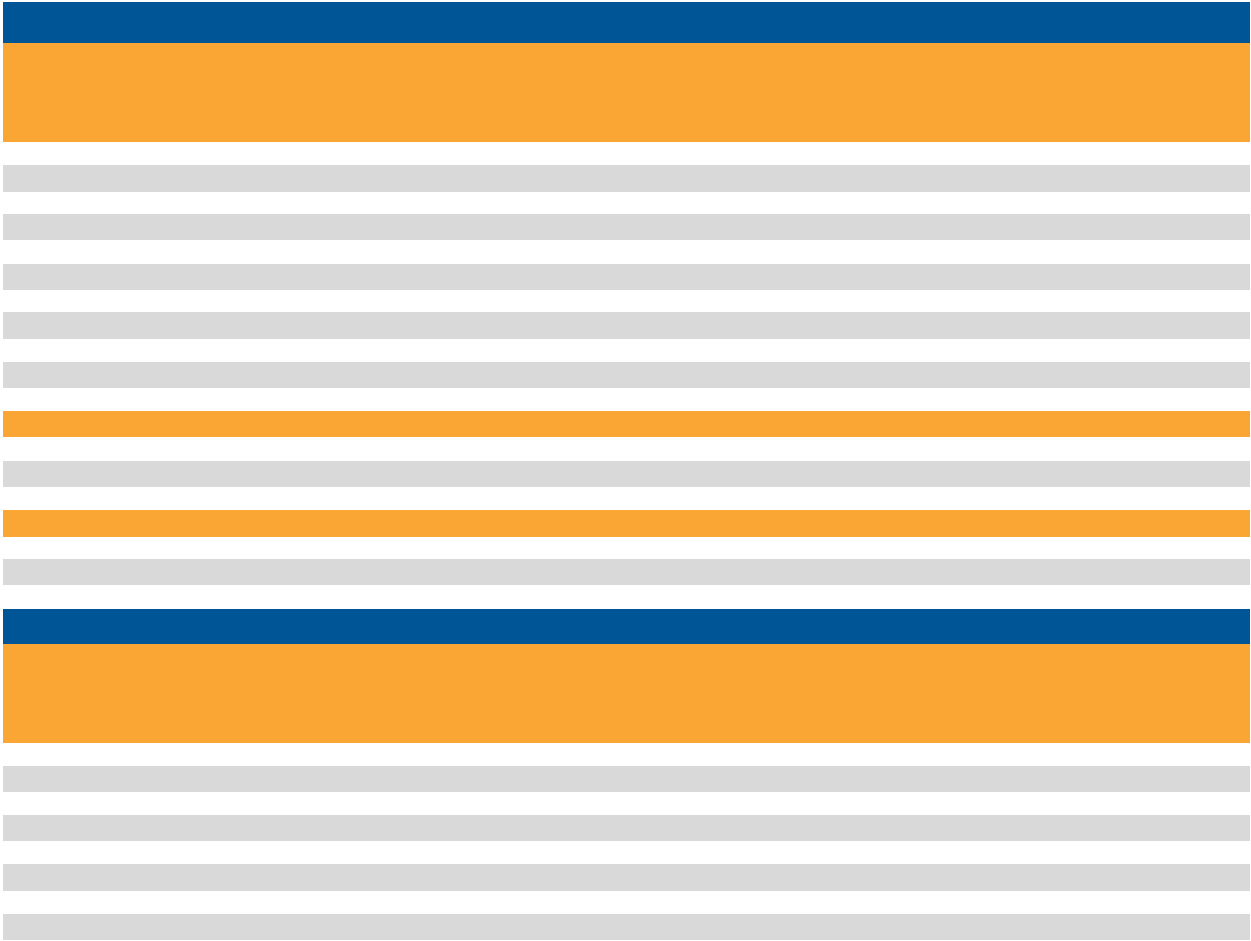
LIQUOR LAW VIOLATIONS The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

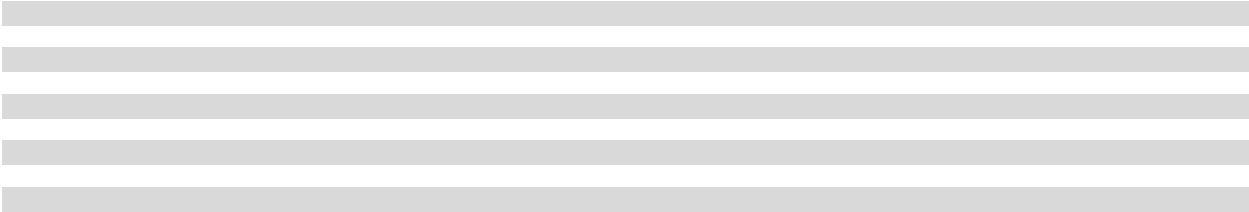
HATE CRIMES A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected on the basis of race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability. Under the Clery Act, only the following eight categories are reported: race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability.

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

- x Murder and Non-negligent Manslaughter

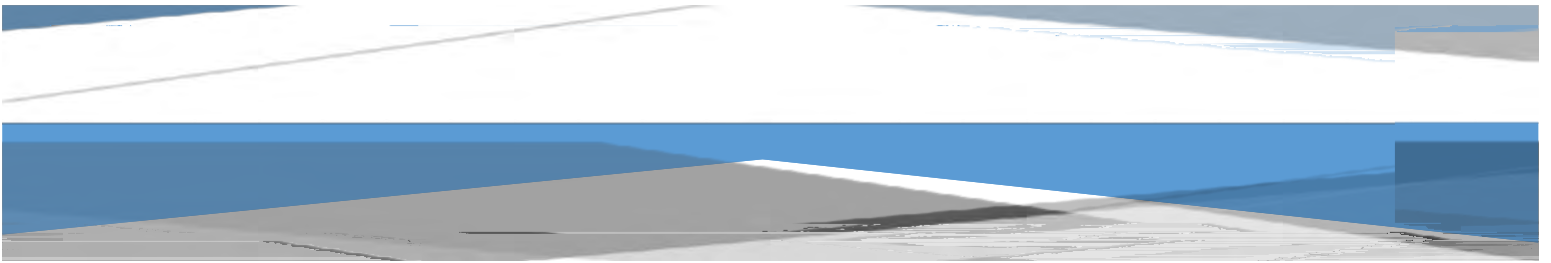
BIAS





CRIME CATEGORY	
LOCATION	OC RH NC PP OC RH NC PP OC RH NC PP OC RH NC PP OC RH NC PP OC RH NC PP OC RH NC PP





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

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

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

CUW: https://www.cuw.edu/life/residence-life/student-resources/_assets/appliances.pdf

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

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

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

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

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

Fire Alarms/Safety Equipment No person shall make, or cause to be made, a false fire alarm or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment including, but not limited to, fire extinguishers, fire hoses, fire alarms and fire doors. Tampering with or disabling any fire safety equipment in a residence hall may result in **D V W X G H Q W 1 V L P P H G L D** from University Housing and a fine. Students are required to evacuate any University building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by University staff. (Level A, B, C, D + municipal fee for MFD response)

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

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

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

FIRE REPORTING CONTACT LIST

Per federal law, Concordia University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. In the event of any fire in a residence hall, even if already extinguished, the Campus Safety Office should be contacted immediately at **2622434344**

Should you find evi(I9.26e)4 (n)-36BDC n BT 0 g /Td ()Tj ET EMC Q4 n BfffhTT36h (u)-3 (i)ET Q q 0 0 12ET Q q T 0 g /B

University staff will assist in the accounting for all building occupants.

Campus Evacuation

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

Evacuation Protocol:

Prior to an evacuation announcement, Campus Safety will determine if the best course of action is to evacuate or shelter in place,

Persons with Hearing Impairments

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

Writing a note telling what the emergency is and the nearest evacuation route/safe staging area.

Tapping the person on the shoulder or turning the light switch on

EVACUATION LOCATIONS

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

FUTURE FIRE SAFETY IMPROVEMENTS

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

- 1) University employees shall receive additional and/or more frequent fire safety training.
- 2)

X

