

## **Campus Security and Safety Report for the Elkhorn, Wisconsin Center 2010-2011**

This information is being provided to all students and employees as part of Upper Iowa University's commitment to safety and security at the Elkhorn Center and in compliance with the Federal Student Right-to-Know and Campus Security Act (1990), Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 120-26, and the Sexual Abuse Bill, House File 2026, which was passed into law by the Iowa General Assembly effective July 1, 1992.

Upper Iowa University is located in Fayette, Iowa a small rural community of 1,317 people. The community is situated in the Volga River Basin of Northeast Iowa. In addition to the main campus, the University has centers in Des Moines, Waterloo, Cedar Rapids and Ankeny, Iowa; Fort Riley and Fort Leavenworth, Kansas; Fort Polk, Louisiana; Janesville, Madison, Milwaukee, Prairie du Chien, Wausau, Elkhorn, and Racine, Wisconsin; and Rockford, Illinois.

Upper Iowa University-Elkhorn Center is located in Elkhorn, Wisconsin a community of 7,000 people. The community is located in Walworth County in South Eastern Wisconsin. The Elkhorn Center began offering classes at Gateway Technical College in October 2002. A total of 249 students were enrolled during the 2010-2011 academic year.

### **Elkhorn Center "Campus"**

Upper Iowa University does not own property in Elkhorn. Classes at the Elkhorn Center are held at Gateway Technical College located at 400 County Road H, Elkhorn, Wisconsin. Additional classrooms are rented from Gateway Technical College on a term-by-term basis as needed at the Racine and Burlington campuses of Gateway Technical College.

Administrative office space is located at 400 County Road H, Elkhorn, Wisconsin. The office is located inside the south building entrance of Gateway Technical College.

### **General Philosophy**

Upper Iowa University is committed to creating an environment that promotes the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members. The commitment includes encouraging and reinforcing healthy, responsible living and respect for center standards and regulations, and community laws.

The administrative staff at the Elkhorn Center will inform the Elkhorn Center University community when mandatory reporting officials become aware of criminal activity that is considered to be a threat to the safety of the University community. This will be done through various means such as memos, postings, student newsletters, emails or voice mail messages.

### **Reporting of Criminal Actions or Emergencies**

The Gateway Technical College Dean and physical plant manager are responsible for the security of buildings and grounds at the school where classrooms are rented for the Elkhorn

Center classes and activities. The janitorial staff of the Gateway Technical College locks and checks buildings and reports to the head custodian.

The Elkhorn Center administrative staff have a cooperative relationship with the Walworth County Sheriff's Department and the Gateway Technical College administrative staff. Since the technical college is located in a low-crime area, the Elkhorn Center relies on the Walworth County Sheriff's Department to handle criminal matters.

Also, the University has policies and procedures followed by the Elkhorn Center administrative staff to handle violations of conduct standards and the law by students or employees. This information is contained in the Upper Iowa University Center Catalog which is distributed to all students and staff members.

To report a crime, a student should call the Walworth County Sheriff's Department and the UIU Center Director. The UIU Center Director will then report the incident to the Dean of Student Services at the Gateway Technical College, and the Associate Vice President of the Academic Extension-Upper Iowa University.

The person making the call shall complete the Incident Report Form available at the Elkhorn Center UIU Office located at 400 County Road H, Elkhorn, Wisconsin. In the event of a fire, the student or employee should dial 911 from a pay phone, dial 9-911 from a district phone, or pick up one of the red emergency phone located in the hallways of the Gateway Campus. Always contact or send someone to the Information Desk to alert them of the nature and location of the emergency.

The Gateway Technical College building has a fire alarm system and accessible fire extinguishers. In addition, all faculty members and administrative staff members have directions to evacuate the high school building based on the fire evacuation plan in place at the Gateway Technical College. The Elkhorn Center Office follows the same procedure as the staff of Gateway Technical College.

At each course location (Elkhorn, Racine and Burlington), UIU students have access to specific UIU-prepared Evacuation Plans and Lockdown Procedures that are appropriate and relevant to each site. The Evacuation Plan and Lockdown Procedures for each class are posted in the UIU syllabus for that class.

Aurora Lakeland Medical Center will provide professional medical emergency care to the Elkhorn Center. Emergency care is available 24 hours a day. Elkhorn Center students and employees are responsible for their own medical care, but can be referred to these facilities in case of emergency.

## **Emergency Telephone Numbers**

Fire Department-Elkhorn	911
Non-emergency	262-741-2277
Ambulance-Elkhorn	911
Police-Elkhorn	911
Non-emergency	262-723-2210
Sheriff-Walworth County	262-741-4400

Aurora Lakeland Medical Center  
Poison Control Center-Elkhorn

262-741-2000  
800-222-1222

## **Elkhorn Center Telephone Numbers**

Administrative Office	262-741-8454
Upper Iowa University-Fayette Campus	800-553-4150
Regional Director	414-475-4848
Dean of the Academic Extension	414-475-4848

### **Elkhorn Center Facilities**

Students at the Elkhorn Center have access to classrooms at the Gateway Technical College through a room rental contract with the Gateway Technical College. In addition to classroom space, Elkhorn Center students also have access to the library, common area, and rest room facilities. Computers are available in the open lab for student use. Parking is available in the Gateway Technical College parking lots. Students are in class on specified weekday evenings (Monday, Tuesday, Wednesday, Thursday or Friday evenings) depending on the term schedule, and Saturday mornings. The Gateway Technical College Library is open to the Upper Iowa students Monday through Thursday from 7:30 a.m. to 9:00 p.m. and on Friday from 7:30 a.m. to 4:00 p.m. During the summer, the library is open from 7:30 a.m. to 4:00 p.m. Monday through Friday. The library is closed on Saturday and Sunday.

### **Residence Halls**

The Elkhorn Center is for commuters. Therefore, residence halls, or other university sponsored living facilities are not available.

### **The Law and University Policies-Alcohol, Drug, and Sex Offenses**

To provide for the safety of members of the University community at the Elkhorn Center, Upper Iowa University has set standards of conduct for members of the community (see center catalog) and for those seeking admission to the University at the Elkhorn Center. These University standards are included in the Academic Extension Faculty Handbook, Handbook for Administration and Staff, and the Center Catalog (student handbook) given to all faculty, employees, and students.

The standards of conduct do not replace or relieve persons from complying with the requirements of civil or criminal laws. Unlawful behavior may result in criminal prosecution as well as disciplinary action.

Policies relating to alcoholic beverages, drugs, and sexual assaults are found in the Center Catalog, Handbook for Administration and Staff, and the Academic Extension University Faculty Handbook. As part of the education process, members of the University community are informed about University expectations and consequences when an individual violates alcohol, drug, and sexual assault policies and related laws.

## **Alcohol & Drugs**

In consideration of federal, state and local laws, the possession, use or sale of illicit drugs or alcohol is prohibited by Elkhorn Center students or employees on the grounds of the Gateway Technical College where Elkhorn Center classes are held. The possession, use or sale of alcoholic beverage is prohibited on the grounds of the Gateway Technical College as well. The University neither condones nor sanctions the use of alcohol. All individuals are expected to observe the alcoholic beverage and illicit drug related laws of the State of Wisconsin. Members of the Elkhorn Center University Community who are of legal age (21) are expected to make responsible decisions about the use of alcohol or drugs and to assume full responsibility for their personal conduct and actions. This includes respecting the right of those individuals who choose not to use alcohol or drugs.

## **Sexual Abuse**

Sexual harassment or assault are not tolerated at the Elkhorn Center. Specific procedures and policies are in place to handle reports of sexual harassment or assault.

### **Sexual abuse is prohibited and is defined as:**

- Unwanted or unwilling sexual contact-any sexual touching or attempting to disrobe a person without his/her willing consent.
- Unwanted or unwilling sexual intercourse-any unlawful sexual intercourse however slight that occurs without the consent of either party. Consent is defined as a positive verbal acknowledgment such as “yes.” Any person under the influence of alcohol or other drugs is considered incapacitated and unable to give consent.
- Sexual exploitation-the observation or reproduction of any sexual act without the written consent of all parties involved.

Examples: (not an exclusive list) Force or threats of force, including stranger and/or gang rape. Preventing a person from resisting by administering any intoxicant. Sexual intercourse with a person who is known to be unconscious of the nature of the act (e.g. sexual intercourse with a person who is sleeping, passed out or blacked out from alcohol or drugs.) Sexual intercourse with a person who is incapable of giving legal consent or under the legal age. Sexual intercourse with a student who is unable to give consent because of a language barrier.

The standards of conduct do not replace or relieve persons from complying with the requirements of civil or criminal laws. Unlawful behavior may result in criminal prosecution as well as disciplinary action by the appropriate disciplinary board or administrator.

## **Guide to Sexual Assault Referral Services for University Students and Employees**

It is an unfortunate fact that many individuals in our society are victims of personal violence. There is assistance available for a victim of such personal violence. A person who has been sexually abused will need support and information that will help clarify the issues and facilitate recovery. Aurora Lakeland Medical Center provides sexual assault counseling by calling 262-741-2000. Local counselors are available at 400 County Road H, Elkhorn, Wisconsin, or at the other locations where classes are held (Racine or Burlington GTC campuses).

## **Victims of sexual abuse may wish to consider the following actions:**

If you are raped or sexually assaulted:

1. Get to a safe place as soon as you can.
2. Try to preserve all of the physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic bag.
3. Get medical attention as soon as possible to assess and treat any injuries you may have sustained and to collect important evidence to assist police in legal action.
4. Contact the Walworth County Sheriff's Department (262-741-4400)
5. Contact the Coordinator of the Elkhorn Center who will maintain confidentiality, help explain your options, give you information and provide emotional support.
6. Contact someone you trust, a close friend or relative to be with you and support you.

**Male Victims:** While most victims of sexual assault are women, men can also be victims. Male victims at the Elkhorn Center should take the same steps as outlined in this document.

**Medical Treatment:** It is important to seek immediate and follow-up medical attention for several reasons: (1) to assess and treat any physical injuries you may have sustained; (2) to determine the risk of sexually transmitted diseases or pregnancy and take preventative measures; and (3) to gather evidence that could aid in criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished. An Elkhorn student can receive the examination at the emergency room of the Aurora Lakeland Medical Center or any other area hospital emergency room.

**Transportation:** The Walworth County or Racine County Sheriff's Department will transport anyone assaulted to the hospital at any time of day.

### **Counseling and Emotional Support**

There are several local counseling services available to provide counseling and emotional support. The staff at these agencies is able to intervene in a crisis situation and to provide you with information about your options. Local agencies include:

**Reporting to the Elkhorn Center Staff:** The Elkhorn Center staff members are also available to help provide you with information about your options, including medical assistance, counseling, University disciplinary action, and legal prosecution information. Talking about your concerns with the Center Director may help you sort through your feelings and decide what to do. You can also report a recently occurring incident at a later date, if you do not choose to report it immediately. However, the sooner you report the incident, the sooner action steps can be outlined for your welfare.

The reasons for reporting to the Elkhorn Center staff are: (1) to protect yourself and others from future victimization; (2) to apprehend the assailant; and (3) to, in some way, seek justice for the wrong that has been done to you. If you choose to report the incident to the Walworth County or Racine County Sheriff's Department, an officer will take a statement from you regarding what happened. He/she will ask you to describe the assailant(s) (if you do not know them), or identify them if you do. He/she may ask questions about the scene of the crime, any witnesses and what

happened before and after the incident. You may have a support person with you during the interview.

### **University Disciplinary Action**

If you have been sexually assaulted by another student or group of students and are considering University action, you are encouraged to discuss the matter with the Center Director or the Associate Vice President of the Academic Extension. Please note that the University is required by the Cleary Act (formerly the Campus Security Act) to report sexual assault statistics to the University community.

If you do not wish to have the assault reported statistically, you will need to discuss your options with the Center Director or Associate Vice President of the Academic Extension. This will allow you a chance to review the procedures should you decide to file a formal complaint to be handled by the University. This discussion does not obligate you to pursue official action.

Charges may either be filed directly by you or by the University on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the Code of Student Conduct in the Center Catalog.

Those students who are involved in sexual abuse cases are entitled to certain rights under Upper Iowa University Disciplinary Hearing Procedures as well as the following:

1. Both the accuser and the accused have the right to present relevant information and witnesses in a hearing.
2. Both the accuser and the accused have the right to be notified of the sanctions imposed.
3. The accuser may request reasonable accommodations as to academic arrangements after an alleged sexual assault.
4. The accuser has the right to file a complaint at any time during their enrollment at the University.
5. Students who violate University policies while involved in a sexual assault will be adjudicated for the policy violation. Sanctions will be of an educational nature instead of punitive.

**Non-student employee:** If you have been sexually assaulted or harassed by a non student employee of the University, this is a violation of the law and University policy. Complaints should be filed with the Center Director or the Associate Vice President of the Academic Extension.

An employee (non-student) who has been sexually assaulted by another employee or student should report the matter to the Center Director or Associate Vice President of the Academic Extension. If you want to press criminal charges, call the Walworth County or Racine County Sheriff's Department.

### **Anonymous Reporting**

If you are assaulted, and at this time do not want to pursue action within the University system or the local police department, you may still want to consider making an anonymous report. With your permission, the Center Director or Associate Vice President of the Academic Extension can file a report of the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter confidential, while taking steps to ensure future

safety for yourself and others. With such information, the University can keep accurate records about the number of incidents involving students or employees, determine whether there is a pattern of assaults with regard to a particular location, method or assailant, and alert the Elkhorn student community to potential danger.

### **Crime Awareness and Campus Security Act of 1990**

In November of 1990, President George Bush signed into law the **Student Right-To-Know and Campus Security Act**. This piece of legislation will affect, to some extent, the campus security programs of every postsecondary institution in the nation.

The Crime Awareness and Campus Security Act establishes a minimum standard for the disclosure of campus crime statistics in each institution's annual report. Numbers of the following offenses which are reported (to center administration or local police agencies) to have occurred "on campus" must be reported.

Crime definitions:

- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Destructions/Damage/Vandalism of Property (except "Arson"):** 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.
- **Criminal Homicide - Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Criminal Homicide-Manslaughter by Negligence:** The killing of one human being through gross negligence.
- **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 and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily injury. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempt to commit any of the aforementioned.
- **Motor vehicle theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).
- **Weapon Law Violations** – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons;

carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

- **Drug Abuse Violations** – Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
- **Liquor law violations:** The violation of laws or ordinances prohibiting: the manufacture, sale transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (drunkenness and driving under the influence are not included in this definition).
- **Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (note: constructive possession is defined by Black's Law Dictionary, 6<sup>th</sup> Ed. As "Where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")
  - **Pocket-Picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
  - **Purse-Snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
  - **Shoplifting:** The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
  - **Theft from Building:** A theft from within a building which is either open to the general public or where the offender has legal access.
  - **Theft from Motor Vehicle:** (Except Theft of Motor Vehicle Parts or Accessories): The theft of articles from a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

#### **SEX OFFENSES DEFINITIONS:**

- **Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
  - **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
  - **Forcible Sodomy:** Oral or anal intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate; however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

- **Sex Offenses-Non-forcible-**Unlawful, nonforcible sexual intercourse.

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

**Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Note:** Colleges and Universities are now required to inform students and employees of where they can learn of individuals who have been convicted of sex crimes. If you are interested in this information, you can contact the Police Department of the city or municipality that you reside in or the city or municipality where the individual whom you wish to learn about resides. There is also an online registry: [www.offender.doc.state.wi.us/public](http://www.offender.doc.state.wi.us/public) of those convicted of sex crimes.

In addition to the above mentioned and defined criminal acts, the Campus Security Act covers various hate crimes, the hate crimes that are covered are based on race, gender, religion, sexual orientation, ethnicity and disability.

### **Other Definitions:**

**Campus:** Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or retail vendor).

**Residential Facilities:** Dormitories or other residential facilities that students reside in while living on campus.

**Non-Campus Building or Property:** Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used by the students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** The term "public property" means all property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution in direct support of, or in a manner related to the institution's educational purposes.

### **Weather-Related**

Weather-related school closings will follow the procedure of Gateway Technical College which states that notice will be given to area radio and TV stations by 3:00 p.m. for evening classes. A listing of these stations can be found on the bulletin board in the center office. If there is a tornado warning the Elkhorn staff will have us go to the shelter area. You will be asked to stay there until the all clear is given. No one is allowed to leave the building.

## Crime Information and Statistics

Upper Iowa University-Elkhorn Center annually distributes a security report containing center security policies and procedures as well as crime statistics. The statistics are compiled in cooperation with the Walworth County Sheriff's Department. Statistics concerning the occurrences at the Gateway Technical College (Campus) and the Elkhorn Center Office which were reported to center administrators or local police are as follows:

## CAMPUS CRIME STATISTICS

### Criminal Offense Statistics at Gateway Technical College Facilities

GTC annually reports the crime statistics in accordance with applicable laws. Following is a summary of crimes that occurred on GTC facilities during 2007, 2008 and 2009.

Category	1/1 to 12/31 2008				1/1 to 12/31/2009				1/1 to 12/31/2010				
	O	R	N	P	O	R	N	P	O	R	N	P	
Homicide													
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage													
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug-Related													
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes													
Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0

O = On Campus – includes incidents in/on residential facilities, buildings, and property.

R = Residential Facilities – includes incidents in residential facilities only.

N = In or on non-campus building property.

P = On public property.

Crime statistics will be maintained on a calendar year basis in compliance with the Campus Security Act.