

## **Campus Security and Safety Report for the Madison, Wisconsin Center**

This information is being provided to all students and employees as part of Upper Iowa University's commitment to safety and security at the Madison 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 Iowa centers in Des Moines, Waterloo, Cedar Rapids, and Ankeny. Military centers include Fort Riley, Fort Leavenworth, Fort Polk, and Jackson Barracks, Louisiana. Civilian centers in Wisconsin include Janesville, Elkhorn, Madison, Wausau, Milwaukee and Prairie du Chien. We have one Illinois center in Rockford.

Upper Iowa University-Madison Center is located in Madison, Wisconsin, a community of over 500,000 people. The community is located in Dane County in southcentral Wisconsin. An approximate total of 300 students are enrolled each term(except Term 6) during the 2007, 2008, and 2009 academic years.

### **Madison Campus**

Upper Iowa University rents a portion of a building for the Madison Center at 4601 Hammersley Road, Madison, Wisconsin, located near the intersection of two major thoroughfares: the Beltline Freeway and Verona/Midvale Boulevard. There are eight classrooms including a fully networked computer lab. All classes are held at the 4601 Hammersley Road location.

### **Madison Center Campus General Security Practices**

The Madison Center contracts with JBM Patrol & Protection Corporation located at 3110 Kingsley Way, Madison, Wisconsin, to provide general security patrol including a marked vehicle which arrives approximately 10 minutes before classes let out and remains until all students, faculty and staff have left the building. At this time, they patrol the building to make sure everyone has left, and then secure the building. After the last evening class has started, the outside doors are locked at 7:00 p.m. by center staff. Students and faculty may leave however.

### **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, regulations, and community laws.

The administrative staff at the Madison Center will inform the Madison 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 University has policies and procedures followed by the Madison Center administrative staff to handle violations of conduct standards and the law by students or employees. This information is contained in the 2010-11 Upper Iowa University Academic Extension catalog which is distributed to all students and staff members.

To report a crime, a student should dial 911. Free phones are available in the office and the student lounge. Incidents should also be reported to the center staff. The Center Director will then report the incident to the Regional Director for the North-Central Region in Milwaukee, Wisconsin. The person making the call shall complete the Incident Report Form available at the Madison Center Office.

In the event of a fire, the student or employee should follow the same procedure. The Madison Center is located only a few blocks from a major fire station with full-time firefighters on duty 24 hours a day. There are fire extinguishers located in strategic locations around the building, and are inspected annually.

There are several major hospitals in the area, and full-time ambulance service available 24 hours a day. The first step is to call 911 and then to notify the office.

Emergency procedures are detailed in the chart below:

### **UIU Madison Center Emergency Procedures**

#### **Emergency Phone Numbers:**

- |  |              |
|--|--------------|
| ▪ Police/Fire/Paramedics                     | 911          |
| ▪ Poison Center                              | 800-222-1222 |
| ▪ St. Mary's Hospital 24-hour Emergency Line | 258-6800     |
| ▪ TDD/TTY Hearing Impaired Terminal          | 266-1111     |
| ▪ Center Director                            | 835-9421     |

**Madison Center Emergency Procedures**

Event	Procedure	Action
Fire	<ul style="list-style-type: none"> <li>▪ If fire is suspected call 911</li> <li>▪ Follow evacuation route posted in the room.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evacuate the building and move to the far end of the parking lot. Try to get a count to make sure everyone is present.</li> <li>▪ Wait until all-clear to re-enter.</li> </ul>
Bomb Threat	<ul style="list-style-type: none"> <li>▪ Do not hang up. Keep talking to the caller Document as much information as possible.</li> <li>▪ Have another person on a different line call 911.</li> <li>▪ Do not place receiver back on the telephone or release the call.</li> <li>▪ Notify staff and classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evacuate the building and move to the far end of the parking lot. Try to get a count to make sure everyone is present.</li> <li>▪ Wait until all-clear to re-enter.</li> </ul>
Weather Emergency – Snow	<ul style="list-style-type: none"> <li>▪ Staff will monitor situation and call radio and TV if necessary</li> <li>▪ Listen to weather alert radio for updates</li> </ul>	<ul style="list-style-type: none"> <li>▪ If class is not cancelled, individuals must make their own decision about whether or not conditions warrant driving.</li> </ul>
Weather Emergency – Tornado	<ul style="list-style-type: none"> <li>▪ If there is a tornado warning, outside sirens will sound.</li> <li>▪ Notify other rooms if appropriate</li> <li>▪ An all-clear siren will sound when the danger has passed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay in the building.</li> <li>▪ Move away from windows and doors.</li> <li>▪ Move to the interior hallway or lounge at, or near the men’s bathroom.</li> <li>▪ Wait for the all-clear signal before returning to class or leaving the building.</li> </ul>
Serious Injury	<ul style="list-style-type: none"> <li>▪ Call 911</li> <li>▪ Give name and exact location</li> <li>▪ Explain the nature of the emergency</li> <li>▪ Direct someone to meet the emergency personnel and bring them to the sick or injured person.</li> <li>▪ Notify office staff.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Under NO circumstances should staff or faculty attempt to move or transport the victim.</li> <li>▪ Bodily fluid spill kits and first aid kits are in each room, if needed.</li> </ul>
Security-Personnel	<ul style="list-style-type: none"> <li>▪ Always lock your vehicle</li> <li>▪ When you arrive at work, place personal items out of sight.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Security personnel are scheduled to be here every night at closing. If they are not present, notify the office the next day.</li> </ul>
Security – Facility	<ul style="list-style-type: none"> <li>▪ Outside doors will be locked at 7:00 p.m. Monday through Thursday, and 3:00 p.m. on Fridays when the staff leave.</li> <li>▪ Outside doors will be locked at 1:30 p.m. on Saturdays.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Immediately report any acts of vandalism or missing items to the office.</li> </ul>
Water Overflow/Power Outage	<ul style="list-style-type: none"> <li>▪ Notify center staff immediately</li> <li>▪ If after hours, call the Center Director.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evacuate area if necessary</li> <li>▪ Move equipment that may be damaged, if practical.</li> </ul>

### **Madison Center Facilities**

Classes are held at the Madison Center Monday through Thursday from 5:30 p.m. to 10:00 p.m. and Saturdays from 8:00 a.m. to 1:15 p.m. for undergrads, and to 4:00 p.m. for graduate students every other week. The office is open from 9:00 a.m. to 7:00 p.m. Monday through Thursday, 9:00 a.m. to 3:00 p.m. Friday, and is not open on Saturdays. A fully-networked computer lab is available at the Madison Center. Library services are available via the Internet and locally at two nearby branches of the Madison Public Library System. In addition, UIU students may use the library services of the University of Wisconsin- Madison, Edgewood College, and Madison College.

### **Residence Halls**

The Madison 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 Madison Center, Upper Iowa University has set standards of conduct for members of the community (see the 2009-10 EU Catalog) and for those seeking admission to the University at the Madison Center. These University standards are included in the Extended University Faculty Handbook, Handbook for Administration and Staff, and the Center Bulletin (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 Bulletin, Handbook for Administration and Staff, and the Extended 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 Madison Center students or employees on the grounds of the UIU Madison Center. 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 Madison 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 Madison 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. Victims of sexual assault are encouraged to contact the Rape Crisis Center at 251-7273. Most of the hospitals in the Madison area provide free referral services as well. Individuals should contact their local doctor or doctor’s office for referral.

### **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 emergency services at 911.
5. Contact the Rape Crisis Center at 251-7273 or your local doctor’s office, if desired.
6. If the assault occurred on UIU Madison property, contact the Madison Center Coordinator or your student advisor. UIU-Madison Center will maintain confidentiality, help explain your options, give you information, and provide emotional support.
7. 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 Madison 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. Any of the area hospitals can perform this evaluation.

**Transportation.** The administrative staff at the Madison Center will help arrange transportation to the clinic or hospital during normal working hours. This is normally done by contacting the 911-dispatcher available 24 hours a 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. These agencies may be contacted by the authorities on your behalf when you place the 911 call. You may also want to contact the Rape Crisis Center at 251-7273 for a referral as well. Their phone is staffed 24 hours a day.

**Reporting to the Madison Staff:** The Madison 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 Coordinator 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 Madison 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 Madison Police 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. 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. 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's 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.

An employee (non-student) who has been sexually assaulted by another employee or student should report the matter to the Center Director. If you want to press criminal charges, call the 911 dispatcher.

### **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 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 Madison 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 "campus" includes any building or property owned or controlled by the institution of higher education within the same reasonable contiguous area and used by the institution in direct support of, or related to, its educational purposes; or any building or property owned or controlled by student organizations recognized by the institution.

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:

- **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.
- **Sex Offenses:** A forcible sex offense is “any sexual act directed against another person, forcibly and/or against another person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent” which include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of “unlawful, non-forcible sexual intercourse” and include incest and statutory rape.
- **Robbery:** The taking, or attempting to take, of anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or putting the victim in fear of immediate harm.
- **Aggravated Assault:** An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or 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 - not that an (unsuccessful) attempt to commit murder would be classified as an aggravated assault.
- **Burglary:** The unlawful entry into a building or other structure with the intent to commit a felony or theft - note that forced entry is not a required element of the offense, so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are (unsuccessful) attempts to commit a burglary where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, building, motor vehicle or aircraft, personal property or another, etc.

Also required to be reported are the numbers of arrests for the following crimes which have occurred “on campus”:

- **Liquor Law Violations:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of “driving under the influence” or “drunkenness”).
- **Drug Abuse Violations:** Violations 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.
- **Weapons Possessions:** Violations 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.

U P P E R I O W A U N I V E R S I T Y

**Crime Information and Statistics**

Upper Iowa University-Madison 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 Madison Police Department. Statistics concerning the occurrences at the Madison Campus which were reported to center administrators or local police are as follows:

Category	1/1 to 12/31 2007				1/1 to 12/31 2008				1/1 to 12/31 2009			
	O	R	N	P	O	R	N	P	O	R	N	P
<b>Homicide</b>												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	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
Robbery	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
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests/Referrals</b>												
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0
Drug Related	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>												
Race	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
Religion	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
Ethnicity	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

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. The statistics for the 2009 calendar year are reported in September, 2010.