

VITERBO UNIVERSITY

2022 ANNUAL SECURITY AND FIRE SAFETY REPORT

August 2022

INTRODUCTION

The Annual Security and Fire Safety Report includes crime statistics for the most recent three-year period concerning reported crimes that occurred on campus; in certain off-campus building or properties owned or controlled by Viterbo; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning alcohol and drug use, crime prevention, reporting of crimes, sexual misconduct, and safety and security matters. The Fire Safety Report outlines fire safety practices, standards, and all fire related statistics for on campus residential facilities. In compliance with the U.S. Department of Education requirements, colleges and universities that participate in federal student financial assistance programs must publish an Annual Security Report each year by October 1st.

To request a paper copy of the report or for more information, contact the Director of Campus Safety or the Assistant Director of Campus Safety. The Annual Security and Fire Safety Report is also available on the Viterbo University web site at <https://www.viterbo.edu/campus-safety-and-security/annual-security-report>. A paper copy is available at the Campus Safety Office – Marian Hawk's Nest 101.

PREPARATION OF THE 2022 ANNUAL SECURITY AND FIRE SAFETY REPORT

This report is prepared to comply with the U.S. Department of Education requirements and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Email notification containing web site access to this report is made available annually to Viterbo students and employees. The full text of this report is available at this link:

<https://www.viterbo.edu/campus-safety-and-security/annual-security-report>.

This 2022 Annual Security and Fire Safety Report was prepared by the Vice President for Student Life, Director of Campus Safety and Assistant Director of Campus Safety. Members of Viterbo's Emergency Response Task Force and Student Life staff also assisted with review and edits of this report. Campus crime, arrest and referral statistics include those reported to Campus Safety and Security, the Interim Vice President for Student Life, Residence Life, Campus Security Authorities, and local law enforcement agencies.

SAFETY AT VITERBO UNIVERSITY

La Crosse Campus

REPORTING CRIMES AND EMERGENCIES

It is imperative that all crime and suspicious activity be reported to the Campus Safety and Security Department accurately and promptly. By working together, the university community and local law enforcement agencies can reduce crime on campus. We encourage all campus members to report all crimes or other emergencies to the local law enforcement and then to the Campus Safety and Security Department.

All Viterbo incident reports involving students, with the exception of confidential reports, alleging sexual harassment (including sexual violence), are forwarded to the Student Life Division. The Student Life Division will then refer all non-confidential incident reports to the Office of Residence Life for potential judicial action as appropriate.

A person reporting a crime to Campus Safety has the right to report the crime to their local law enforcement agency by calling **911** or utilizing the local law enforcement agency non-emergency phone number listed in the chart below. Campus safety officers, regularly discuss this option with the victim of a crime and will assist the victim with that process. Viterbo University does not have any officially recognized student organizations that have housing facilities “on or off-campus.” Campus Safety may be contacted about incidents occurring off-campus involving Viterbo students. There is no official La Crosse Police Department policy requiring such notification involving private property. Students in these cases may be subject to arrest by LCPD and university disciplinary proceedings through the Office of Residence Life.

To help provide a secure and safe environment, personnel are available to receive reports of crime and respond to calls at these telephone numbers 24 hours a day, 7 days a week. All incidents reported are reviewed, and applicable information is forwarded to the appropriate university office or civil authority.

La Crosse Campus

DEPARTMENT	SITUATION	PHONE NUMBER	LOCATION
Police, Fire, Emergency, Medical Services	Emergency Requiring Immediate Response	911	*****
Viterbo Campus Safety and Security	Immediate Response Needed	608-796- <u>3911</u>	Campus Safety Office - Hawk's Nest Rm. 101 Director of Campus Safety Hawk's Nest Rm. 103 Assistant Director of Campus Safety School of Nursing Rm. 413
La Crosse Police Department	Non-Emergency	608-785-5962	City Hall, 400 La Crosse St., La Crosse, WI

Viterbo Campus Safety	Evening And Weekend Non-Emergency	608-796- <u>3911</u>	Campus Safety Office Hawk's Nest Rm 101, 704 Franciscan Way
Viterbo Campus Safety	Weekday Non-Emergency	608-796- <u>3911</u>	Campus Safety Office - Hawk's Nest Rm. 101 Director of Campus Safety Hawk's Nest Rm. 103 Assistant Director of Campus Safety School of Nursing Rm. 413
Viterbo Campus Safety	In The Event of a Power Outage	608-796- <u>3911</u>	Campus Safety Office - Hawk's Nest Rm. 101 Director of Campus Safety Hawk's Nest Rm. 103 Assistant Director of Campus Safety School of Nursing Rm. 413

West Des Moines Campus (Iowa)

DEPARTMENT	SITUATION	PHONE NUMBER	LOCATION
Police, Fire, Emergency, Medical Services	Emergency Requiring Immediate Response	911	*****
West Des Moines Police Department	Non-Emergency	515-222-3320	250 Mills Civic Pkwy West Des Moines, IA 50265
Iowa Campus Coordinator Michael Gonzalez	Non-Emergency	515-224-0417	Center 4949 Westown Parkway, Suite 195. West Des Moines, IA 50266
Viterbo Campus Safety	Report A Crime or Incident Non-Emergency	608-796-3911	Student Union Security Outpost behind Security Desk La Crosse, WI

Viterbo University faculty, staff, students, and visitors are encouraged to report all crimes and public safety-related incidents or emergencies in a timely manner. This allows Campus Safety and Security to evaluate and improve methods for security and patrolling in an effort to increase effectiveness. Examples of reportable incidents include:

- Any suspicious activity or person seen on or loitering around campus, in or near the residence halls, apartments or theme house, or in the parking lots should be reported to Campus Safety and Security.
- Actual breaches of security such as an unescorted guest in the residence halls; doors propped open with rocks, sticks, or similar devices; unauthorized personnel working on windows, doors or other Physical Plant areas; unauthorized individuals entering or using university equipment, offices, or rooms.

REPORTING CRIMES ON AN ANONYMOUS BASIS

If you have experienced or have knowledge of certain crimes and do not want to pursue action within the university system or local criminal justice system, you may want to consider making an anonymous report. An anonymous report can be made on the Viterbo Speaks Up link: <http://www.viterbo.edu/student-affairs/viterbo-speaks>. The Director of Campus Safety can write a report on the details of an incident without revealing your identity. With such information, the university can keep an accurate record of the number of incidents involving students, determine if there is a pattern of crime in regard to a particular location, method, or assailant, and alert the campus community of potential danger. Anonymous reports are counted and disclosed in the annual crime statistics for the university.

EMERGENCY BLUE LIGHT PHONES

Emergency blue light phones are located on the La Crosse Campus. Once activated, a large blue strobe light flashes from the top of the phone tower and calls the on-call Campus Safety Officer. If you need assistance, see something that is suspicious, or see someone else who needs assistance, you may activate a blue light phone and speak directly with the on-call CSO. In case of an emergency, call **911**.

- a. Brophy Center (Dahl School of Business), northwest entrance off of Assisi Courtyard
- b. Fine Arts Center, Jackson Street entrance
- c. Library, Main entrance
- d. McDonald Terrace, Eighth Street entrance
- e. Parking Lot I, adjacent to Reinhart Center and Alley
- f. Physical Plant Building, Winnebago Street entrance
- g. Rose Terrace, Clock Tower entrance
- h. Student Union, Marian Courtyard entrance
- i. Treacy House, Southwest corner adjacent to parking lot D
- j. Assisi Courtyard

PASTORAL AND PROFESSIONAL COUNSELORS REPORTING REQUIREMENTS

The US Department of Education stipulates in The Handbook for Campus Safety and Security Reporting that campus “pastoral counselors” and campus “professional counselors,” when acting as such are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

At Viterbo, the Pastoral Counselor is the University Chaplain. The Professional Counselors are the Director of Counseling Services and any other licensed counselors working in the department. The counselors in the Counseling Center and the University Chaplain may inform their clients of the procedures to report crime to Viterbo Campus Safety or the La Crosse Police Department on a voluntary basis.

LA CROSSE VITERBO CAMPUS SAFETY AND SECURITY
CAMPUS SAFETY AND SECURITY 608-796-3911

www.viterbo.edu/campus-safety-and-security

The La Crosse Viterbo Campus has someone available to answer the on-call phone 24/7 365 days a year. Campus Safety and Security may be contacted 24 hours a day by calling 608-796-3911 or **3911** from an on-campus phone, or by activating the button on a “blue light phone” on campus. For Emergency services please call 911.

Safety is everybody’s business at Viterbo. You are encouraged to be responsible for your own safety and to report concerns to Campus Safety and Security at 608-796-3911 or a report may be submitted anonymously at <http://www.viterbo.edu/viterbo-speaks-up>. The Campus Safety and Security Office is located in Marian Hall Hawk’s Nest room 101. The Director of Campus Safety and Security’s office is also in the Hawk’s Nest Room 103. The Assistant Director of Security’s office is in the School of Nursing building room 413.

Safety tips include:

1. Lock all apartment, room, office and car doors and windows on and off campus.
2. Keep electronics and other valuables out of sight and away from car, home, and office windows and doors.
3. Do not leave electronics and other valuables in your car.
4. Avoid walking alone. Be aware of your surroundings. Stay in well-lighted areas.
5. Do not carry extra credit cards or money. Do not mark your keys with identification.
6. Engrave and photograph valuables. License and/or register bicycle. Lock your bicycle.
7. Report crimes and/or suspicious activity to Campus Safety and Security or local police department.

For more information on Campus Safety and Security visit <https://www.viterbo.edu/campus-safety-and-security> or call 608-796-3911.

Additionally, students, employees, and a family members can report crimes, worrisome behaviors, harassment, sexual violence or assault, hate/bias discriminations, violations of the Student Code of Conduct, and other issues and concerns at <http://www.viterbo.edu/viterbo-speaks-up>.

Campus Safety Personnel	Location	Phone	Hours
Director of Campus Safety	Hawk’s Nest Rm. 103, 704 Franciscan Way	Emergency 608-796- 3911 Non-Emergency 608-796-3914	6am-4pm Monday-Thursday
Assistant Director of Campus Safety	Nursing Center Office 413	Emergency 608-796- 3911 Non-Emergency 608-796-3913	8pm-6pm Tuesday-Friday

Campus Safety Officers	Hawk's Nest Rm. 101, 704 Franciscan Way	Emergency/Non-Emergency 608-796- <u>3911</u>	4pm-6am M-F 24 hours on weekends
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RESPONSIBILITIES OF CAMPUS SAFETY PERSONNEL

Campus safety and security officers are trained to handle a variety of calls and complaints from the Viterbo University community. Campus safety and security officers have the authority to ask individuals for identification, to determine whether those persons have lawful business on campus and to issue parking tickets billed through the Business Office. They are not police officers, nor do they possess the power to arrest. If a situation arises which a campus safety officer cannot handle, the proper authorities will be contacted. Campus Safety and Security maintains an ongoing working relationship with the La Crosse Police Department and the La Crosse County Sheriff's Department.

Campus safety and security officer functions include protecting campus community members and visitors, assisting visitors and serving as concerned public relations representatives, limiting access to those who are authorized, serving as a deterrent to persons intent on committing criminal acts, including vandalism, watching for use of illegal drugs and consumption of alcohol, protecting proprietary information; monitoring materials leaving the facilities and helping to ensure that company property does not leave without proper authorization, and spotting and reporting potential hazards. In addition, campus safety officers may be called to assist in cases of severe physical or mental health situation and call for transportation to a local healthcare provider, if necessary.

Serious criminal incidents are referred to the local police who have jurisdiction on campus. Campus Safety and Security maintains a highly professional, ongoing working relationship with the La Crosse Police Department (LCPD) and the La Crosse County Sheriff's Department. Campus Safety and Security occasionally works with other law enforcement agencies including West Des Moines Police Department. These organizations share information and the LCPD, and WDMPD assists Viterbo Campus Safety and Security frequently with information and services. The LCPD assigns a community liaison to the La Crosse Viterbo University campus, and there are two LCPD officers assigned to the Washburn neighborhood. The LCPD sends reports of off-campus alcohol offenses to the university. A memorandum of understanding designates the La Crosse Police Department as the law enforcement agency responsible for response to, and investigation of, criminal activity on the La Crosse Viterbo University campus.

While Viterbo Campus Safety and Security personnel may assist occasionally with off-campus incidents, the authority and jurisdiction of Campus Safety and Security is limited to Viterbo campus between 7th and 10th Streets and Market and Jackson Streets in La Crosse, Wisconsin. The addresses of the buildings on the campus property in La Crosse, Wisconsin are shown under the Definitions of Locations section of this report.

West Des Moines Campus

West Des Moines Viterbo Campus does not have Campus Safety Officers. Serious criminal incidents are referred to the West Des Moines Police Department. Non-emergency incidents are referred the Campus Safety and Security Department in La Crosse, WI. Campus Safety and Security Officers can take an incident report by phone or email. The Campus Safety Officer can evaluate how to handle the incident and contact local law enforcement if needed.

DEPARTMENT	SITUATION	PHONE NUMBER	LOCATION
Police, Fire, Emergency, Medical Services	Emergency Requiring Immediate Response	911	*****
West Des Moines Police Department	Non-Emergency	515-222-3320	250 Mills Civic Pkwy West Des Moines, IA 50265
Iowa Campus Coordinator Michael Gonzalez	Non-Emergency	515-224-0417	Center 4949 Westtown Parkway, Suite 195. West Des Moines, IA 50266
Viterbo Campus Safety	Report A Crime or Incident Non-Emergency	608-796-3911	Marian Hawk's Nest- Room 101 La Crosse, WI

LA CROSSE BUILDING ACCESS

During business hours, the university will be open to students, employees, guests, and vendors. During non-business hours and during periods of extended closing, access to all university facilities is by key or card, if issued, or through Campus Safety, Physical Plant, or Residence Life.

Residence halls and apartments are secured 24 hours a day. Some facilities may have individual hours, which may vary at different times of the year (i.e., Fine Arts Center, Library, Mathy Center, Outdoor Athletics Complex, Student Union, and Varsity Athletics Center). These facilities will be secured according to the schedules developed by the administrative staff responsible for the facility. Emergencies or unusual circumstances may necessitate changes to the posted schedules.

Viterbo has no off-campus location of student organizations officially recognized by the university (i.e., sororities, fraternities, etc.).

WEST DES MOINES BUILDING ACCESS

The West Des Moines Campus is typically open Monday thru Friday 8:00am until 5:00pm, unless a class is scheduled outside this time. Access to the building during business hours will be open to students, employees, guests, and vendors. During non-business hours and during periods of extended closing, access to all university facilities is by key, if issued by the Off Campus Iowa Coordinator. Emergencies or unusual circumstances may necessitate changes to the posted schedules.

SAFETY CONSIDERATIONS UTILIZED IN MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Safety and Security regularly patrols the La Crosse campus and reports malfunctioning lights and other unsafe physical conditions to the Physical Plant for repair. Other members of the university community should promptly report equipment problems to the Physical Plant for the La Crosse Campus and off campus coordinator for West Des Moines.

Campus community members should alert either the Director of Campus Safety and Security, at 608-796-3914, or the Director of Physical Plant at 608-796-3921 of safety and/or security concerns related to facilities and maintenance. Work orders are also available on the Physical Plant Web Site, <https://www.viterbo.edu/physical-plant>. On evenings and weekends, contact Campus Safety and Security at 608-796-3911 or 608-780-1582 in the event of a power outage.

EDUCATIONAL PROGRAMS FOR CRIME PREVENTION AND SAFETY

Viterbo University recognizes the importance of educational programs to help the campus community ensure their own safety and that of others. The following education opportunities are made available for students, staff, and faculty.

1. Behavioral Intervention Team: The Behavioral Intervention Team's responsibilities include addressing behaviors that may involve safety issues and preventing the escalation of threatening situations. The team is comprised of the Interim Vice President for Student Life, the Director of Campus Safety and Security, the Director of Counseling Services, the Director of Residence Life, the Director of the Academic Resource Center/Disability Services, Executive Director of Student Success, and the Director of Academic Advising.
2. Self Defense Training: Self Defense Training is offered to all students throughout the academic year.
3. Campus Safety and Security Presentations and Trainings: Safety presentations and trainings are provided on request by the Director of Campus Safety to campus groups, staffs, and assemblies.
4. Code of Student Conduct: The Code of Student Conduct prohibits many unsafe behaviors. The Code of Student Conduct is available at http://www.thezonelive.com/SchoolStructure/WI_ViterboUniversity/handbook.pdf
5. Drills: The annual campus-wide fire drill typically takes place in the fall semester. The annual campus-wide tornado drill typically takes place during the spring semester. Fire drills in housing facilities occur minimally two times during the academic year. The drills are coordinated by the Director of Campus Safety and Security. Other drills may be

scheduled by the Director of Campus Safety and Security and/or the Emergency Response Task Force and occur at a minimum of once per year.

6. MyStudentBody: All new, incoming domestic students are required to complete the alcohol, drug, and sexual violence training modules prior to their arrival to campus.
7. Safe Ride Bus Service: Safe Ride bus service is subsidized by the Student Government Association and is free to Viterbo University, University of Wisconsin-La Crosse (UW-L) and Western Technical College students. Viterbo Safe Ride bus stops are located on 8th and Market & at 9th and Jackson in front of the Fine Arts Center. The route is shown on the city of La Crosse Municipal Transit Utility web site. Safe Ride runs every 15 minutes on Thursday nights from 10 pm to 3 am, and Friday and Saturday nights from 9 pm to 3 am. Safe Ride buses run on fall and spring semester weekends when Viterbo classes are in session. (The Student Government Association will reimburse students for taxi rides as verified for trips from the downtown areas for fall and spring semester weekends when Viterbo classes are in session, but UW-L classes are not.)
8. Safe Ride Vouchers: Safe Ride vouchers are available at Tavern League establishments. Viterbo students desiring a ride should request one from the bartender.
9. New Student Orientation “The Hook Up” Presentation: All new, incoming students are required to attend this healthy relationships and healthy decision making training prior to the start of fall semester classes.
10. Safe Walk: Campus Safety and Security provides a safe walk service to students, staff, faculty, and visitors who request a companion to walk them from one campus location to another. Safe Walk is available 24/7/365 by campus safety and security personnel during the academic year. Safe Walk can be arranged by calling 608-796-**3911**.

EQUIPMENT AND SERVICES FOR CRIME PREVENTION AND SAFETY

1. Automated External Defibrillators (AEDs) and First Aid Kits: AEDs are available for use in the event of cardiac arrest. Users should follow the instructions available with the AED. AEDs are available 24/7/365 in these campus locations:
 - a. Bonaventure Hall, 4th floor near the elevator
 - b. Brophy Center (Dahl School of Business), 1st floor near northeast stairwell
 - c. Canticle Apartments, inside the laundry room in building 820
 - d. Clare Apartments, 1st floor outside the mailroom
 - e. Fine Arts Center, near the elevator in the main theater lobby and on the 1st and 3rd floors
 - f. Library, main entryway near the wooden doors
 - g. Marian Hall, 2nd floor lounge
 - h. Mathy Center, 1st floor near the elevator
 - i. McDonald Terrace, 1st floor near northeast stairwell
 - j. Murphy Center, 2nd floor, near the Financial Aid Office
 - k. Outdoor Athletics Complex, Main Complex
 - l. Physical Plant, 1st floor near the reception desk
 - m. Reinhart Center, 1st floor near Room 127
 - n. Rose Terrace, 2nd floor lounge
 - o. San Damiano Chapel, near the northwest entrance

- p. School of Nursing, 1st floor near the northwest entrance and 4th floor near the elevator
 - q. Student Development Center, 1st floor near the stairwell
 - r. Student Union, student TV and computer lounge
 - s. Treacy Hall, 1st floor near west stairwell
 - t. Varsity Athletic Center, front lobby
 - u. Laverna Apartments, 1st floor lobby
2. Bicycle Registration: Campus community members may register their bicycles at the City of La Crosse website at: <https://www.cityoflacrosse.org/your-government/departments/police-parking/police-services/bicycle-registration>
 3. Blue Light Security Phones: Emergency blue light phones are available 24/7 at these locations:
 - a. Brophy Center (Dahl School of Business), northwest entrance off of Assisi Courtyard
 - b. Fine Arts Center, Jackson Street entrance
 - c. Library, Main entrance
 - d. McDonald Terrace, Eighth Street entrance
 - e. Parking Lot I, adjacent to Reinhart Center and Alley
 - f. Physical Plant Building, Winnebago Street entrance
 - g. Rose Terrace, Clock Tower entrance
 - h. Student Union, Marian Courtyard entrance
 - i. Treacy House, Southwest corner adjacent to parking lot D
 - j. Assisi Courtyard
 4. Bullhorns: Bullhorns are available in the following locations for announcements and accessibility in the event of an emergency.
 - a. Campus Safety and Security Office, Hawk's Nest 101
 - b. 105 Fine Arts Building
 - c. Mathy Center Main Desk
 - d. Director of Campus Safety and Security Office Hawk's Nest 103
 5. Code Red: A notification system used for emergency notification via text message.
 6. Elevator Emergency Phones: Building elevators (except those in Bonaventure Hall and the Fine Arts Center) have emergency telephones below the button panel. They will be answered by a member of Campus Safety. The elevator in Bonaventure Hall has an emergency bell only. The Campus Safety and Security cellphone number is posted in the elevator. If you are unable to reach a Campus Safety Officer, please call 911.
 7. Emergency Response Plan: The Emergency Response Plan is available via QR code posted in corridors and offices, in the Viterbo University Student Handbook and Planner, and at <http://www.viterbo.edu/emergency-response-plan>. Copies are also available at the following offices:
 - a. Reinhart Center: RCE 110
 - b. Varsity Athletic Center: Main Office
 - c. Mathy Center: Front Desk
 - d. Marian Hall/Hawk's Nest
 - i. Director of Campus Safety's Office Hawk's Nest 103

- ii Campus Safety Office Hawk's Nest 101
 - iii Res Life Office Hawk's Nest 106
 - e. Murphy Center: MRC 228
 - f. Nursing Center:
 - i Main Office NRC 107
 - ii Assistant Director of Campus Safety's Office NRC 413
 - g. Fine Arts Center: Advancement Office FAC123
 - h. Brophy Center: BRC 105B
 - i. Sister Thea Bowman House: STBH 4
 - j. Physical Plant: Front Desk
 - k. Res. Life Buildings/Dorms: Resident Assistant's Rooms
- 8. Emergency Response Committee: This committee meets regularly throughout the calendar year to review, and improve policy, procedures, and systems and programs related to emergency prevention and response.
- 9. Evacuation Maps: Evacuation maps are posted in visible locations in each building.
- 10. InformaCast: A notification system that is used at Viterbo primarily to deliver emergency messages by speaker phone, phone screen display, and speakers in the corridors.
- 11. Surveillance Cameras: Surveillance cameras are located throughout the campus to deter wrongdoing and criminal activity.

COMMUNICATION ABOUT CAMPUS CRIME

EMERGENCY NOTIFICATION PROCEDURES

1. Officials at Viterbo University will issue emergency notification when an incident reported to or brought to the attention of Campus Safety and Security, law enforcement, or other offices poses a serious and/or ongoing threat to the safety of members of the campus community. Viterbo University without delay and taking into account safety of the community will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
2. The process of issuing an emergency notification begins by confirming there is a significant emergency or dangerous situation. Typically, Campus Safety personnel, the Executive Director of University Relations, the Vice President of Student Life, and members of the Rapid Communications Response Team (as needed) verify information and the existence of a significant emergency or dangerous situation. This occurs by gathering information from firsthand accounts, incident reports, alarm systems, security officers, Residence Life Professional Staff, police officers, media accounts, weather reports, and/or web information. In some locations, cameras can be reviewed in the event of an emergency or dangerous situation, etc.
3. The decision to issue an emergency notification will be made on a case-by-case basis in light of the known facts surrounding the incident, including factors such as the nature of the incident, the continuing danger to the campus community, the risk of compromising law enforcement efforts, etc. The decision to issue an emergency notification is typically made

jointly by two of the following university officials. If a situation develops that calls quick notification, and no other official is available, one of the following officials (or their designee) may decide to issue an emergency notification.

- a. Director of Campus Safety and Security
 - b. Assistant Director of Campus Safety and Security
 - c. Vice President for Student Life
 - d. Executive Director for University Relations
 - e. Vice President for Finance and Administration
 - f. University President
4. The content of an emergency notification is determined by the circumstance and how it affects the campus and campus community. Emergency notifications may be short or longer messages and are written to:
 - a. Alert the campus community of the situation,
 - b. Help protect individuals from harm,
 - c. Help prevent an incident from escalating and/or
 - d. Provide instruction that promotes the safety and well-being of those affected by the situation.
 5. A safety alert or emergency notification message may be directed to the entire campus community or to specific populations, segments, facilities or areas, etc. of the campus depending on the nature of the incident.
 6. Any one or a combination of these methods of communication may be used to issue an emergency notification:
 - a. Display screen monitors in building public areas
 - b. Email communication using Viterbo student and employee email addresses
 - c. Fire alarms
 - d. La Crosse area broadcast and print media
 - e. Messages posted on Viterbo web site home page
 - f. Messages posted on Viterbo Campus Safety web site home page
 - g. Messages posted in VU Today or on My VU
 - h. Office telephone screen display
 - i. Office telephone speakers
 - j. Public address speaker system
 - k. Posted paper flyers or posters
 - l. Text messages
 - m. Viterbo University Facebook and/or Viterbo University Twitter
 7. Methods for emergency notification are tested annually. The tests may be announced or unannounced. The documentation for these tests includes a description of the exercise and the date. (The Emergency Response Committee commonly designates a weekday the last week of June to test and/or complete tests of all emergency notification systems.)
 8. Members of the campus community should refer all media generated information requests to Communications at 608-796-3047 or communications@viterbo.edu. Campus community members are urged not to release names or information to media.

9. In the event of an emergency or a dangerous situation, the designated university spokespersons are the Executive Director for University Relations or the University President or their designee.
10. Communications and Marketing will issue public statements as necessary. These statements may be made in conjunction with assisting agencies. Communications and Marketing holds these as important priorities for communication in the event of an emergency:
 - a. Working to help ensure safety
 - b. Providing timely and accurate information as available
 - c. Protecting the privacy of students, employees, and families
 - d. Engaging media to help disseminate important public information
 - e. Explaining how the emergency is being handled

TIMELY WARNING POLICY

1. Viterbo University is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f).
2. Timely warnings will be issued in response to reported Clery Act crimes committed either on campus or, in some cases, off campus that, in the judgment of the University, constitute an ongoing or continuing threat to students and employees.
- 3.
4. Anyone with information believed to warrant a timely warning should promptly report the information to Campus Safety and Security. Campus Safety and Security will consult, as appropriate and necessary, with other university officials regarding whether a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.
5. Per provisions of the Jeanne Clery Disclosures of Campus Security Policies and Campus Crime Statistics, Viterbo University must issue timely warnings under certain circumstances. These circumstances include aggravated assault, arson, burglary, dating violence, domestic violence, motor vehicle theft, murder and non-negligent manslaughter, negligent manslaughter, robbery, sex offenses (rape, fondling, incest, statutory rape, and stalking) and other crimes.
6. When a determination is made that a timely warning should be issued, Campus Safety and Security will take appropriate steps to ensure timely notification to the campus community. Typically, a timely warning is issued using campus email and the Viterbo University Web Page. Other means of notification may be utilized as well.
7. The warnings will include the following information as needed and/or available: the date, time and location of the reported crime; a summary of the incident; a description of the subject and/or vehicle, and any instructions.
8. Viterbo University is not required to issue a timely warning with respect to crimes reported to a pastoral or professional counselor. 34 C.F.R. 668.46(e)(2)

MISSING STUDENT NOTIFICATION POLICY

This policy is established in compliance with the Higher Education Opportunity Act of 2008 which requires that post-secondary institutions with on-campus housing establish a missing student notification policy and procedures. Campus Safety and Security, along with other university officials will actively investigate any report of a missing student who is enrolled at Viterbo and is living in Viterbo housing facilities (i.e., Bonaventure Hall, Canticle House, Clare Apartments, Marian Hall, McDonald Terrace, Rose Terrace, Treacy House, and La Verna Apartments).

1. If a member of the campus community has reason to believe that a student who lives on campus is missing, it should be reported to Campus Safety and Security immediately at 608-796-3911.
2. Upon receiving the report, Campus Safety and Security and/or other appropriate personnel will make reasonable efforts to investigate the report and locate the student to determine his or her health, well-being, and safety. Efforts may include, but are not limited to, any one or more of these actions:
 - a. Attempting contact by phone, email, etc.
 - b. Checking resident student's room,
 - c. Checking ID card access points,
 - d. Contacting roommates, friends, family, etc., to determine possible location and/or companion(s)
 - e. Reviewing class schedule,
 - f. Contacting instructors, coach, etc.
 - g. Obtaining description of student and apparel,
 - h. Obtaining vehicle description and license number,
 - i. Searching facilities and/or parking lots.

The university reserves the right to contact family members or emergency contacts as a part of the investigation and to help determine the whereabouts of the student.

All students residing in Viterbo housing facilities are required to provide the Office of Residence Life with the names and phone numbers of a primary and secondary contact to be notified in the event of an emergency, such as the student is reported missing. Viterbo student contact information will be registered confidentially, that this information will be accessible only to authorized campus officials and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. In the event that the resident is under the age of 18 or is not yet emancipated, the university is required to have the primary emergency contact be a custodial parent or guardian. The university will follow this notification procedure for a missing student who resides in on-campus housing.

1. Any reports of missing students are to be referred immediately to Campus Safety and Security.
2. After Campus Safety and Security or other appropriate university personnel investigate the report, if it is determined that the resident student has been missing for 24 hours:

- a. Campus Safety and Security will notify the appropriate law enforcement agency. (Investigation will continue in collaboration with law enforcement officers as deemed appropriate.)
 - b. The custodial parent or guardian will be contacted if the student has not yet reached 18 years of age or is not emancipated.
 - c. If the student has a designated contact person, Viterbo officials within 24 hours of that student missing, will contact the designated person.
3. Procedures may vary if the student does not reside in on-campus housing.
 4. Resident students will be informed of the Missing Student Notification Policy via its publication in the Viterbo University Student Handbook and a shortened version in the Viterbo University Emergency Response Plan.

DAILY CRIME LOG

The Director of Campus Safety and Security maintains a daily campus crime log that shows all crimes and other serious incidents reported to Campus Safety and Security. The campus crime log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if known at the time of publication. The department updates the campus crime log daily, as crimes are reported. The paper copy of the most recent 60 day's crime log is available for public inspection 24 hours a day at the Security Office in the Hawk's Nest.

ANNUAL CAMPUS CRIME STATISTICS

This report is prepared to comply with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act. The full text of this report can be located on the Viterbo University Web site at this link: <https://www.viterbo.edu/campus-safety-and-security/annual-security-report>. The Vice President for Student Life, the Assistant Director of Campus Safety and Security, and the Director of Campus Safety and Security prepare this report in collaboration with Viterbo's Office of Residence Life and local law enforcement agencies. The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law and local laws.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the university community obtained from the following sources. Campus crime, arrest, and referral statistics include those reported to Viterbo University Campus Safety, designated campus security authorities (including, but not limited to directors, deans, department heads, Residence Life, Student Affairs, advisors to students/student organizations, athletic coaches) and local law enforcement agencies. The Director of Counseling Services and the University Chaplain may inform clients of the procedures to report a crime to Campus Safety and Security or the La Crosse Police Department on a voluntary and confidential basis. A procedure is in place to capture crime statistics disclosed confidentially during such a session.

An email notification, made to all employees and enrolled students, provides the Web site access to this report. Copies of this report may also be obtained from the Director of Campus Safety and Security or the Vice President of Student Life. All prospective employees may obtain a copy from Human Resources and all prospective students may access the Annual Security Report through the admissions office.

CRIME DEFINITIONS USED FOR CAMPUS CRIME STATISTICS

The definitions listed below are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook and are used to classify the criminal offenses listed in the statistics.

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 harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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, etc.

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 a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Dating Violence: An act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For this purpose the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes without limitation sexual or physical abuse or the threat of such abuse, but excludes acts covered under the definition of 'domestic violence.'

Destruction/Damage/Vandalism of Property: 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.

Disciplinary Referrals: Individuals referred to the Office of Residence Life for liquor law, drug law, and illegal weapons violations. The numbers include incidents that are reported via weapon incident reports and reports provided directly to Campus Safety from other members of the Viterbo community.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable

of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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.

Larceny/Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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.

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle, including cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including 'joyriding.'

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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, violence, and/or causing the victim fear.

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, severe laceration or loss of consciousness.

Stalking: Engaging in a course of conduct directed at a specific person, including without limitation by means of following, monitoring, observing, surveilling, threatening, or communicating to or about a person or interfering with a person's property, that would cause a reasonable person to fear for the person's safety or the safety of others or suffer significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

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

Weapons 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.

DEFINITIONS OF LOCATIONS

As specified in Clery regulations, the following property descriptions are used to identify the location of crimes on and around Viterbo's campus.

1. **On-campus Buildings or Property:** (a) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purpose, including residence halls, and (b) Any building or property that is within or reasonably contiguous to the area defined above, that is owned by the institution but

Liquor law violation referred for disciplinary action	71	58	68	70	49	68	0	0	0	0	0	0
Drug law arrests	1	1	4	0	0	1	0	0	0	0	0	3
Drug law violations referred for disciplinary action	9	7	4	9	7	0	0	0	0	0	0	1
Weapons Law Arrests	0	0	1	0	0	0	0	0	0	1	0	1
Weapons Law violations referred for disciplinary action	1	0	0	0	0	0	0	0	0	0	0	0
Hate crimes**	0	0	3	0	0	3	0	0	0	0	0	0
Sex offenses												
Rape	1	0	4	1	0	4	0	0	0	0	0	0
Fondling	1	1	3	0	0	3	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses												
Domestic violence	0	1	0	0	1	0	0	0	0	0	0	0
Dating violence	1	0	0	1	0	0	0	0	0	0	0	0
Stalking (online or in person)	3	0	1	2	0	0	0	0	0	0	0	0

Notes:

1. *On-campus residential facility crimes are also reported in the on-campus crimes.
2. **Hate crime category of bias is national origin; category of crime is intimidation.

**LA CROSSE CAMPUS 2021 TOTALS FOR HATE CRIMES
ON CAMPUS, ON-CAMPUS STUDENT HOUSING FACILITIES, NONCAMPUS,
PUBLIC PROPERTY**

Criminal Offense	2021 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/non-negligent man slaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	3	2	0	1	0	0	0	0	0

LA CROSSE CAMPUS CLERY GEOGRAPHY

NO.	BUILDING OR LOT	PHYSICAL ADDRESS	MAILING ADDRESS	CLERY CATEGORY
1.	Amie Mathy Center (AMC)	811 8 th Street South, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
2.	Brophy Center (BRC) Dahl School of Business	816 10 th Street South, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
3.	Bonaventure Hall (BONA)	700 Franciscan Way, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
4.	Canticle House (CANT)	814/820 8 th Street South, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
5.	Clare Apartments (CLAR)	710 8 th Street South, La Crosse, WI 54601	710 8 th Street South, La Crosse, WI 54601	On-Campus Residential Facility
6.	Fine Arts Center (FAC)	929 Jackson Street South, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
7.	Marian Hall (MAHS)	704 Franciscan Way, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
8.	McDonald Terrace (MCDT)	715 8 th Street South, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
9.	Murphy Center (MRC)	815 Viterbo Court, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
10.	Nursing Center (NRC)	916 10 th Street South, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
11.	Outdoor Athletic Center (OAC)	N3175 State Road 16, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	Non-Campus
12.	Parking Lot A, C, D, F, G, H, I, J, K, L, M, N, O, P, Q, R	No Address/ Shown on Campus Map	No Address/ Shown on Campus Map	On-Campus
13.	Physical Plant Building (PLT)	727 Winnebago Street, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus

14.	Reinhart Center (RCE)	900 Viterbo Drive, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
15.	Rose Terrace (ROSE)	801 V-Hawk Court, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
16.	San Damiano Chapel (CHP)	940 Franciscan Way, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
17.	Sister Thea Bowman Center	936 Franciscan Way, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
18.	Student Union Building (SUB)	702 Franciscan Way, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
19.	Treacy House (TREH)	825 Market Street, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
20.	Varsity Athletics Center (VAC)	814 Viterbo Court, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
21.	821 and 823 Theme House (H821/823)	821/823 7 th Street South, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Facility *Building demolished Spring 2022*
22.	817 Viterbo Drive Finn House	817 Viterbo Drive La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
22.	Weber Center For Performing Arts	428 Front St, La Crosse, WI 54601	428 Front St, La Crosse, WI 54601	Non-Campus
23.	Viterbo Green Bay	3061 Allied Street Green Bay, WI	3061 Allied Street Green Bay, WI	Non-Campus
24.	Lineville Intermediate School	2706 Lineville Rd, Green Bay, WI 54313	2706 Lineville Rd, Green Bay, WI 54313	Non-Campus
25.	Eau Claire Regis High School	2100 Fenwick Avenue Eau Claire, WI	2100 Fenwick Avenue Eau Claire, WI	Non-Campus
26.	Middleton High School	2100 Bristol Street Middleton, WI 53562	2100 Bristol Street Middleton, WI 53562	Non-Campus
27.	Maple Elementary School	W240N6059 Maple Ave., Sussex, WI 53089	W240N6059 Maple Ave., Sussex, WI 53089	Non-Campus

Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	0	0	0	0	0	0	0	0	0

WEST DES MOINES CLERY GEOGRAPHY

1.	Viterbo University West Des Moines	4949 Westown Parkway, Suite 195 West Des Moines, IA 53227	4949 Westown Parkway, Suite 195 West Des Moines, IA 53227	On-Campus
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**POLICY ON ALCOHOL, TOBACCO
AND OTHER DRUGS**

POLICY INTRODUCTION

<https://www.viterbo.edu/about/policy-alcohol-tobacco-and-other-drugs>

The University recognizes that the use or consumption of alcohol, tobacco products, and other drugs can adversely impact academic achievement, personal development, health, and safety. Individuals who violate university policy, local, state or federal regulations are subject to arrest and/or disciplinary sanctions including, but not limited to, required assessment, treatment, restrictions or expulsion.

GOOD SAMARITAN PROCEDURES:

It is of utmost importance that one calls for medical assistance when a student(s) is severely intoxicated or seriously injured after consuming alcohol or drugs. Because these emergencies can be life threatening, Viterbo works to reduce barriers to seeking assistance.

The university recognizes that sometimes concern about Viterbo disciplinary action may deter students from seeking medical assistance for themselves or others in drug- or alcohol-related emergencies. Therefore, Viterbo University will not take disciplinary action for a violation of Viterbo’s Code of Student Conduct, Alcohol, Tobacco, and Other Drug Policy, or other university policies, against those students who seek emergency medical assistance for themselves or other students. This protection is not available to those students who violate other university policy that warrants disciplinary action (e.g., students who are disruptive or combative, refuse treatment, possess a false identification, commit assault, and/or do property damage) and may not apply in the following circumstances:

- Incidents of concern including but not limited to violence, sexual assault, vandalization, harassment or hazing. Victims/survivors who experience medical distress will not face disciplinary action.
- An individual or group in situations resulting in serious physical injury or death.

- An incident with the involvement of operating a motor vehicle under the influence of alcohol or drugs when attempting to seek medical treatment or care for another individual.
- Criminal offenses in conjunction with the use or misuse of substances.
- An individual who is contacted by law enforcement. Law enforcement agencies are not bound under the same policies.
- Individuals with repeated incidents of concern or a history of concerning behaviors.
- Any calls to medical professionals deemed to attempt to invoke the Good Samaritan policy without due cause to avoid disciplinary action may face additional disciplinary action.

The university also recognizes the significant threat to health and safety of ingesting dangerous amounts of alcohol and/or drugs and will work to ensure the involved student receives appropriate education and evaluation to reduce this risk. As a result, any student for whom assistance is sought under this policy may be required to complete education, assessment, and/or possible referral for treatment. The student will be responsible for any associated costs. In the event the student incurs any alcohol violation during the twelve-month period following the Good Samaritan report, the prior assistance file may be reviewed as part of the sanctioning process but will not be counted as a prior alcohol offense for the purpose of imposing mandatory minimum sanctions.

It is Viterbo's expectation that a student will avoid disciplinary action under this Good Samaritan Policy only once; it is an opportunity to learn from a serious mistake and take healthy steps to avoid such mistakes in the future. The policy does not prevent action by police, or other legal authorities nor does it protect a reporting student from potential criminal or civil liability.

Medical emergencies: Alcohol and/or drug consumption/misuse can result in a medical emergency. Students and/ or staff should request help with such an emergency immediately by visiting a hospital emergency room and/or by contacting 911, Campus Safety and Security, Health Services or Residence Life.

Voluntary Seeking Assistance: When a student recognizes that they have difficulty with substance use and agrees to voluntary withdrawal to participate in a comprehensive substance use treatment program at their own expense, penalties incurred for disruptive behavior resulting from the use of alcohol and/or drug consumption may be waived.

THIS POLICY MAY BE APPLIED TO NON-DRUG OR ALCOHOL OFFENSES AS DEEMED FIT BY THE UNIVERSITY.

SMOKING AND TOBACCO POLICY

Viterbo University is a smoke and tobacco free campus. Viterbo University helps ensure a healthy campus environment by prohibiting the use, sale, advertisement and distribution of smoking and tobacco products including, but not limited to cigarettes, chewing tobacco, cigars, e-cigarettes, vaping devices, etc. Possession of e-cigarettes, cigars, and other tobacco products are not permitted in university housing. Smoking and tobacco products are prohibited from being utilized in university facilities, on university grounds, on sidewalks on and adjacent to university property, in university parking lots, at university-sponsored events, and in university vehicles. Policy violations may be reported to Campus Safety and Security, Human Resources, and/or Residence Life. Persons violating this policy may be subject to disciplinary action.

Students and employees interested in smoking cessation are encouraged to contact Wisconsin Quit Line at 1-800-QUIT NOW. The Wisconsin Quit Line is available 24/7 and provides free medications, life coaching and web forums. Viterbo Health Services and Counseling Services are also available for assistance.

POLICY ON ALCOHOL AND OTHER DRUGS

The Viterbo University Code of Student Conduct includes the following prohibited behaviors:

1. Use, possession, sale, manufacturing and/or distribution of alcoholic beverages, tobacco products, cannabis, Delta 8, Delta 9, other THC containing substances, prescribed drugs, synthetics, heroin, narcotics, and/or other substances banned by Wisconsin state statutes.
 - a. Alcohol and/or other drug intoxication regardless of age. Indicators of alcohol and/or other drug intoxication may be blood/breath alcohol concentration above the legal limit of 0.08, bloodshot or glassy eyes, blurred vision, confusion, chills or sweating, irrational conversation, mood swings, rapid eye movement, slurred speech, strong odor of alcohol or other drugs, unsteady walk or gait, or other actions that signify poor judgment.
 - b. Inability to exercise care for one's own safety and/or the safety of others due to intoxication.
 - c. Behavior that encourages or contributes to excessive alcohol consumption by any student.
 - d. Alcoholic beverages may not, in any circumstances, be used, possessed and/or distributed to any person under 21 years of age.
 - e. No alcohol is allowed in an on-campus apartment unless all assigned residents and guests present are 21 or older; alcohol is not allowed in first-year residence halls regardless of resident age.
 - f. Alcohol and drugs may be confiscated by Residence Life and/or Campus Safety and Security personnel.
 - g. Prescription drugs are permitted on university property only for use by the person to whom the prescription is written.
2. Violation of any federal (USA), state (Wisconsin) or local law (City of La Crosse or La Crosse County). When off-campus incidents come to the attention of university officials, the officials may follow up with disciplinary action. This may occur following parties, study abroad, travel for university-sponsored events, team travel, etc.
3. Use, sale, advertisement or distribution of tobacco products (cigarettes, chewing tobacco, cigars, e-cigarettes, vaping devices, etc.) in university facilities, on university grounds, at university events, and in university fleet vehicle.

These stipulations are also university policy:

1. Serving alcohol to an individual who has not reached 21 years of age is prohibited on Viterbo property and at university-sponsored events.
2. Moderate amounts of alcohol (i.e. no more than 12 cans of beer, one bottle of liquor no more than 1.75 oz each or up to one 1 Liter bottle of wine per person) are permitted and may be consumed in the privacy of on-campus housing facilities when all occupants and/or guests present in the room are 21 years of age or older. In such cases, the doors should be closed and all other policies governing noise and other common courtesies must be followed.
3. All assigned occupants of a residence hall room or apartment may be subject to disciplinary action if a guest or someone in the unit is violating alcohol, tobacco and other drug policies; non-occupants present may be subject to disciplinary action related to the complicity provision of the Code of Student Conduct.
4. No large quantities of alcohol will be permitted in university housing facilities (see previous) or on travel associated with the university. Providing alcohol to others puts the community and its members at risk.

5. Common source containers of alcohol (i.e. punch bowls, trashcans, water coolers, etc.) and/or containers holding more than 1.75 liters of alcohol whether empty or full, tapped or untapped, are not permitted on university property, at university-sponsored events or on travel associated with the university. Jell-O shots containing alcohol, pre-mixed punches, spiked punch, "garbage can punch" and other mixtures are considered to be excessive and are prohibited on university property, at university-sponsored events or on travel associated with the university regardless of alcohol content.
6. Drinking games and other activities which promote excessive consumption of alcoholic beverages are prohibited on university property, at university-sponsored events and on travel associated with the university. Any paraphernalia associated with such activities, including but not limited to beer pong tables, funnels, and shot glasses may be confiscated and not returned.
7. The possession, use, and/or displaying of alcohol, tobacco, and/or drug paraphernalia is prohibited on campus. For the purpose of this policy, paraphernalia is defined as items typically used to dispense alcohol, or to dispense or ingest tobacco or illegal drugs (bongs/funnels, hookahs, kegs, pipes, hookah pens, roach clips, shot glasses, empty bottles, etc.). Any related paraphernalia will be confiscated. Such confiscated items will not be returned.
8. Alcoholic beverages are not permitted at events planned for students and/or students' families (such as athletic team banquets, club parties/dances, receptions associated with student art shows and/or student recitals, and events planned for adult learning, graduate, and/or non-traditional students, etc.) unless approved by the Director of the Fine Arts Center and/or the Vice President for Student Life and Dean of Students. Use of alcoholic beverages is prohibited at all other university-sponsored events unless approved by the President of the university.
9. The service and/or sale of alcoholic beverages is not permitted on university premises or at university-sponsored functions between 8am and 5pm.
10. University employees may not store alcohol in offices or use alcoholic beverages on university property.
11. Alcoholic beverages are prohibited at university-sponsored athletic events on and off-campus.
12. Alcohol or other drug impaired driving on university property and drivers or passengers in university fleet vehicles or vehicles rented/utilized for university travel may not possess or consume alcohol beverages.
13. Grain alcohol (also known as ethanol or ethyl alcohol) is prohibited on university property, at university-sponsored events or on travel associated with the university except when used in a supervised classroom laboratory.
14. Viterbo Campus Safety and Security personnel may request that the La Crosse Police Department (LCPD) perform a voluntary breathalyzer test of: (a) individuals who are visibly intoxicated to help assess the need for medical treatment, and (b) individuals to demonstrate that they have not been drinking. People may request a breathalyzer test to demonstrate that they have not been drinking. When a breathalyzer is requested by Campus Safety and Security, people have the right to refuse it. Individuals may not refuse to be transported to the hospital when incapacitated. At Viterbo, breathalyzers are used only by members of the LCPD.
15. Exemption to this policy must be approved by the Director of the Fine Arts Center or the Vice President for Student Life and Dean of Students.

STUDENT ATHLETES

Student athletes are responsible for adherence to policy outlined in the Code of Student Conduct; the Viterbo University Policy on Alcohol, Tobacco and Other Drugs; local, state

and federal regulations; and standards imposed by the coach. In addition, all Viterbo student athletes regardless of age are required:

1. To refrain from the consumption of alcoholic beverages for 48 hours prior to any university-sponsored competitive event.
2. To report their own on-and off-campus alcohol or drug violations to the team coach and the Director of Athletics.

Typically, these sanctions are imposed by the team coach and the Director of Athletics in addition to the sanctions imposed by university personnel responsible for the enforcement of the Code of Student Conduct. These sanctions may be carried forward to the following year.

- a. First Violation – Suspended 10 percent of team’s NAIA allowable contests or dates.
 - b. Second Violation – Suspended an additional 20 percent of team’s NAIA allowable contests or dates.
 - c. Third Violation – Suspended one calendar year of athletics competition.
 - d. Fourth Violation – Permanently suspended from all further athletic participation at Viterbo University.
3. Should a student athlete seek medical assistance for themselves, or others, the Good Samaritan policy applies.

SANCTIONS

Disciplinary sanctions for violations of university regulations may include warning, disciplinary probation, discretionary or educational assignments, fines, parental notification, referrals, restitution, restrictions or loss of privileges, residence unit suspension, residence unit expulsion, temporary suspension, suspension from the university, or expulsion from the university. Under federal law, the university may notify the parents of alcohol and drug violations if the student is under the age of 21 at the time of notification.

Any student found responsible for the use or possession of illegal substances may face possible criminal charges. In addition, the university may require a student to participate in an approved drug rehabilitation program (at the expense of the student) and provide the university satisfactory evidence of successful completion of the program and of being drug free.

When it is not possible to determine who within a group of students is responsible for the use, possession, manufacture, sale or distribution of drugs and/or alcohol, responsibility for the offense will fall on the occupant(s) in whose room, vehicle or social gathering the violation occurs unless another individual within the group accepts responsibility.

While the sanctions imposed depend upon the severity of the offense and the history of offenses (if any), disciplinary sanctions typically follow this pattern:

LEVEL 1: Students who have been found responsible for a first minor alcohol/drug violation where the student may be sanctioned, and the student has been advised to take corrective action. Sanctions appropriate for Level 1 may include (but are not limited to): warnings, monetary fines, coach notification, restitution, mediation, community building activities with those negatively affected by the violation, counseling, volunteer service, and/ or educational projects.

LEVEL 2: Students who have been found responsible for violations where the student has been sanctioned and has been assigned mandatory corrective action including but not limited to a second minor alcohol/drug violation. Sanctions appropriate for Level 2 may include (but are not limited to): automatic parental/guardian notification of alcohol or drug law violations as permitted under FERPA, coach notification; monetary fines; restitution, community building with those negatively affected by the violation, counseling, volunteer service, behavioral contracts and/or loss of privileges for a period of 1 to 4 weeks.

LEVEL 3: Students who have been found responsible for more significant violations or multiple minor alcohol/drug violations where the student has been sanctioned, has been assigned mandatory corrective behavior, and has received a warning about the risk of losing good standing in the event of any future violations. Sanctions appropriate for Level 3 may include (but are not limited to): automatic parental/guardian notification for alcohol or controlled substance violations as permitted by FERPA; coach notification; monetary fines; restitution; counseling; behavioral contracts; community building; re-assignment from campus residence facilities and/or loss of privileges for a period of 1 to 8 weeks (not including semester break, spring break, summer or any other time the student is not enrolled in classes). Loss of privileges at Level 3 can include loss of the right to participate in university-sponsored activities and/or use of campus facilities.

LEVEL 4: Students who have been found responsible for serious violations where the student has had privileges suspended until corrective action is completed. The student has been warned that future violations could result in possible suspension or expulsion from housing. At Level 4, the student’s eligibility to participate in extracurricular activities is automatically and immediately suspended for a minimum of 1 week and will remain in effect until such time as the student makes satisfactory progress, as determined by the student conduct officer hearing the case, in completing required sanctions. Other sanctions which apply to students at Level 4 may include (but are not limited to): automatic parental/guardian notification for alcohol and drug violations as permitted by FERPA; notification of the student’s advisor, coach, or other faculty and staff who serve in an advisory capacity for the student; restitution for damages; monetary fines; loss of eligibility to live in student housing; and/or loss of any other student privileges for up to 32 weeks (not including semester break, spring break, summer or any other time the student is not enrolled in classes).

Community Sanctions: Viterbo students are subject to sanctions imposed by officials in their local and/or home communities as well as those imposed by the university. Fines typically imposed on those found to be drinking alcoholic beverages under the age of 21 are shown below. Sanctions usually involve payment for and the completion of an alcohol assessment in addition to the prescribed fines.

City of La Crosse

Underage Possession or Consumption, Underage Attempt or Procurement, Attempt or Entering Tavern, Possession of False ID

First Offense	Second Offense	Third Offense
\$250 Fine	\$407.50 Fine	\$565 Fine (\$691– 4th Offense, \$817 for 5th and up offense)

Other Penalties

Public Alcohol Consumption	\$124 Fine
Disorderly Conduct	\$187 Fine
Selling Alcohol to a Minor	\$313 Fine
Underage False ID (use or possess)	\$300-\$1,250 Fine
Public Intoxication	First Offense – Warning; Second Offense – Citation, \$565 Fine, and possible assessment; Third Offense – Citation, \$565 Fine and assessment;
Selling Alcohol without License	\$1,636 Fine
Social Host Ordinance	\$300
First Offense – Operating Motor Vehicle while Intoxicated	\$731 Fine and 6-month revocation, plus \$400 alcohol assessment
Unregistered Keg in the City of La Crosse	\$1,321 Fine

The Uniform Controlled Substances Act, Chapter 961, of the Wisconsin Statutes regulates controlled substances and details the penalties for violations. An individual convicted for first-time possession of a controlled substance may receive a sentence of up to \$5,000 and one year in prison. A person convicted for manufacturing, delivering or possessing a controlled substance with the intent to manufacture or deliver may be imprisoned for up to 30 years and be fined up to \$100,000.

Federal legal sanctions for other drug violations include imprisonment for up to six (6) years for possession of a small amount including less than 250 grams of cannabis. Possession of more than five (5) grams of cocaine with the intent to deliver may result in the penalty of 10 to 16 years imprisonment. A life sentence may be the result of conviction for possession of a controlled substance that results in bodily injury or death. Other sanctions for possession of a controlled substance include fines up to \$ 250,000, forfeiture of property, confiscation of property, community service, denial of federal benefits including student loans and financial aid, fines, imprisonment, mandatory assessment, suspension of driver's license, and/or probation. The severity of the disciplinary action depends upon the amount and type of controlled substance, the number of previous offenses, and the site and nature of the criminal activity.

DRUG-FREE WORKPLACE POLICY STATEMENT

Viterbo University is committed to maintaining a drug-free workplace in compliance with applicable state and federal laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on university premises and at university work sites. Use of alcoholic beverages at university events is prohibited except when approved by the Director of the Fine Arts Center or the Vice President for Student Life and Dean of Students as appropriate.

Employee violation of this policy may be cause for action including, but not limited to, referral to appropriate agency or agencies for evaluation and to determine the appropriate treatment or rehabilitation, participation in a drug rehabilitation program, separation from university duty, termination of employment, and/or referral for prosecution. Participation in a treatment program will not affect future employment or career advancement, nor will participation protect employees from disciplinary action for substandard job performance. Students who violate this policy will be governed by the university's Code

of Student Conduct and subject to disciplinary action up to and including suspension, expulsion and referral for prosecution.

Under the requirements of the Drug Free Workplace Act of 1988, an employee who is convicted of any criminal drug offense must notify their supervisor within 5 days. When notified of an employee conviction for an offense occurring in the workplace by an employee working on a federal grant or contract, the university will inform the granting or contracting federal agency within 10 days.

RESOURCES FOR PREVENTION, TREATMENT AND ASSISTANCE

Viterbo Counseling Services	www.viterbo.edu/counseling-services	3rd Floor Murphy Center (370)	608-796-3808
Viterbo Health Services	www.viterbo.edu/health-services	3rd Floor Murphy Center (340)	608-796-3806
24/7 Crisis Line	http://www.greatrivers211.org/home	Text "Hello" 741-741	Dial 211 or 800-362-8255
Coulee Recovery Center	https://www.couleerecovery.org	933 Ferry St., La Crosse	608-784-4177
Driftless Recovery Services	www.driftlessrecovery.com	441 Main St., Suite 301, La Crosse	608-519-5906
Gundersen Behavioral Health	https://www.gundersenhealth.org/locations/behavioral-health/la-crosse/	1900 South Ave., La Crosse	608-775-2287
JED Foundation	https://jedfoundation.org/		800-273-8255
Mayo Behavioral Health	https://www.mayoclinichealthsystem.org/services-and-treatments/behavioral-health	212 S. 11th St., La Crosse	608-791-9555
Wisconsin Tobacco Quit Line	https://ctri.wisc.edu/factsheets/quitline-fact/		1-800-784-8669
www.alcoholscreening.org	www.zeroinwisconsin.gov	www.smokefree.gov	https://www.cdc.gov/alcohol/factsheets.htm

HEALTH RISKS ASSOCIATED WITH USE OF DRUGS AND ALCOHOL

<https://www.viterbo.edu/about/policy-alcohol-tobacco-and-other-drugs>

Alcohol and/or drug consumption causes a number of marked changes in behavior. Even low consumption significantly impairs judgment, coordination, sleep, concentration, and academic functioning. Low to moderate amounts of alcohol and/or drugs can increase the incidence of a variety of aggressive acts including but not limited to physical, emotional, and sexual abuse. Moderate to high consumption of alcohol and /or drugs has been found to cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Repeated use of alcohol and/or drugs can lead to dependence. Sudden decrease of alcohol and/or drug intake is likely to produce withdrawal symptoms including but not limited to severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening and the need for medical attention is strongly encouraged.

A chart listing the possible effects and health risks associated with the use of illicit drugs and controlled substances may be found on the ATOD website listed above.

CHART: Health Risks Associated with Use of Drugs and Alcohol

This is a partial list of drugs and the results of their usage. The evidence is clear that alcohol and drugs are harmful to one's health and one's learning environment. Drugs can obstruct learning processes and cause disruption for the user and others. Early diagnosis of and treatment for alcohol and drug abuse is in the best interest of the student and the campus community.

	Physical	Mental/Emotional	Social
Alcohol	<ul style="list-style-type: none"> • Affects motor coordination, speech and vision. • Great amounts can affect respiration and heart rate. Death may result when blood alcohol exceeds 0.40 %. • Prolonged use can lead to alcoholism, malnutrition, cirrhosis, and increased risk of cancer of the esophagus, stomach, pancreas, liver and heart. 	<ul style="list-style-type: none"> • Increased anxiety and depression symptoms • Lower inhibition • Reduced ability to reason and make decisions • Anxiety • Memory loss 	<ul style="list-style-type: none"> • Withdrawal from social supports • Difficulty maintaining relationships • Change in friend group • Potential to harm others • Embarrassing interactions while drunk • Impact on work performance • Fewer opportunities due to alcohol related convictions • About 50% of college sexual assaults involve alcohol
Tobacco	<ul style="list-style-type: none"> • Coronary heart disease, stroke, ulcers, respiratory infections, cancer, bronchitis, emphysema, early menopause and stillborn and premature children. • Secondhand smoke causes pneumonia, asthma 	<ul style="list-style-type: none"> • Increased anxiety and tension • Irritability and depression when withdrawal begins 	<ul style="list-style-type: none"> • Isolation from nonsmokers • Spending more time with others who use • Exposing others to secondhand smoke • Social situations can become a trigger to use • Avoidance by others due to smell

	<p>exacerbation, and middle ear infections.</p> <ul style="list-style-type: none"> • Smokeless tobacco causes bad breath, unhealthy eating habits, stained teeth, inflamed gums, receding gums leading to tooth loss, tooth decay, frequent sores and precancerous patches in the mouth. 	<ul style="list-style-type: none"> • Reduces natural production of dopamine 	
Marijuana and Hashish	<ul style="list-style-type: none"> • Impair short-term memory and the comprehension. • Alter the sense of time and reduce concentration and coordination. • Increases heart rate and appetite. • Risk of chronic bronchitis, lung cancer, and psychosis. 	<ul style="list-style-type: none"> • Panic and anxiety • Paranoia • Decreased motivation • Loss of interest in activities previously enjoyed 	<ul style="list-style-type: none"> • Withdrawal from social activities • Effects can lead to social deficits • Memory issues can lead to loss of relationships • Spending more time with others who use • Legal issues
Methamphetamine – Meth, Crank, Crystal and Speed	<ul style="list-style-type: none"> • Agitation, violent behavior, insomnia, decreased appetite, convulsions or heart attack. • Chronic use can cause repetitive behavior, stroke, and death. 	<ul style="list-style-type: none"> • Irritability • Anxiety • Nervousness, • Delusions of parasites crawling under skin • Hallucinations • Paranoia • Psychosis 	<ul style="list-style-type: none"> • Withdrawal from social supports • Difficulty maintaining relationships • Isolation • Spending more time with others who use • Legal issues
Cocaine – Crack	<ul style="list-style-type: none"> • Physical and psychological dependency • Dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, and seizures. • Can cause death by disturbing the brain’s ability to control heart functions and respiration. 	<ul style="list-style-type: none"> • Paranoia • Irritability • Anxiety • Hallucinations • Mood disturbances 	<ul style="list-style-type: none"> • Spending more time with others who use • Withdrawal from social supports • Difficulty maintaining relationships • Social deficits • Lack of empathy • Social interactions feel less rewarding • Legal issues
Ecstasy	<ul style="list-style-type: none"> • Memory or coordination loss, dizziness, fainting, sleep problems, chills or sweating, slurred speech, 	<ul style="list-style-type: none"> • Depression • Anxiety • Paranoia • Psychosis 	<ul style="list-style-type: none"> • Lower sensitivity to social threat and awareness of danger

	<p>dehydration, hypertension, loss of control over voluntary body movements, tremors, reduced appetite, kidney failure, heart attack, stroke, seizure, increase in body temperature.</p>	<ul style="list-style-type: none"> • Feelings of detachment of self 	<ul style="list-style-type: none"> • Can cause users to interact with others differently than they typically would • Increased risky sexual behavior • Spending more time with others who use • Withdrawal from social supports • Difficulty maintaining relationships • Legal issues
<p>Hallucinogens – LSD, PCP, Mescaline, Psilocybin and Peyote</p>	<ul style="list-style-type: none"> • Interrupt brain messages that control the intellect and keep instincts in check. • Self-inflicted injury due to stopped pain sensors. • Large doses can cause convulsions, coma and death. • Prolonged users report memory and speech difficulties up to a year after usage. 	<ul style="list-style-type: none"> • Delusions • Hallucinations • Difficulty distinguishing between reality and illusion • Panic attacks • Distorted perceptions • Paranoia • Sadness • Terror • Psychosis 	<ul style="list-style-type: none"> • Spending more time with others who use • Withdrawal from social supports • Difficulty maintaining relationships • Legal issues
<p>Inhalants – Gas, Aerosols, Glue, Nitrates, White-Out</p>	<ul style="list-style-type: none"> • Permanent brain, liver and kidney damage, bronchitis, heart arrhythmia, seizures, coma and death can occur even with the first usage. 	<ul style="list-style-type: none"> • Hallucinations • Delusions • Impaired judgement • Irritability • Depression 	<ul style="list-style-type: none"> • Withdrawal from social supports • Difficulty maintaining relationships • Spending more time with others who use • Social deficits
<p>Narcotics – Morphine, Codeine, Heroin</p>	<ul style="list-style-type: none"> • Loss of appetite, extreme drowsiness, mental impairment and slowing of reflexes. • An overdose of narcotics may lead to convulsions, coma or death. 	<ul style="list-style-type: none"> • Depression • Anxiety • Confusion • Mood swings • Aggression • Hallucinations 	<ul style="list-style-type: none"> • Withdrawal from social supports • Difficulty maintaining relationships • Spending more time with others who use • Legal issues
<p>Steroids</p>	<ul style="list-style-type: none"> • Liver disease, cancer, growth problems, bone fusion, sexual dysfunction and aggressive behavior. • Risk of HIV or Hepatitis B with use of unsterile needles 	<ul style="list-style-type: none"> • Aggression • Mania • Delusions • Paranoia • Impaired judgement 	<ul style="list-style-type: none"> • Social isolation due to physical side effects such as enlarged breasts for men and baldness or excessive body hair growth for women

			<ul style="list-style-type: none"> • Difficulty maintaining relationships
Stimulants and Amphetamines	<ul style="list-style-type: none"> • Increased heart rate and blood pressure that can result in a stroke or heart failure. • Dizziness and sleeplessness • Physical collapse. 	<ul style="list-style-type: none"> • Anxiety • Paranoia • Hallucinations • Psychosis • Depression 	<ul style="list-style-type: none"> • Difficulty maintaining relationships • Increased risky sexual behavior • Legal issues

**VITERBO UNIVERSITY TITLE IX:
PROHIBITION OF SEXUAL HARASSMENT**

NOTICE OF NON-DISCRIMINATION

It is the mission of Viterbo University to prepare students for faithful service and ethical leadership. The University’s core values of contemplation, hospitality, integrity, stewardship, and service are reflected in educational programs that transform students and prepare them to be successful in their careers and as stewards of their communities. To promote its mission and values, the University is committed to creating a safe and supportive environment for all and to ensuring that its programs, activities and operations are free from discrimination and harassment.

The University prohibits all forms of discrimination against students, employees, and other persons in all aspects of the University’s programs, activities and operations, based on sex, race, religion, national origin (including persons whose primary language is not English), ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender expression, gender identity, gender non-conformity, physical, mental, emotional or learning disability.

Statement Regarding Sex Discrimination under Title IX

As mandated by the federal Title IX statutes and under the regulations set forth in Part 106 of Title 34 of the Code of Federal Regulations, the University does not unlawfully discriminate on the basis of sex in any educational program or activity that the University operates. Title IX’s mandate not to discriminate on the basis of sex extends to students, employees, and other persons in all aspects of the University’s programs, activities, and operations. Inquiries regarding how Title IX applies to the University may be referred to the University Title IX Coordinator (contact information below), to the Assistant Secretary at the U.S. Department of Education Office for Civil Rights, or to both.

SCOPE OF POLICY

Sexual Harassment under Title IX

This policy prohibits sexual harassment (which includes sexual assault, dating violence, domestic violence and stalking) under Title IX in all programs, activities, and operations of the University. Individuals who engage in such acts are in violation of this policy and are subject to disciplinary action. This policy also prohibits retaliation against individuals who report sexual

harassment, who assist others in reporting, or who participate in university proceedings related to such a report. Individuals who engage in retaliation are subject to disciplinary action.

When the University has actual knowledge of sexual harassment under Title IX in an education program, activity, or operation of the University against an individual, including a student or employee, in the United States, the University shall respond promptly in a manner that is not deliberately indifferent.

The regulations set forth in 34 C.F.R. Part 106 related to Title IX Sexual Harassment were released on May 6, 2020 and became effective on August 14, 2020. Due to the short timeframe for development and implementation, the University anticipates that changes to the federal regulations or additional guidance from the enforcing agency, may require revisions to this policy.

The University has jurisdiction over Title IX sexual harassment complaints regarding conduct that occurs at locations, events, or circumstances over which the University exercises substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX and the context in which the sexual harassment occurred. This may include conduct that occurs on and off campus but in no case includes conduct against an individual outside the United States. If the alleged conduct does not constitute sexual harassment under Title IX, the University may address the conduct under other policies or codes of conduct.

All Other Unlawful Discrimination

This policy and the grievance process herein apply only to complaints alleging sexual harassment under Title IX. All other complaints involving discrimination based on any other legally protected status including race, color, national origin, disability, religion, sex (other than sexual harassment under Title IX), pregnancy, and age, are addressed in other policies of the University.

TITLE IX COORDINATORS

Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, the Viterbo University Title IX Coordinators are the designated University representatives with primary responsibility for coordinating University Title IX compliance efforts, including the University's efforts to coordinate the effective implementation of supportive measures, investigate the occurrence, end sexual harassment, prevent its recurrence, and remedy its effects. The responsibilities of this position are critical to the advancement, implementation, and monitoring of university-wide efforts to comply with Title IX legislation, regulation, and case law. The Title IX Coordinators are the University representatives who are charged with the responsibility to oversee and monitor Title IX related policies and developments; the oversight of complaint processes and procedures; the provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the University's Title IX compliance. The Title IX Coordinators may work with other University

employees in carrying out their duties under Title IX.

The Title IX Coordinators designated below have been authorized to coordinate and oversee the University's compliance with Title IX:

Title IX Coordinator:

Maria Moreno
Title IX and Equity Coordinator
Viterbo University 424 School of Nursing, La Crosse, WI 54601
608-796-3173
[msmoreno@viterbo.edu](mailto:mamoreno@viterbo.edu)

Deputy Title IX Coordinator:

Kayla Berg
Interim Director of Human Resources
Viterbo University 217 Murphy Center, La Crosse, WI 54601
608-796-3931
krberg@viterbo.edu

If the designated Title IX Coordinator is unavailable, disqualified by bias, or otherwise unable to perform this duty, the individual should contact the above Deputy Title IX Coordinator. The individual may also contact the U.S. Department of Education's Office for Civil Rights, which can be reached in person or by mail at Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, by phone at 312-730-1560 or TDD 877-521-2172, or by email at OCR.Chicago@ed.gov or the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice (DOJ): <https://www.justice.gov/crt/educational-opportunities-section>

DEFINITIONS

Definition of Sexual Harassment under Title IX

“**Sexual harassment**” under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
- (3) Sexual assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), dating violence, as defined in 34 U.S.C. § 12291(a)(10), domestic violence, as defined in 34 U.S.C. § 12291(a)(8), or stalking, as defined in 34 U.S.C. § 12291(a)(30).

“Sexual assault” under 20 U.S.C. § 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including but not limited to rape, sexual assault with an object, and groping.

Sexual assault includes, but is not limited to:

a. Intentional touching of another person’s intimate parts without that person’s consent; or b. Other intentional sexual contact with another person without that person’s consent; or c. Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or d. Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

“Dating violence” under 34 U.S.C. § 12291(a)(10) means violence committed by a person:

(1) Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and

(2) Where the existence of such a relationship shall be determined based on the reporting party’s statement and a consideration of the following factors:

a. the length of the relationship; b. the type of relationship; and c. the frequency of interaction between the persons involved in the relationship.

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

“Domestic violence” under 34 U.S.C. § 12291(a)(8) includes but is not limited to felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

While not exhaustive, the following are examples of conduct that can constitute domestic violence: (1) physical harm, bodily injury or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or (3) terroristic threats, criminal sexual conduct, or interference with an emergency call.

“Stalking” under 34 U.S.C. § 12291(a)(30) means engaging in conduct directed at a specific person that would cause a safe reasonable person to fear for his or her or the safety of others or to suffer substantial emotional distress.

Examples include acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or

communicates to or about a person, or interferes with a person's property. Stalking behavior includes, but is not limited to:

- a. Repeated, unwanted, intrusive, or frightening communications by phone, mail, text, email and/or social media;
- b. Repeatedly leaving or sending an individual unwanted items, presents, or flowers;
- c. Following or lying in wait for an individual at places such as home, school, work, or recreation place;
- d. Making direct or indirect threats to harm an individual, an individual's children, relatives, friends, or pets;
- e. Damaging or threatening to damage an individual's property;
- f. Posting information or spreading rumors about an individual on the internet, in a Campus place, or by word of mouth;
- g. Unreasonably obtaining personal information about an individual by accessing Campus records, using internet search services, hiring private investigators, going through an individual's garbage, following an individual, contacting an individual's friends, family, work, or neighbors, etc.

Other Definitions Applicable To This Policy

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment under Title IX to (1) the University's Title IX Coordinator; or (2) any officials of the University who have authority to institute corrective measures on behalf of the University. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the University with actual knowledge is the alleged perpetrator. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

“Complainant” means the individual who is alleged to have been the victim of sexual harassment.

“Consent” means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. The following persons are presumed incapable of consent: a person suffering from a mental illness or defect which impairs capacity to appraise personal conduct, and a person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress are used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent.

- a. Silence or absence of resistance does not imply consent.
- b. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.
- c. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual

situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

“**Day**” when used in this policy means a business day and does not include Saturday, Sunday, legal holidays, or days the University is closed.

“**Education program or activity**” includes locations, events, or circumstances over which the University exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX and the context in which the sexual harassment occurred. This definition does not include education programs or activities that occur outside the United States.

“**Exculpatory Evidence**” is evidence that tends to clear or excuse a Respondent from allegations of sexual harassment.

“**Formal Complaint**” means a document filed by a Complainant or signed by the Title IX Coordinator, alleging sexual harassment against a Respondent and requesting the University to investigate the allegation of sexual harassment. At the time a Formal Complaint is filed (either by the Complainant or guardian, or the Title IX Coordinator), the named Complainant must be participating in or attempting to participate in the education program or activity of the University.

“**Inculpatory Evidence**” is evidence that tends to establish a Respondent’s responsibility for alleged sexual harassment.

“**Preponderance of the Evidence**” is the standard applied by the decision-makers under the grievance process in this policy and means that there is sufficient relevant evidence for the decision-makers to find that the Respondent has more likely than not engaged in conduct that violates this policy.

“**Report**” means a written or verbal communication in person or via electronic communication, U.S. mail, facsimile, voicemail or telephone or notification through Viterbo Speaks Up made by any person for the purpose of providing information about alleged sexual harassment under Title IX. The grievance procedure is triggered only when a report is made or provided to the Title IX Coordinator or an individual who has authority to institute corrective measures on behalf of the University. A report of sexual harassment does not constitute a Formal Complaint under the grievance process in this policy.

“**Respondent**” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. “**Supportive measures**” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the University’s education program or activity without unreasonably burdening the other party, while protecting the safety of all parties and the University’s educational environment; and deterring sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class

schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

REQUIRED NOTICES

The University shall display the following notice on its website and in each handbook or catalog provided to applicants for admission and employment, students, parents or legal guardians, University employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board: The University does not unlawfully discriminate on the basis of sex in any education program or activity that the University operates. Title IX's mandate not to discriminate on the basis of sex extends to students, employees, and other persons in all aspects of the University's programs, activities, and operations. Inquiries regarding how Title IX applies to the University may be referred to the University Title IX Coordinator (contact information below), to the Assistant Secretary at the U.S. Department of Education, or to both.

Title IX Coordinator:

Maria Moreno
Title IX and Equity Coordinator
Viterbo University 424 School of Nursing, La Crosse, WI 54601
608-796-3173
msmoreno@viterbo.edu

Deputy Title IX Coordinator:

Kayla Berg
Interim Director of Human Resources
Viterbo University 217 Murphy Center, La Crosse, WI 54601
608-796-3931
krberg@viterbo.edu

The University has adopted a grievance procedure and process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The Title IX grievance procedure and process addresses how to report or file a Formal Complaint of Sexual Harassment, and how the University will respond.

This notice will be provided to applicants for admission and employment; students, parents, or legal guardians of elementary and secondary school students; employees; and unions or professional organizations holding collective bargaining or professional agreements.

REPORT OF SEXUAL HARASSMENT UNDER TITLE IX

Any official of the University who has authority to institute corrective measures with actual knowledge of sexual harassment under Title IX **shall** immediately report sexual harassment to the Title IX Coordinator. In the event that the sexual harassment involves conduct by the Title IX Coordinator, the report should be made to one of the Deputy Title IX Coordinators listed above.

Any person (including a person not alleged to be the victim of sexual harassment) **may** report sexual harassment at any time, including during non-business hours, to the Title IX Coordinator by mail, by telephone, by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made orally or may be in writing. "[Viterbo Speaks Up](#)" may be used to report sexual harassment under Title IX. The report should identify the alleged victim, perpetrator, and witnesses, and describe the sexual harassment in detail including date, time, and location.

The designation of an individual as a Campus Security Authority (CSA) under the Clery Act does not denote an individual as an "official who has authority to institute corrective measures" under Title IX.

CONFIDENTIALITY

The University shall keep confidential the identity of any person who has made a report or complaint of sexual harassment under Title IX, any Complainant, any individual who has been reported to be the perpetrator of sexual harassment, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), as required by law, or to carry out the purposes of this Policy or Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX.

The University may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains the voluntary written consent of the party or the party's parent or guardian.

INITIAL RESPONSE TO REPORT OF SEXUAL HARASSMENT UNDER TITLE IX

In responding to a report of sexual harassment, the Title IX Coordinator may consider whether the allegations constitute discrimination or harassment under another state or federal law or a violation of the University's policies or code of conduct, and whether a concurrent investigation should continue under a different policy. Unless required by law, the process in this policy shall provide required due process under state or federal law if the process herein is utilized.

The University will treat Complainants and Respondents equitably by offering supportive measures to a Complainant, and by following a grievance process that complies with Title IX before the imposition of any disciplinary sanctions or other actions that are not supportive measures as against a Respondent.

When the University is required to provide notice to parties identified in the grievance process, notice shall be acceptable if it is in writing and delivered to the parties and advisors: (a) In person by the Title IX Coordinator or designee; (b) U.S. mail to the local or permanent address of the individual as indicated in official University records; or (c) Email to the individual's University-issued email account. Notice via email will be presumed received when sent. In all other circumstances, the parties must confirm receipt to the Title IX Coordinator within three (3)

business days. A Respondent who fails to confirm receipt of a notice of outcome as required herein, may be subject to disciplinary sanctions.

Supportive Measures

When the Title IX Coordinator determines that the University has actual knowledge of sexual harassment under Title IX, the Title IX Coordinator will respond promptly (generally within five (5) days) in a manner that is not deliberately indifferent. Initially, the Title IX Coordinator will:

1. Contact the Complainant (individual alleged to be the victim of sexual harassment) to (a) discuss the availability of supportive measures; (b) consider the Complainant's wishes with respect to supportive measures and inform the Complainant of the availability of supportive measures with or without filing a Formal Complaint; and (c) explain to the Complainant the process for filing a Formal Complaint.
2. Determine appropriate supportive measures and coordinate with appropriate administration to provide supportive services to the Complainant.
3. Document the provision of supportive measures or if supportive measures are not provided, document the reasons why such response was not clearly unreasonable in light of the known circumstances.

The University must maintain as confidential any supportive measures provided to the Complainant to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

Emergency Removal/Administrative Leave

Emergency Removal of a Student. Upon receipt of actual notice, the Title IX Coordinator (in consultation with University administration) may consider whether a Respondent should be removed from the education program, activity, or operation of the University on an emergency basis. Before any emergency removal is permitted, the University shall:

1. Undertake an individualized safety and risk analysis, 2. Determine that an immediate threat to the health or safety of students or other individual justifies removal; and 3. Provide Respondent notice of the removal and of the opportunity to challenge the decision by submitting a written statement challenging the decision and the reasons therefore, to the Title IX Coordinator within twenty-four (24) hours following the removal.

Administrative Leave of an Employee. The University may place a non-student employee Respondent on administrative leave, including during the pendency of a grievance process. The University shall comply with any applicable requirements under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act when removing a Respondent from the education program, activity, or operation or placing a Respondent on administrative leave.

FORMAL COMPLAINT

Complainant May File a Formal Complaint

1. A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by mail, by electronic mail, by using the contact information for the Title IX Coordinator, or by any additional method designated by the University.
2. A document filed by a Complainant means a document or electronic submission that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant, or a guardian acting on behalf of a Complainant, is the person filing the Formal Complaint. If the University receives a Formal Complaint, the University must follow the grievance process below.

Title IX Coordinator May Sign a Formal Complaint

1. If a Complainant chooses not to file a Formal Complaint, the Title IX Coordinator may engage in a determination of whether to sign a Formal Complaint. This determination may not be delegated to any other individual.
2. In making this determination, the Title IX Coordinator shall consult with other University administration as deemed necessary or appropriate and consider whether the University's interest in the safety of others as well as potential disciplinary sanctions against the Respondent, warrants signing by the Title IX Coordinator.
3. The Title IX Coordinator may not sign a Formal Complaint against the wishes of the Complainant if involving the Complainant in the grievance process would be clearly unreasonable in light of the known circumstances.
4. Upon signing the Formal Complaint, the Title IX Coordinator does not become a Complainant or party to the Formal Complaint.

Dismissal of Formal Complaint

Upon receipt of a Formal Complaint or if appropriate, at other points in the grievance process, the University must determine whether a Formal Complaint should be dismissed pursuant to the following provisions. The dismissal of a complaint is appealable to the extent allowed by this policy.

1. **Mandatory Dismissal.** The University must dismiss a Formal Complaint if the conduct alleged:
 - a. Would not constitute sexual harassment as defined under Title IX even if proved;
 - b. Did not occur within the University's program or activity; or
 - c. Did not occur against a person in the United States.

If dismissal is required, the University must promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. Dismissal of a Formal Complaint does not preclude action under the University's code of conduct.

2. Permissive Dismissal. The University **may** dismiss a Formal Complaint if, at any time during the investigation, any of the following occurs:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint;
- b. The Respondent is no longer enrolled in or employed by the University; or
- c. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint.

If such dismissal occurs, the University must promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. If dismissed, the University will review whether the complaint should be investigated under other applicable policies or codes of conduct.

Consolidation of Formal Complaints

The University may consolidate Formal Complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Informal Resolution

Following the filing of a Formal Complaint, and at any time prior to reaching a determination regarding responsibility, the University may facilitate an informal resolution process, including mediation, which does not involve a full investigation and adjudication. The facilitator of an informal resolution process may not be the same individual as the Title IX Coordinator, investigators, decision-makers or appeal decision-maker. The informal resolution process shall adhere to the following:

1. An informal resolution process is not available to resolve allegations that an employee sexually harassed a student.
2. The University shall not require, as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of sexual harassment under Title IX.
3. Before conducting any informal resolution process, the University will provide to the parties a written notice disclosing:
 - a. the allegations;
 - b. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, if any;
 - c. that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Formal Complaint process; and,
 - d. any consequences resulting from participating in the informal resolution process,

including the records that will be maintained or could be shared and whether the facilitator of the informal resolution process may be a witness in any subsequent Formal Complaint process.

4. The University will obtain the parties' voluntary written consent to the informal resolution process.

5. An informal resolution process shall be resolved within thirty (30) days of the written notice described in this paragraph unless additional time is needed as determined by the University.

BASIC REQUIREMENTS OF THE GRIEVANCE PROCESS

The University's grievance process shall include all the basic requirements under Title IX and all Title IX Coordinators, investigators, decision-makers, appeal decision-makers, and facilitators of informal resolution, and any other University employees engaged in the grievance process shall adhere to the following:

1. Engage in an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.

2. Refrain from making credibility determinations based on a person's status as a Complainant, Respondent, or witness.

3. Be free from a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and disclose facts which are relevant to this issue prior to serving in a designated role in the grievance process.

4. Apply a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5. Adhere to the time frames herein for conclusion of the grievance process.

6. Apply the Preponderance of the Evidence Standard for Formal Complaints against students, employees, and all other individuals.

7. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

GRIEVANCE PROCESS

Notice of a Formal Complaint

Normally within ten (10) days of receiving a Formal Complaint, but no less than five (5) days before an initial interview, the Title IX Coordinator shall provide a written notice to the parties who are known. The written notice shall include:

1. Notice of the University's grievance process, including any informal resolution process.
2. Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time of the notice (identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
4. A statement that the parties may request to inspect and review evidence that is directly related to the allegations raised in the Formal Complaint.
5. Notice that the University will assign an advisor at no cost to each party when a Formal Complaint is filed. Advisors will assist students with the grievance process, including the investigation, hearing, and appeal. Advisors assigned by the University will not be attorneys and therefore, will not provide legal representation to a party.
6. A statement that in addition to the University-appointed advisor, the parties may have an advisor of their choice, not employed by the University, who may be, but is not required to be, an attorney; and
7. Notice to the parties of any provision in the University's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, the University decides to investigate allegations about the Complainant or Respondent that are not included in the notice, the University shall provide notice of the additional allegations to the parties whose identities are known.

Designated Roles in the Grievance Process

During the grievance process, the University will designate individuals to serve as advisors, if necessary, investigators, decision-makers, appeal decision-maker, and facilitator of an informal resolution. No individual shall serve in more than one role in any individual grievance process.

The Complainant and Respondent will be notified in writing of the individuals assigned to the process. The Complainant or Respondent may request the removal of an individual on the grounds of personal bias

or other conflict of interest by submitting a written statement to the Title IX Coordinator setting forth the basis for the request no later than two (2) days after receiving the notice of the identity of the individual assigned. The Title IX Coordinator will determine whether to accept or deny the request. If the request is accepted, a replacement will be appointed, and notice will be provided to the Complainant and Respondent. The decision of the Title IX Coordinator with regard to the request is final and is not appealable.

Investigation of the Formal Complaint

The University shall designate two investigators to investigate the allegations in a Formal Complaint and ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the University and not on the parties. The investigators shall not restrict the ability of either party to gather and present relevant evidence, or to discuss the allegations under investigation.

During the investigation, the investigators shall:

1. Provide to the party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
2. Provide equal opportunity for the parties to present witnesses and other inculpatory and exculpatory evidence.
3. Provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. If a party does not have an advisor, the University will assign an advisor at no cost to the party. The University may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
4. Prior to completion of the investigative report, send to each party and the party's advisor, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The evidence shall be provided in an electronic format or a hard copy and shall include a) evidence upon which the University does not intend to rely in reaching a determination regarding responsibility, and b) inculpatory and exculpatory evidence, whether obtained from a party or other source. The parties shall have at least ten (10) days to submit a written response, which the investigators will consider prior to completion of the investigative report.
5. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.
6. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Determinations of Responsibility

The University shall designate a panel of decision-makers to review the evidence and make a determination of responsibility based upon the Preponderance of the Evidence Standard.

Prior to a hearing (below), the decision-makers will review the investigation report, file, and if applicable, the Complainant's and Respondent's written response to the investigation report. The decision-makers will make all such evidence subject to the parties' inspection and review available at the hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross examination.

Hearing Procedures

The decision-makers will provide for a live hearing for any Formal Complaint.

1. Location and Accommodations

- a. Live hearings may be conducted with all parties physically present in the same geographic location, or at the decision-maker's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- b. At the request of either party, the decision-makers must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-makers and parties to simultaneously see and hear the party or the witness answering questions.
- c. Parties who have visual, hearing, or speech disabilities will be provided accommodations necessary to effectively participate in the hearing. Parties must submit a request for accommodations to the Title IX Coordinator at least twenty-four (24) hours prior to the hearing.

2. Advisor

- a. Parties will have the same opportunity to have an advisor present during the live hearing.
- b. The decision-makers will not limit the choice or presence of an advisor, but the decisionmakers may establish restrictions regarding the extent to which the advisor may participate in the hearing, as long as the restrictions apply equally to both parties.
- c. The University-appointed advisor, or an advisor engaged by a party, will be allowed to conduct cross-examination on behalf of a party. Parties may not conduct cross examination of another party or witness.
- d. Advisors may not unreasonably delay the grievance process in any manner including interrupting witnesses or answering questions on behalf of witnesses.

3. Hearing Procedures

- a. The decision-makers will conduct the hearing in a professional and orderly manner, including establishing reasonable time restrictions that will be apply equally to all parties.
- b. Prior to the presentation of witnesses, the decision-makers may allow each party's advisor to make an opening statement.

- c. The decision-makers will allow each party to present witnesses to provide testimony related to the allegations within the Formal Complaint.
- d. The decision-makers will administer an oath for each witness before the witness is permitted to answer questions. During any witness testimony, relevant evidence may also be submitted.
- e. The decision-makers may also ask witnesses to provide testimony related to the allegations within the Formal Complaint.
- f. Each party's advisor(s) will be permitted to ask any witnesses (including the other party) all relevant questions and follow-up questions, including questions challenging credibility of the witness. The decision-makers may limit questioning that the decision-makers determine is cumulative.
- g. Questions, including cross examination questions, must be conducted directly, orally, and in real time by the party's advisor and never by a party personally.
- h. Each party's advisor will only be permitted to ask cross examination questions and other questions that are relevant to the allegations.
 - a. Before a witness (including the Complainant and the Respondent) answers a cross-examination or other question, the decision-makers must first determine whether the question is relevant.
 - b. If a question is not relevant, the decision-maker(s) will not allow the question and must explain any decision to exclude a question as not relevant.
- i. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove:
 - a. That someone other than the Respondent committed the conduct alleged by the Complainant, or
 - b. If the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- j. If a party or witness does not submit to cross-examination at the live hearing, the decisionmakers:
 - a. Must not rely on any statement of that party or witness in reaching a determination regarding responsibility; and
 - b. Cannot draw any inference about a determination regarding responsibility based solely on the party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

k. After both parties have had an equal opportunity to ask relevant questions of witnesses, the decision-makers may determine that the opportunity to present witnesses has ended. At that time, the decision-makers may permit each party to make a closing statement. The decisionmakers may then close the hearing.

4. Transcript

The decision-makers must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

Written Determination

The decision-makers must conduct an objective evaluation of all relevant evidence (including both inculpatory and exculpatory evidence) and must make credibility determinations that are not based on the person's status as Complainant, Respondent, or witness.

The decision-makers will render a decision based upon the investigation report, file, response submitted by the Complainant and/or Respondent, evidence at the hearing, and any other information the decisionmakers may deem appropriate (and allowable under Title IX) and which is made available to both the Complainant and Respondent. While the Title IX Coordinator is available for consultation, the Title IX Coordinator will not participate in making a decision.

The decision-makers will use a Preponderance of the Evidence Standard in making a determination whether a violation of this policy has occurred.

The written determination must include:

- a. Identification of the allegations potentially constituting sexual harassment;
- b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c. Findings of fact supporting the determination.
- d. Conclusions regarding the application of the University's code of conduct to the facts.
- e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant; and
- f. The University's procedures and permissible bases for the Complainant and Respondent to appeal.

If the decision is made that there is not sufficient basis to believe that it is more likely than not that the Respondent violated this policy, the Complainant and Respondent will be notified of that determination and informed of other resources that may be available.

If the decision is made that it is more likely than not that the Respondent violated this policy, the decision-makers or the decision-makers' designee shall determine appropriate sanction(s), except as provided below with respect to employees. The determination will include steps to take to prevent recurrence of any such violations, and as appropriate, remedies for the Complainant.

Sanctions for Student Respondents

Sanctions imposed upon students who are determined to have violated this policy may include a variety of institutional responses or requirements, including, but not limited to, the following: warning, removal from campus housing, not being allowed to represent the University in volunteer or paid work, restitution, required attendance at educational programs, required assessment or counseling, restriction of privileges, probation, suspension and/or expulsion, and any other sanctions listed in the Code of Student Conduct or deemed appropriate under the circumstances.

Sanctions for Employee Respondents

Appropriate sanctions for Viterbo faculty, staff, or administrators deemed to have violated this policy include, but are not limited to a disciplinary warning, unpaid suspensions, and/or termination of employment, or any other available sanctions as specified by the Viterbo Personnel Policies Handbook.

If the decision-makers determines that it is more likely than not that a Viterbo employee has violated this Policy and that dismissal may be an appropriate sanction, the matter will be referred to the Director of Human Resource, for appropriate process and decision, which shall be determined and administered in a manner consistent with the Viterbo Personnel Policies Handbook.

In such cases, dismissal for cause may only be effectuated in accordance with Viterbo Personnel Policies Handbook, including use of the preponderance of the evidence standard. The decision-makers or the decision-makers' designee may impose appropriate sanctions short of dismissal, in a manner consistent with the Viterbo Personnel Policies Handbook.

Remedies to Benefit Complainants

If a determination was made that the Respondent was responsible for Title IX sexual harassment, the University may provide the Complainant with remedies designed to restore or preserve equal access to the University's education program or activity, including providing a safe educational or working environment. Such remedies may include the continuation or addition of "supportive measures." Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

APPEAL PROCEDURES

The determination of the decision-makers may be appealed as provided below. In the event that no appeal is filed within the time periods prescribed below, the decision will be final.

1. Following the communication of the decision by the decision-makers, the Complainant or Respondent may request an appeal of the decision.
2. The request for an appeal must be submitted in writing to the Title IX Coordinator within five (5) business days of receiving the written determination. If an appeal is filed, the determination regarding responsibility becomes final on the date that the University provides the parties with the written determination of the result of the appeal. Failure to file a timely appeal constitutes a waiver of any right to an appeal. If an appeal is not filed, the determination regarding responsibility becomes final on the sixth business day after receiving the written determination.
3. The basis for an appeal will be limited to the following:
 - a. Procedural irregularity that affected the outcome of the matter;
 - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and
 - c. The Title IX Coordinator, investigators, or decision-makers have a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
4. The appeal decision-maker must:
 - a. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - b. Give both parties five (5) days (which may be extended for good cause) to submit a written statement in support of, or challenging, the outcome;
 - c. Issue a written decision describing the result of the appeal and the rationale for the result; and
 - d. Provide the written decision simultaneously to both parties.
5. If the appeal decision-maker determines one of the above basis for an appeal is satisfied, the matter may be returned for further review of the investigation report by new decision-makers. If the basis for appeal relate to the investigation, or warrant additional investigation, the new decision-makers may refer the matter to for further investigation before proceeding. The new decision-makers shall utilize the same process as required for all Formal Complaints under this Policy.

6. If there is not adequate reason to believe that one or more grounds for appeal has been satisfied, the appeal decision-maker may dismiss the appeal. This decision is final and is not appealable.
7. The appeal decision-maker will provide a written determination to the parties within ten (10) business days of the filing of the appeal.

TIMEFRAME FOR DETERMINATION

The conclusion of the grievance process, including any appeal, shall be done in a reasonably prompt timeframe, but no more than ninety (90) days from the date the Formal Complaint is received. The parties may agree to an extension of the 90-day timeframe to complete the grievance process or extend this timeline for good cause, as permissible by law.

RETALIATION PROHIBITED

Neither the University nor any person may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination adopted by the University.

The University will take appropriate action, up to and including termination for employees, or dismissal for students, against any individual who retaliates against another person in violation of this Policy.

RECORDKEEPING

The University shall maintain for a period of seven years, records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve access to the University's education program or activity;
2. Any appeal and the result therefrom;
3. Informal resolution and the result therefrom; and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process with regard to sexual harassment.

The University shall create and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of sexual harassment.

With respect to each response, the University shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it took measures designed to restore or preserve access to the University's educational program or activity. The documentation of certain bases or measures does not limit the University in the future from providing additional explanations or detailing additional measures taken.

TRAINING

The University shall ensure that the following training is provided:

1. Title IX Coordinators, investigators, decision-makers, appeal decision-makers, and any person who facilitates an informal resolution process shall receive training on the definition of sexual harassment under Title IX, the scope of the University's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
2. The University shall ensure investigators receive training on how to create an investigative report that fairly summarizes relevant evidence.
3. The University shall ensure decision-makers receive training on issues of relevance of questions and evidence, including questions and evidence about a Complainant's prior sexual behavior. Decision-makers shall also receive training on any technology to be used at a live hearing.

Any materials used to train Title IX Coordinators, investigators, decision-makers, appeal decisionmakers, and facilitators of informal resolutions may not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints of sexual harassment.

All materials used for mandatory training will be posted on the University's website.

ADDITIONAL INFORMATION

The Clery Act

The Clery Act requires that Viterbo compile statistics of crimes that occur on/near campus; requires that all Campus Security Authorities (CSA) promptly report crimes to Campus Safety.

A CSA is defined as any member of Campus Safety, any individual specifically identified by the school as an individual to which students and employees should report criminal offenses; and an official of the institution who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and student campus judicial proceedings. Other examples include faculty or staff advisor of student organizations, resident assistants, coaches, etc. An employee may be a CSA if a student reasonably believes the employee has authority or responsibility to act (even if the employee does not). This means that

any employee could be considered a CSA. **Identifying an individual as a CSA for purposes of the Clery Act does not establish the individual as “an official with authority to issue corrective measures” under Title IX. Accordingly, notice to a CSA of sexual harassment may not constitute actual notice under Title IX.**

The University’s policy on the Clery Act can be found here: <https://www.viterbo.edu/campus-safety-and-security/annual-security-report>

Timely Warning Notifications

When serious crimes are reported on campus as defined by the Clery Act, Campus Safety will issue a timely warning (Safety Alert) to the campus community that an incident has been reported, general information surrounding the incident and how incidents of a similar nature might be prevented in the future.

1. The criteria for the issuance of timely warnings would include crimes that are considered to represent a serious and/or continuing threat to students and/or employees.
2. The names of those persons involved or information that could lead someone to identify the Complainant or Respondent will be held confidential and will not be released in the timely warning.
3. A crime log listing all crimes reported to Campus Safety is maintained with the Director of Campus Safety and is available for public review during weekday business hours.

Mandatory Reporting

Viterbo’s policy on Reporting of Child Abuse and Wisconsin Statute 48.981 (2) require the reporting of child abuse or neglect if a Viterbo employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. This includes abuse or neglect that occurs off campus and/or at a child’s home, if a Viterbo University employee observes or learns about it in the course of their employment.

Additional Information

For information regarding resources and immediate and ongoing assistance, please see the list of support services available on our Resources and Support section of the University website.

2021 FIRE SAFETY REPORT

INTRODUCTION

The Higher Education Opportunity Act (HEOA) became Public Law 110–315 in August 2008, requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety report. Elements of the campus fire safety program consist of fire prevention policies and practices for on campus housing, the emergency evacuation procedures for on-campus housing, and fire safety statistics for on campus housing. This public disclosure is intended to inform current and prospective students and employees of

the fire safety programs and policies in place at Viterbo, and Viterbo's state of readiness to detect and respond appropriately to fire-related emergencies. Hard copies of the report are available for public review by calling 608-796-3913 or by visiting the Director of Campus Safety and Security at the Hawks Nest. The Director of Campus Safety is available Monday through Friday, 8 am to 4:30 pm excluding holidays.

FIRE REPORTING

If a fire occurs on any Viterbo University campus or at the Outdoor Athletic Complex, campus community members should call 911. Once 911 has been notified, the caller should contact Viterbo Campus Safety at 608-796-3911.

2021 MANDATORY SUPERVISED FIRE DRILLS

Two fire drills are conducted annually at Viterbo. In 2021, one all-campus fire drill was conducted in the fall semester for all main campus buildings including housing facilities. Also in 2021, one fire drill was conducted in on-campus student housing facilities- one in the spring semester during evening hours

PROCEDURES FOR STUDENT HOUSING FIRE EVACUATION

1. Each floor has 2 emergency evacuation maps posted on the end of each hallway, to guide occupants to primary and secondary exits.
2. When the building fire alarm is activated, residents are expected to:
 - a. Exit the building, closing the room door and windows on the way out.
 - b. Use the stairs, not elevators. Use the fire exit door at the bottom of the stairs that goes directly to the outside.
 - c. Once outside, go to the designated assembly area and wait for instruction from university officials or emergency management personnel.
 - d. Do not re-enter the building until instructed to do so by a university official(s) or emergency management personnel.
3. Residents who see fire or smoke are expected to pull the nearest building fire alarm and evacuate the building as described above. Residents with information about a fire or who are trapped will call 911. All fires, even those found extinguished, are to be reported.

FIRE SAFETY LOG

The Director of Campus Safety and Security maintains a log of on-campus student housing facility fires. The US Department of Education requires that the fire log includes the date the fire is reported, nature of the fire, the date, and the time and general location each fire on-campus housing facilities. A paper copy of the fire log is available upon written request to the Director of Campus Safety and Security. If Campus Safety and Security, Physical Plant or the Fire Department detects any technical problems with or within the emergency life safety systems, a fire watch patrol and fire log is instituted on each floor until the problem is rectified.

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FACILITY FIRE SAFETY SYSTEMS

On-Campus Housing Facility	Fire Alarms	Full Sprinkler System	Smoke Detection System	Fire Extinguisher Devices	Fire Service Elevators	Primary And Secondary Evacuation Exit Maps	Emergency Response Plan***	Number Of Evacuation Drills
Bonaventure Hall**	Yes	Yes	Yes	Yes	Yes	2 sets per floor	1 per floor	2 per year
Canticle House*	Yes	No	Yes	Yes	No	2 sets per floor	1 per floor	2 per year
Clare Apartments	Yes	Yes	Yes	Yes	Yes	2 sets per floor	1 per floor	2 per year
Marian Hall**	Yes	Yes	Yes	Yes	No	2 sets per floor	1 per floor	2 per year
McDonald Terrace**	Yes	No	Yes	Yes	No	2 sets per floor	1 per floor	2 per year
Rose Terrace**	Yes	Yes	Yes	Yes	Yes	2 sets per floor	1 per floor	2 per year
Treacy House**	Yes	No	Yes	Yes	No	2 sets per floor	1 per floor	2 per year
Laverna Apartments	Yes	Yes	Yes	Yes	Yes	2 sets per floor	1 per floor	2 per year

Notes:

*Canticle house located at 814/820 Eighth Street are equipped with hardwired smoke detector systems and fire-alarm pull stations with a local alarm. These systems are in compliance with City of La Crosse fire codes.

**Bonaventure Hall and Marian Hall, McDonald Terrace, Rose Terrace and Treacy House, are also equipped with a battery backup that will operate life safety systems including all fire safety equipment, sprinkler systems, hallway lighting, emergency lighting and lighting in all emergency exit stairwells.

***Residents Assistants also have the Viterbo University Emergency Response Plan posted in their actual rooms. The plan includes information on fire safety and what appropriate action to take during a fire alarm or actual fire.

FIRE SAFETY STIPULATIONS IN THE CODE OF STUDENT CONDUCT

These are the stipulations from Code of Student Conduct related to fire safety in a student housing facility. Any student found to have committed one or more of the following acts or proscribed (impermissible) conduct may be subject to disciplinary sanctions. Attempts to commit acts that are not permitted by the Code may be subject to disciplinary action to the same extent as completed violations.

1. Use, sale, advertisement or distribution or tobacco products (i.e. cigarettes, chewing tobacco, cigars, etc.) in university facilities, on university grounds, at university events, and in university fleet vehicles.
2. Operating hover boards.
3. Initiating or causing any false report, warning, threat of fire, explosion, false fire alarm, bomb threat, or other emergency.
4. Intentionally or recklessly causing a fire, or unauthorized causing of, a fire or activating an alarm.

5. Failure to evacuate a university-controlled building during a fire alarm or drill.
6. Misusing, damaging or tampering with fire extinguishers, fire sprinklers, alarms, smoke detectors or safety equipment.
7. Possession, even if it is legally possessed, use, display or distribution of any weapon, combustible item, instrument, device, firearms, explosives, fireworks, gasoline, incendiary devices, or instrument which under the circumstances in which it is used, is readily capable of causing death, physical injury or property damage on University premises or at university-sponsored functions.

FIRE STIPULATIONS IN RESIDENCE LIFE POLICIES AND PROCEDURES

These are the stipulations in the *Residence Life Policies and Procedures* that are related to fire safety in a student housing facility. Residence Life policies and procedures are published in 2022-2023 *Viterbo University Student Handbook and Planner* on pages 144 to 162.

1. **Cooking and Microwave Ovens:** Due to sanitation, health, and safety laws, cooking is not permitted in student rooms in Bonaventure and Marian Halls. However, a stove, microwave, oven, and toaster are provided for use in lounges of these halls. (Students living in apartments may bring microwave ovens and toasters for use in their kitchens.)
2. **Decorating Rooms** Students decorating their rooms, doors, or floors for any occasion must follow these guidelines:
 1. Use flame-resistant materials.
 2. Use lights that are UL-approved and are of low wattage. Halogen lamps may not be used.
 3. Do not decorate over fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads, room numbers, exit signs and other safety signage.
 4. Display of beer cans, liquor and/or wine bottles, and other alcohol and drug paraphernalia are not permitted in residence halls and apartments.
 5. Decorating must be done in good taste. The Residence Life Staff may request students to remove offensive or inappropriate publicly displayed (outside doors and windows) material.
 6. Items hanging from the ceiling are prohibited.
 7. Duct tape and glow-in-the-dark stars/patterns are strictly prohibited. Command strips may be used except in Bonaventure Terrace and Clare Apartments. Therefore, small nails and tacks are allowed only in Bonaventure and Clare. Poster putty use for hanging decorations is recommended in all locations.
 8. Other University furnishings (signs, couches, lamps, tables, etc.) are not permitted in the student rooms as these items are for the use of all students. If such furnishings are found in student rooms, they may be removed, and disciplinary action taken. All University furniture must always remain in their designated room/apartment.

3. EMERGENCY DRILLS

The University holds fire and other drills to prepare students for emergencies. Occupants should follow directions during the drills. In the event of an actual fire or a fire drill, occupants are required to evacuate according to the rules established in each building. Failure to do so may result in a fine. Follow the instructions of the Residence Life Staff, Campus Security, and/or fire-fighting personnel. Keep the following items in mind:

For Any Drill:

1. Walk. Don't run. Be particularly careful in the staircases. Do not use the elevators.
2. Follow the instructions of personnel authorized to take charge at the scene of the emergency. For a Fire or Fire Drill:

- a. Proceed to the designated outdoor rally point using the closest emergency exit. The designated outdoor rally point is Lot Q, between Canticle Apartments and the Physical Plant.
 - b. Do not attempt to salvage personal belongings.
 - c. Close doors and windows when you leave.
 - d. Before opening a closed door, feel to see if it is hot. If it is hot, attempt to find another exit route.
 - e. A towel or blanket soaked in water can be helpful in combating smoke inhalation.
3. For a Tornado or Tornado Drill:
 - a. Proceed directly to the designated safe zone of your building. Generally, this is the basement. Bonaventure residents should go to the hallway of Bonaventure first floor.
 - b. Close doors and windows when you leave.
4. Fire Hazard: Candles, improperly used holiday lights, incense, fireworks, grills, halogen lamps, hot plates, lighters, microwave ovens, portable space heaters, and torches are fire hazards and pose a danger to all students living on campus and are not permitted in the residence halls, or apartment buildings. Microwave ovens and toasters are not permitted in residence halls. Use or possession of items that are considered fire hazards may be confiscated and may not be returned. In addition, use or possession of these items may result in disciplinary action. Public lounges, hallways, walkways, and stairwells should remain clear of trash or obstruction for the safety/security of all residents and guests.
 5. Fire Safety Equipment: Fire extinguishers and fire sprinklers are located on each floor of the residence halls and apartment buildings with corridors for safety and protection. Individuals tampering with such equipment are in violation of state law and are subject to disciplinary action. Fire extinguishers are also supplied in each apartment with an oven.
 6. Health and Safety Inspections: Staff members in the Office of Student Life inspect residence hall rooms, apartments and theme houses periodically for safety hazards, cleanliness and maintenance issues. Please assist by maintaining your living area and contacting your Resident Assistant with any health and/or safety concerns.
 7. Sprinklers: Resident students and guests are asked to exercise caution in rooms and corridors with fire sprinkler systems. Any item touching a sprinkler may activate it. If a sprinkler is set off or if there are signs of water near one, contact Campus Safety immediately at 608-796-3911.

SMOKING AND TOBACCO POLICY

Viterbo University is a smoke and tobacco free campus. Viterbo University helps ensure a healthy campus environment by prohibiting the use, sale, advertisement and distribution of smoking and tobacco products including, but not limited to cigarettes, chewing tobacco, cigars, e-cigarettes, vaping devices, etc. Possession of e-cigarettes, cigars, and other tobacco products are not permitted in university housing. Smoking and tobacco products are prohibited from being utilized in university facilities, on university grounds, on sidewalks on and adjacent to university property, in university parking lots, at university-sponsored events, and in university vehicles.

Policy violations may be reported to Campus Safety and Security, Human Resources, and/or Residence Life. Persons violating this policy may be subject to disciplinary action. Students and employees interested in smoking cessation are encouraged to contact Wisconsin Quit Line at 1-800-QUIT NOW. The Wisconsin Quit Line is available 24/7 and provides free medications, life coaching and web forums. Viterbo Health Services and Counseling Services are also available for assistance.

OTHER VITERBO FIRE SAFETY POLICIES

Viterbo University also adheres to stipulations outlined in the National Electric Code used by the local fire department during semi-annual (twice a year) fire inspections. Pertinent stipulations from the National Electric Code are shown here:

1. To minimize the potential for fires at Viterbo University, it is the policy of the University to prohibit or limit the use of the following items in any University owned or operated facility indoors (unless in accordance with other University policies and procedures, and/or by the Authority Having Jurisdiction): Portable space heaters, barbecue grills, hibachis, smokers (gas, electric, charcoal) and related accessories including lighter fluids and lighters, and other similar type products (for cooking/warming purposes), any open flame device or object including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers, electric skillet, electric woks, griddles, sandwich makers/grills and other similar type products (for cooking/warming purposes), toaster ovens (for cooking/warming purposes), flammable/ combustible liquids (for recreational/ personal use), fireworks, firecrackers, rockets. Flares, sparklers and other devices, halogen lamps, ceiling/wall tapestries, live holiday trees or non-fire retardant artificial holiday trees. The “cooking” and “warming” options exclude cooking and warming done in areas designated and built for such purposes and only while the use of these devices are under the direct supervision of a competent individual.
2. To minimize the potential for fires at Viterbo University, it is policy of the University to prohibit open burning and the use of combustible decorations at all times (unless in accordance with other University policies and procedures, and/or authorized by the Authority Having Jurisdiction.) Open burning as defined by the University is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbecue grills (except portables at least 50 feet from any building) and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics.
3. Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce an electric shock.
4. Only heavy-duty extension cords and decorative lights in good condition (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season.
5. All decorations and ornaments must be made of fire-resistant or non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress.
6. Removal of all decorations, ornaments and displays are required immediately after the event.
7. Decorative lights (including holiday lights and floodlights), extension cords or electrically operated ornaments must be U.L. rated and approved for use.

8. Decorative lights shall not be hung or posted on any fire protection equipment (fire hoses cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, smoke detectors, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress.
9. Extension cords or decorative lights may not be routed under rugs or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress.
10. It is the policy of the University that only artificial holiday trees will be used and shall be fire-retardant or noncombustible material. Indoor trees must be placed out of the way of traffic, must not block doorways, exits, exit signs or any of the fire protection equipment (fire hoses cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, smoke detectors, etc.), and must not be placed in any manner that could present a fall or trip hazard, or impede egress.
11. Holiday tree lights must be unplugged at the end of each day, and must be removed after the event or holiday season.
12. Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and/or clinical settings. Avoid spraying around exits, exit signs or any of the fire protection equipment (fire hoses cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, smoke detectors, etc.)
13. Holiday Lights should not be use as extension cords. More than two strings may not be linked together, or daisy-chained.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS FOR STUDENTS AND EMPLOYEES

1. On-campus housing residents (include those with special needs) and residence hall staff receive fire safety training at the beginning of the academic year.
2. Basic fire safety instruction is provided annually to Physical Plant and Cafeteria employees. Additional training is available by request from a department or group of employees
3. Basic fire safety instructions are provided to all Residence Life Staff on campus who attend training programs at the beginning of each academic year

In the event of an actual fire or fire alarm, students and employees should follow these steps:

1. Walk. Don't run. Be particularly careful in the staircases. Do not use the elevators.
2. Proceed to the designated outdoor rally point using the closest emergency exit. The designated outdoor rally point is Lot Q, between Canticle apartments and the Physical Plant.
3. Do not attempt to salvage personal belongings.
4. Close doors and windows when you leave.
5. Before opening a closed door, feel to see if it is hot. If it is hot, attempt to find another exit route.
6. A towel or blanket soaked in water can be helpful in combating smoke inhalation.
7. Follow the instruction of personnel authorized to take charge at the scene of the emergency.

Fire evacuation drills will be conducted as follows: (1) Administrative Buildings one per year, (2) Academic Buildings one per year, (3) Residence Halls and Apartments one per semester.

2021 FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES

In accordance with US Department of Education requirements, Viterbo University collects and annually disclosed fire safety statistics for reported fires in on-campus student housing facilities including the number of fires, the

cause of each fire, the number of fire related injuries for each fire, the number of fire related deaths for each fire, and the value of property damage caused by each fire.

All fires should be reported to Campus Safety at 608-796-3911.

Date	Location	Cause	Injuries	Death	Property Damage
4/18/2021	Marian Hall	Arson	0	0	\$956.66
			0	0	\$
			0	0	\$

3 YEAR SUMMARY OF FIRES IN ON-CAMPUS STUDENT HOUSING 2019, 2020 AND 2021

Facility Name	2019 Fires	2019 Injuries	2019 Deaths	2020 Fires	2020 Injuries	2020 Deaths	2021 Fires	2021 Injuries	2021 Deaths
Bonaventure Hall	2	0	0	2	0	0	0	0	0
Canticle House Apartments	2	0	0	0	0	0	0	0	0
La Verna Apartments	0	0	0	0	0	0	0	0	0
Clare Apartments	0	0	0	0	0	0	0	0	0
Marian Hall	0	0	0	0	0	0	1	0	0
McDonald Terrace Apts.	3	0	0	0	0	0	0	0	0
Rose Terrace Apartments	0	0	0	0	0	0	0	0	0
Treacy House Apartments	2	0	0	0	0	0	0	0	0
TOTAL	8	0	0	2	0	0	1	0	0