

# VITERBO UNIVERSITY

## 2011 ANNUAL SECURITY REPORT AND 2011 FIRE SAFETY REPORT

October 1, 2011

### INTRODUCTION

The safety and well-being of the campus community is a priority at Viterbo. Many campus and community officials are involved in keeping our campus safe. Still, a truly safe campus is achieved only with the cooperation of the entire campus community. We hope that you will read this information carefully and utilize it to help encourage a secure environment for all.

- Preventing campus crime is a shared responsibility.
- Do not assume that someone else has reported criminal or suspicious activity.
- Remember that suspicion is the only reason anyone needs for calling campus safety or the police.
- Crimes, suspicious activity, or other emergencies on campus should be reported immediately to Campus Safety and the local police department.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Viterbo's annual security report is provided here. The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property 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 campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. To request a paper copy of the report or for more information, contact the director of campus safety or the vice president of student development.

### PREPARATION OF THE 2011 ANNUAL SECURITY REPORT

This report is prepared to comply with the U.S. Department of Education requirements, the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Email notification is made annually to Viterbo students and employees that provide the web site to access this report. The full text of this report is available at: <http://www.viterbo.edu/safety.aspx?id=5642>. The report can also be viewed via the Viterbo homepage at [www.viterbo.edu](http://www.viterbo.edu).

This report is prepared by the Director of Campus Safety and the Vice President for Student Development in cooperation with local law enforcement agencies surrounding our main campus and outdoor education complex. Campus crime, arrest and referral statistics include those reported to Campus Safety, Residence Life, the Vice President for Student Development, designated campus authorities (including but not limited to directors, deans, department heads, designated Viterbo staff, advisors to student organizations, athletic coaches), and local law enforcement agencies.

### REPORTING CRIMES AND EMERGENCIES

To help provide a secure and safe environment, all members of the Viterbo University community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe. Personnel are available at these respective telephone numbers 24 hours a day to answer your call.

DEPARTMENT	SITUATION	PHONE NUMBER	LOCATION
<b>Police, Fire Or Medical Response</b>	<b>Emergency Requiring Immediate Response</b>	<b>911</b>	<b>* * * * *</b>
<b>VU Campus Safety</b>	<b>Immediate Response Needed</b>	<b>608-796-3911 or 3911 from campus phone</b>	<b>7 Student Development Center/936 Franciscan Way or Student Union Security Outpost</b>
La Crosse Police Department	Non-Emergency	608-785-5962	City Hall, 400 La Crosse St., La Crosse
VU Campus Safety Security Officers	Evening And Weekend Non-Emergency	608-796-3912	Student Union Security Outpost
VU Director Of Campus Safety	Weekday Non-Emergency	608-796-3913	7 Student Development Center/936 Franciscan Way
VU Campus Safety	In The Event Of A Power Outage	608-780-1582	7 Student Development Center/936 Franciscan Way or Student Union Security Outpost

All incidents reported are reviewed and applicable information is forwarded to the appropriate university office or civil authority.

Viterbo University faculty, staff, students, and visitors are encouraged to report all crimes and public safety related incidents in a timely manner. The timely reporting of all crimes and suspicious activity allows campus safety to evaluate and improve methods for security and patrolling in an effort to develop improvements.

- Any suspicious activity or person seen on or loitering around campus, in or near the residence halls, apartments or theme houses, or in the parking lots should be reported to campus safety.
- All campus community members with reasonable suspicion that a person or situation may lead to a breach of security are expected to report such incidents. (Examples that warrant reasonable suspicion 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.)

Should you choose not to report a crime to Campus Safety or the local police department, you may want to report a crime to one of these Viterbo professional staff members.

POSITION	NAME	PHONE NUMBER	LOCATION
VU Vice President for Student Development	Diane Brimmer	608-796-3801	2 Student Development Center
VU Director of Athletics	Barry Fried	608-796-3812	Varsity Athletics Center
VU Director of Counseling Services	Lesley Stugelmayer	608-796-3808	4 Student Development Center
VU Director of Residence Life	Vickie Unferth	608-796-3841	2 Marian Hall South
VU University Chaplain	Fr. Conrad Targonski	608-796-3804	340 Murphy Center

You may also want to make a voluntary, confidential report to Campus Safety. Please refer to *Reporting Crimes on a Voluntary, Confidential Basis*.

#### REPORTING CRIMES ON A VOLUNTARY, CONFIDENTIAL BASIS

If you are a victim of a crime and do not want to pursue action within the university system or local criminal justice system, you may want to consider making a confidential report. With your permission, the Director of Campus Safety can write a report on the details of an incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime in regard to a particular location, method, or assailant, and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university.

Crimes can be reported without providing your name in person, via telephone, via email or by completing an anonymous tip form available at <http://www.viterbo.edu/secure.aspx?ekfrm=48292>.

#### VITERBO CAMPUS SAFETY

Campus Safety is available 24 hours a day and will respond immediately to your location in the event of an emergency. Response time may be affected by various factors, such as the number and location of available personnel and/or their involvement at the time.

Campus Safety Personnel	Location	Phone	August 1 to Mid-May Hours	Mid-May to July 31 Hours
Director of Campus Safety	2 Student Development Center / 936 Franciscan Way	Emergency 608-796-3911 Non-Emergency 608-796-3913	8 am to 5 pm	7:30 am to 4:30 pm
Per Mar Security Officers	Security Outpost behind the Student Union Security Desk	Emergency 608-796-3911 Non-Emergency 608-	5 pm to 8 am	4:30 pm to 7:30 am

#### SECURITY OFFICERS

Security officers are trained to handle a variety of calls and complaints from the Viterbo University community. 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 security officer cannot handle, the proper authorities will be contacted. Campus Safety maintains an ongoing working relationship with the La Crosse Police Department and the La Crosse County Sheriff's Department.

Per Mar Security provides service in compliance with Viterbo policies. Per Mar officers are licensed as private security and trained to provide security and safety for private companies and institutions. Per Mar employees are not deputized law enforcement officers, and do not have police arresting authority. They can, however, legally detain an individual. Their 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, Per Mar Security may be called to assess the severity of a physical or mental health situation and call for transport to a local health provider, if necessary.

Criminal incidents are referred to the local police who have jurisdiction on campus. Campus Safety maintains a highly professional, ongoing working relationship with the La Crosse Police Department (LCPD) and the La Crosse County Sheriff's Department. The two organizations share information and the LCPD assists Viterbo Campus Safety frequently with information and services. The LCPD assigns a community liaison to the Viterbo University campus. The university and the LCPD also collaborate on a new student orientation program. Both organizations – Viterbo and LCPD - hold seats on the Tri-Campus Community Advocacy Group for reduction of overconsumption of alcohol. Viterbo also assists the LCPD by providing volunteers for the Third Street Aid Station during Oktoberfest. The LCPD sends reports of off-campus alcohol offenses to the university.

#### **PROCEDURES FOR EMERGENCY NOTIFICATION**

1. Officials at Viterbo University will issue emergency notification when an incident is reported to or brought to the attention of Campus Safety, law enforcement or other offices, and the incident represents a serious and ongoing threat to the safety of members of the campus community.
2. The process of issuing an emergency notification begins by confirming there is a significant emergency or dangerous situation. Campus Safety personnel verify information and the existence of a significant emergency or dangerous situation. This occurs by garnering information from firsthand accounts, incident reports, alarm systems, security officers, police officers, media accounts, weather reports, and 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 all the facts surrounding the incident, including factors such as the nature of the incident, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts, etc. The decision to issue a safety alert is typically made jointly by at least of two of the following university officials. (From time to time, the situation may call for quick notification and/or only one of the aforementioned university officials is available to decide to issue the safety alert.)
  - A. Director of Campus Safety
  - B. Vice President for Communications and Marketing
  - C. Vice President for Finance and Administration
  - D. Vice President for Student Development
  - E. University President
4. The content of an emergency notification is determined by the circumstance and how it is affecting 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,
  - 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 areas or segments of the campus depending on the nature of the incident.
6. Viterbo University will, without delay, initiate the notification system after taking into account the safety of the community and determining the content of the notification. The initiation will occur unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

7. Any one or a combination of these methods of communication may be used for notification in the event of an emergency. These communication methods are tested annually. The tests may be announced or unannounced. :
  - A. Email communication using Viterbo addresses
  - B. Fire alarms
  - C. Flyers (e.g. posted in residence halls, apartments, Student Union, etc.)
  - D. Public Address systems in Todd Wehr Memorial Library, Bonaventure, and Marian Residence Halls
  - E. Special announcements posted on the Viterbo Campus Safety web site
  - F. Telephone tree (i.e. calls with departments, supervisors calling subordinates, etc.)
  - G. Television video displays in the Fine Arts Center, Murphy, Reinhart, and Student Union
  - H. Text messages
  - I. Viterbo Social Networking sites including Facebook and Twitter
  - J. Viterbo website

To supplement the weather information provided by Viterbo, students and employees are also encouraged to sign up for Viterbo University school closings and La Crosse area weather alerts through *WKBT News Channel 8 to Go* and/or *WXOW News 19 Mobile Alerts*.

8. Methods for emergency notification are tested annually. The tests and drills may be announced or unannounced. The documentation for these tests includes a description of the exercise, the date, time and whether it was announced or unannounced. (Viterbo frequently designates June 30 or the closest Thursday as a day to test all notification systems.)
9. Members of the campus community should refer all information concerning the emergency situation and media personnel to Communications and Marketing at 608 796-3047. Campus community members are urged not to release names to media and not to allow media to obstruct emergency responders.
10. In the event of an emergency or a dangerous situation, the designated university spokespersons are the University President (608 796-3001) and the VP Communications and Marketing (608 796-3047).
11. 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
  - C. Protecting the privacy of students, employees and families
  - D. Engaging media to help disseminate important public information
  - E. Updating media regularly
  - F. Explaining how emergency is being handled
  - G. Maintaining a log of all telephone inquiries

#### **TIMELY WARNING POLICY**

1. A timely warning is provided to give students, faculty and staff timely notification of crimes that may present a threat to the campus community and to heighten safety awareness.
2. The timely warning typically includes information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to Campus Safety and/or the La Crosse Police Department. Information for alerts also comes from other law enforcement agencies or other officers.
3. Criminal suspects are often unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, university officials will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary.
4. These university officials are responsible for preparing a timely warning when a crime is reported to or brought to the attention of Campus Safety and that crime represents a threat to the safety of members of the campus community:
  - A. Director of Campus Safety
  - B. Vice President for Communications and Marketing

- C. Vice President for Finance and Administration
- D. Vice President for Student Development
- E. University President

5. Every attempt will be made to distribute the Alert within 24 hours of the time the incident is reported; however, the release is subject to the availability of accurate facts concerning the incident. Crime alerts may be posted using any one or more of the following methods of communication:
- A. Email communication using Viterbo addresses
  - B. Flyers (e.g. posted in residence halls, apartments, Student Union, etc.)
  - C. Special announcements posted on the Viterbo Campus Safety web site
  - D. Television video displays in the Fine Arts Center, Murphy, Reinhart, and Student Union
  - E. Text messages
  - F. Viterbo Social Networking sites including Facebook and Twitter
  - G. Viterbo website
6. A timely warning is appropriate include, but are not limited to: aggravated assault, arson, burglary, forcible and non-forcible sex offenses, motor vehicle theft, murder, negligent and non-negligent manslaughter and robbery. The campus community will be informed of any hate-associated factors related to the above listed crimes, or of any other crimes involving bodily injury where hate crimes are involved. As of August 14, 2008, The Clery Act was amended to include new reportable hate crimes. These crimes are: assault, aggravated harassment, criminal mischief, grand larceny, menacing and petit larceny. These new reporting categories are only reported if motivated by bias as determined by one of the six bias categories (race, gender, religion, ethnicity/national origin and disability).

#### **PASTORAL AND PROFESSIONAL COUNSELORS REPORTING REQUIREMENTS**

As a result of the negotiated rule-making process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1093 (f), clarification was given to those considered to be campus security authorities. 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. The rule-making committee defines counselors as: *Pastoral Counselor* is an employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of the recognition as a pastoral counselor. *Professional counselor* is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Counseling Services and Campus Ministry staff informs their clients of the procedures to report crime to Viterbo Campus Safety or the La Crosse Police Department on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

#### **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. Over extended breaks, the doors of all residence halls and apartments will be secured around the clock and may be equipped with a lock or code different from the one issued to resident students at the beginning of the fall semester. 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 demand changes to the posted schedules.

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

#### **SAFETY CONSIDERATIONS UTILIZED IN MAINTENANCE OF CAMPUS FACILITIES**

Viterbo University’s campus safety staff meets regularly with physical plant staff to address safety concerns related to facilities and maintenance. Campus community members should alert either the director of campus safety and security, at 608-796-3913 or the director

of physical plant 608-796-3921 of safety and security concerns. Work orders are also available on the [physical plant Web site](#). On evenings and weekends, contact campus safety at 608-796-3911 or 608-780-1582 in the event of a power outage.

### CRIME PREVENTION AND SAFETY PROGRAMS

Viterbo University recognizes the importance of educating the campus community regarding their own safety and that of others. The following educational opportunities are made available for students, staff, and faculty.

1. **AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)**—are available for use 24/7/365 in the event of cardiac arrest. Users should follow the instructions available with the AED. AEDs are available in these campus locations:
  - A. Fine Arts Center—First Floor Near Box Office
  - B. Mathy Center—First Floor Near Elevator
  - C. Mathy Center—Second Floor Near Elevator
  - D. Reinhart Center—Outside Room 127 Near Coat Rack
  - E. Student Development Center—At The Bottom Of Stairwell
  - F. Varsity Athletics Center—Front Lobby
2. **BLUE LIGHT SECURITY PHONES**—Blue light emergency phones are located throughout the campus. Campus community members are encouraged to use the phones 24/7/365 whenever help or emergency assistance is needed. To use a blue light phone, simply press the red button and campus safety will be contacted immediately. The blue light phone also provides campus safety with your location. Emergency blue light phones are at these locations:
  - A. Brophy Nursing Center—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 Hall Courtyard Entrance
  - I. Treacy House—Southwest Corner Adjacent To Parking Lot D
3. **CAMPUS-WIDE DRILLS**—The campus-wide fire drill typically takes place in the fall semester. The campus-wide tornado drill typically takes place during the spring semester. The drills are coordinated by the director of campus safety and security and the emergency response task force. Other drills may be scheduled by the director of campus safety and security or the emergency response task force.
4. **CELL PHONE ALERTS** – Periodically, Viterbo students and employees are reminded to sign up for *WKBT News Channel 8 to Go* and/or *WXOW News 19 Mobile Alerts*. These services provide weather alerts and school closing information via one’s personal cell phone.
5. **CODE OF STUDENT CONDUCT** – The *Code of Student Conduct* serves as a safety program as it prohibits many unsafe behaviors. The *Code of Student Conduct* is available in the [Student Handbook and Planner](#). It is enforced by Residence Life staff members and the Vice President for Student Development.
6. **ELEVATOR EMERGENCY PHONES**—Elevators in each building except Bonaventure Hall have emergency telephones below the button panel. The elevator in Bonaventure Hall has an emergency bell only.
7. **EMERGENCY PROCEDURES** are posted on walls in all university buildings and on the Viterbo web site. The flipchart copies of the Emergency Response Plan are posted on walls are updated every two years. They are designed to be taken off the wall and utilized in the event of an emergency.
8. **EMERGENCY RESPONSE TASK FORCE** – This task force meets regularly throughout the calendar year to upgrade systems and programs related to emergency management.
9. **NEW STUDENT ORIENTATION** – Campus Safety and the La Crosse Police Department work jointly to present information on alcohol, drugs and violence prevention annually during the fall new student orientation program. During this program, students are also asked to program 911 and other emergency numbers on their cell phones.
10. **SAFE VITERBO LECTURES** – Campus Safety and other Viterbo offices offer educational programs throughout the academic year related to safety issues.
11. **SAFE WALK** - Campus safety 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 hours a day by campus safety personnel and volunteers. Safe Walk escorts can be pre-arranged or call for immediate help. For immediate response, call 608-796-3911 or 608-780-1582 in the event of a power outage. For non-emergencies during evening and weekend hours, contact Viterbo University security officers at 608-796-3912. For non-emergencies during weekday hours, call David Pleasants, director, campus safety and security, at 608-796-

12. SAFETY AND DISABILITIES COMMITTEE – This committee meets regularly to address campus safety and disability concerns.

### 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 under [campus safety and campus crime report](#). The vice president for student development and the director of campus safety and security prepare this report in collaboration with the office of residence life and the La Crosse Police Department.

Campus crime, arrest, and referral statistics include those reported to Viterbo University campus security, designated campus officials (including, but not limited to directors, deans, department heads, residence life, student development, advisors to students/student organizations, athletic coaches) and local law enforcement agencies. Counseling services and campus ministry staff informs clients of the procedures to report a crime to campus safety or the La Crosse Police Department on a voluntary and confidential basis, should they feel it is in the best interest of the client. A procedure is in place to capture crime statistics disclosed confidentially during such a session.

An email notification is made to all employees and enrolled students that provides the Web site to access this report. Copies of this report may also be obtained from the director of campus safety and security or the vice president for student development. All prospective employees may obtain a copy from human resources.

### 2010 VITERBO UNIVERSITY CAMPUS CRIME STATISTICS

The following table presents a summary of criminal acts committed between Jan. 1–Dec. 31, 2010, on Viterbo campus properties, in the residence halls, in non-campus classrooms rented at off-site locations, and on public property adjacent to Viterbo campus properties. The offenses were reported to campus safety and student development administrators and were found to be substantiated. The Viterbo University campus traditionally has been relatively free of criminal threat. The La Crosse community is consistently rated nationally as one of the safest cities of its size.

Offense	On-campus			Residential facilities			Non-campus			Public property		
	'08	'09	'10	'08	'09	'10	'08	'09	'10	'08	'09	'10
Murder/non-negligent man slaughter	0	0	0	0	0	0	0	0		0	0	0
Negligent man slaughter	0	0	0	0	0	0	0	0		0	0	0
Sex offenses, forcible	0	0	0	0	0	0	0	0		0	0	0
Sex offenses, non-forcible	0	0	0	0	0	0	0	0		0	0	0
Robbery	1	0	0	0	0	0	0	0		0	0	2
Aggravated assault	0	0	0	0	0	0	0	1		0	0	0
Burglary	7	1	0	1	0	0	0	1		0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0		0	0	1
Arson	0	0	0	0	0	0	0	0		0	0	0
Liquor law arrests	4	5	2	3	5	0	0	0		0	0	0
Liquor law violation referred for disciplinary action	48	60	25	48	58	25	0	0		0	0	0
Drug law arrests	1	1	0	1	1	0	0	0		0	0	0
Drug law violations referred for disciplinary action	3	5	10	3	5	10	0	0		0	0	0
Illegal weapons possession arrests	0	0	0	0	0	0	0	0		0	0	1
Illegal weapons possession violations referred for disciplinary action	3	0	0	3	0	0	0	0		0	0	0
Hate crimes	0	0	0	0	0	0	0	0		0	0	0

## **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.
- Arson – Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Burglary – The unlawful entry of a structure to commit a felony or theft.
- Drug abuse violation – Violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing, and making narcotic drugs.
- Hate crimes – Any of the crimes listed here which manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, disability, and gender.
- Liquor law violation – The violation of laws or ordinances prohibiting: manufacturing, selling, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.
- Motor vehicle theft – The theft or attempted theft of a motor vehicle.
- Criminal homicide murder/non-negligent manslaughter – The willful (non-negligent) killing of one human being by another.
- Criminal homicide/negligent manslaughter – The killing of another person through gross negligence.
- Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or making the victim fearful.
- Sex offenses; forcible – Any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent. Reported sexual offenses may include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.
- Sex offenses; non-forcible – Unlawful, non-forcible sexual intercourse. Reported offense may include incest and statutory rape.
- Weapon law violation – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacturing, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

### **Crime Locations Used for Campus Crime Statistics**

On-campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls, and (2) Any building or property that is within or reasonably contiguous to the area defined above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

Residential facilities: Institutions must report all crimes (within the categories shown above) that occur in residence halls or other residential facilities for students on campus.

Non-campus building or property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution. (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

## **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 other university officials will actively investigate any report of a missing resident student who is enrolled at Viterbo and is living in Viterbo housing facilities (i.e., Bonaventure Hall, Marian Hall, McDonald Terrace, Rose Terrace, Treacy House, and theme houses.)

1. If a member of the campus community has reason to believe that a student is missing, it should be reported to campus safety immediately at 608-796-3911.
2. Upon receiving the report, campus safety 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 residents 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, and (i) searching facilities and/or parking lots. The university reserves the right to contact family member or emergency contacts as a part of the investigation and to help determine the whereabouts of the resident.

3. All students residing in Viterbo housing facilities are required to provide the office of residence life with the names and phone numbers or a primary and secondary contact to be notified in the event of an emergency if the student is reported missing. 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.
4. The university will follow this notification procedure for a missing student who resided in on-campus housing.
  - a. Any reports of missing students are to be referred immediately to campus safety.
  - b. After campus safety and other appropriate university personnel investigate the report, if it is determined that the resident student\* has been missing for 24 hours:
    - i. Campus safety will notify the appropriate law enforcement agency. (Investigation will continue in collaboration with law enforcement officers as deemed appropriate.)
    - ii. The chief student development officer of designee will contact the primary or secondary emergency contact. The student development officer of designee will contact the custodial parent or legal guardian if the student has not reached 18 years of age or is not emancipated.
    - iii. 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](#).

\*Procedures may vary if the student does not reside in on-campus housing.

### SEXUAL OFFENDER REGISTRATION

A list of registered sex offenders who are students or employees of Viterbo University will be made available to view upon request at the office of the vice president for student development in the student development center. In addition, a list of all registered sex offenders in Wisconsin is available from the Wisconsin Department of Corrections at <http://offender.doc.state.wi.us/public/>.

Any Viterbo employee or student who is required by law to register as a sex offender is expected to comply with all reporting and registration requirements under applicable state and federal laws. Individuals are expected to self report to the vice president for student development.

### POLICY ON SEXUAL ASSAULT

All Viterbo campus community members are to conduct themselves with honor and character. Viterbo is subject to, abides by, and supports Wisconsin State Statutes and local ordinances regarding criminal sexual contact. Sexual assault is included in the *Code of Student Conduct* as impermissible behavior subject to disciplinary action. Students should be aware that Viterbo is not the only authority to which sexual assault may be reported and that "acts prohibited by the *Code of Student Conduct*, but not committed on university premises, could also be grounds for disciplinary action. Such acts include acts and threats of violence to others..." (*Code of Student Conduct*).

It is necessary to discuss sexual assault as it relates to the campus environment and surrounding community. Knowledge of university policies and state laws is very important. It is also essential that each knows his or her own role in preventing sexual assault. The safety of oneself and one's friends requires everyone's involvement. Sexual offenses including non-consensual intercourse (or rape), non-consensual sexual contact, sexual exploitation and sexual harassment is illegal and violates the standards of acceptable behavior at Viterbo University. All sexual offenses are acts of violence, aggression and coercion, not an expression of sexual intimacy. Students who are sexually assaulted are encouraged to contact the local police department and the university.

DEFINITION: The State of Wisconsin recognizes that sexual assaults occur under a variety of circumstances. Sexual assault includes both sexual intercourse and sexual contact.

• **Non-Consensual Sexual Intercourse** (or rape) includes intrusion or penetration however slight into a person's genital or anal openings with any object by an individual upon another individual without consent. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact). This intrusion may be caused by the direct act of the assailant or may occur as a result of an act by a victim who is obeying the assailant's instructions.

• **Non-Consensual Sexual Contact** is any sexual touching (including disrobing or exposure) however slight with any object by an individual upon another individual without consent. Sexual contact without consent is defined as any intentional touching of the intimate parts of a person, either directly or through clothing, by any body part or by any object, if that intentional touching is for the purpose of sexually degrading or humiliating the victim for the sexual arousal or gratification of the assailant, or if the intention contains the elements

of actual or attempted battery. Sexual touching is any contact with the breasts, buttocks, groin, or genitals, or touching with any of these body parts, or making a person touch another or himself/herself with or on any of these body parts.

- **Consent** is informed, freely and actively given, using mutually understandable words or overt actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Silence or inaction does not constitute consent. Wisconsin Law defines "consent" as words or overt actions by a person indicating a freely given agreement to have sexual intercourse or sexual contact. People who have a mental illness or deficiency and people who are unconscious for any reason or are physically unable to communicate are assumed to be incapable of consent. (Wisconsin State Statutes 940.255 4a-c).

- **Sexual Misconduct** is when an individual takes non-consensual, unjust, or abusive advantage of another for his/her own advantage or benefit or to advantage or benefit anyone other than the one being exploited and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment. Examples of sexual misconduct include: prostituting another student (e.g., the act or practice of engaging in sex acts for hire), non-consensual video and/or audio recording and/or non-consensual distribution of recorded materials, going beyond the boundaries of by crossing a communicated physical or sexual boundary, engaging in unsolicited acts of voyeurism and knowingly transmitting a sexually-transmitted disease to another student.

- The law makes no reference to the gender of either the victim or assailant. Sexual assault victims of any gender are protected by the law, and assailants of any gender can be prosecuted under the law. (As adapted from Wisconsin State Statutes 940.225) For more information go to the Wisconsin State Statute 940-225 at <http://www.legis.state.wi.us/rsb/states.html>

SEX UNDER THE INFLUENCE: Using alcohol or drugs in combination with sexual contactor activity can be dangerous. Unimpaired consent to sexual contact is critically important. Clear communication is frequently hampered by use of alcoholic beverages and/or drugs.

Each and every person has the responsibility to make an informed decision before acting on

a feeling or desire. If an individual uses alcohol or other drugs, that person may experience confused thinking and communication.

Consenting sex by law recognizes sober, verbal and nonverbal communication, free of threats, intimidation or other coercion. A person under the influence of drugs and/or alcohol may be physically unable to communicate, and may be unable to give consent.

Moreover, intoxication is never an excuse for assaulting or raping someone. Having sex with someone you know or should know to be incapacitated is a violation of this policy.

#### REPORTING OPTIONS

Reviewing options for reporting a sexual assault or sexual misconduct and professional support is very important. Still, it can be confusing and overwhelming. This section is written to help provide an understanding of the options. Victims and others considering a report of sexual assault are encouraged to speak with a professional counselor, either on or off campus. Students may contact the Director of Counseling (608-796-3808) or Vice President for Student Development (608-796-3801) for assistance in contacting law enforcement authorities and/or service agencies.

CONFIDENTIAL REPORTING ON CAMPUS: Students are encouraged to report assaults, seek professional support and discuss reporting options with designated personnel. These staff members are not required by law to file an official report when a sexual assault is discussed with them and are able legally to maintain complete confidentiality related to the discussion: the Director of Counseling Services and the University Chaplain.

OFFICIAL REPORT ON CAMPUS: An official report is documentation of sexual assault or misconduct. Any individual sexually assaulted by a Viterbo University student (on campus, or in a program or activity under Viterbo University jurisdiction), or any Viterbo University student who is assaulted, may report the incident, if she or he so desires, to the Vice President for Student Development. (The Vice President for Student Development may be contacted during weekday, evening and/or weekend hours.) Students may make an official report to the university without pursuing University disciplinary action. The Vice President for Student Development will maintain a confidential record of all official reports whether disciplinary action has been requested by the person filing the report or not. Students who file a report concerning a sexual assault will be:

- Provided with information and desired referrals related to medical care and professional support.
- Aided in filing the report – names, details, etc. will be listed only as desired.
- Informed of options for campus disciplinary action.
- Informed of options for reporting off-campus.
- Also, if requested by the victim, and if reasonably available, the University will assist the victim in changing his/her academic or living situation after the alleged assault. (Change of living situation typically occurs only if both the person filing the report and the alleged assailant live on-campus and/or if the assault occurred in on-campus housing.)

Incidents in which Viterbo faculty members are accused of violating this policy must be reported to the Academic Vice President for investigation and resolution. Incidents in which Viterbo staff members are accused of violating this policy must be reported to the Human Resources Director or Vice President for Finance and Administration for investigation and resolution.

**OFFICIAL REPORT AND ON-CAMPUS DISCIPLINARY ACTION:** In addition to filing an official report with the university, students may choose to pursue campus disciplinary action in cases where the university has jurisdiction. If the accused is a Viterbo University student, the victim may file an official report to the Vice President for Student Development. When filing the report, the victim will be asked whether he or she is requesting disciplinary action. If requesting disciplinary action, the person filing the report will be informed of the disciplinary process, which is outlined in the *Student Code of Conduct* and found in the student handbook. Student disciplinary procedures are outlined in the *Code of Student Conduct*. Procedural requirements are not as formal as those existing in the civil courts of law. Students should contact the Vice President for Student Development for detailed information regarding the process. In cases of sexual assault and/or sexual misconduct and to ensure fairness, the following procedures apply:

- Both the accused student and the student/person filing the report may be accompanied by a consultant of the student's own choice and at the student's own expense. The consultant may advise the student using written communication, but is not permitted to speak or participate in the conference and may not appear in lieu of the student.
- Both the accused student and the student/person filing the report may submit a written statement and may recommend to the chief student development officer or designee that witnesses attend on their behalf. The university may call witnesses, as well as question those appearing on behalf of the person filing the report and the accused student. In cases where written witness statements will be allowed without the presence of the witnesses, both the accused and accuser will be given the opportunity to review reports.
- During a disciplinary conference or hearing, both the accused student and the student/person filing the report shall be given the opportunity to testify and present evidence. The person filing the report has the right to provide a statement of impact to the adjudicator or university disciplinary committee.
- Both the accused student and student/person filing the report will be notified of the outcome of the disciplinary conference or hearing. If an accused student is found in violation and appeals the outcome, the accuser will be notified of the pending appeal and its final outcome.

Sanctions imposed by the university are wide-ranging and depend upon the degree of severity of the violation. Sanctions may include, but are not limited to reprimand, disciplinary probation, academic suspension or academic expulsion. Additional educational assignments may include participation in workshops, as well as recommended counseling and community service. When sanctions are imposed, consideration will be given to the individual mitigating circumstances as well as aggravating factors, such as past misconduct by the accused student or failure of the accused student to fully comply with previous sanctioned conditions.

Incidents in which Viterbo faculty members are accused of violating this policy must be reported to the Academic Vice President for investigation and resolution. Incidents in which Viterbo staff members are accused of violating this policy must be reported to the Human Resources Director or Vice President for Finance and Administration for investigation and resolution.

**REPORTING AT HOSPITAL EMERGENCY ROOM:** Immediate healthcare is recommended for victims of an assault. Victims should be accompanied to a health care facility of their choice for medical treatment and collection of evidence. Sexual assaults for which individuals seek medical treatment, must be reported to the appropriate police unit by health care officials. However, victims are not required to file a police report unless the victim is a minor. A sexual assault victim may report the incident any time after the assault. Criminal investigations are more effective with prompt reporting.

**REPORTING AT LOCAL POLICE DEPARTMENT:** Victims of sexual assault should strongly consider reporting the assault. Reporting an assault to the local police department does not require filing criminal charges, but it does align all support systems for the victim. Reporting is most effective soon after the assault, but it may be done at any time. Reporting the incident to the police quickly is very important. Also, important is preserving physical evidence at the assault scene as well as on the person assaulted. Physical evidence can be critical for criminal charges leading to a successful prosecution.

#### EDUCATIONAL PROGRAMS TO PROMOTE AWARENESS OF SEXUAL OFFENSES

Viterbo University offers these programs to promote awareness of sexual offenses.

1. The Viterbo student handbook includes definitions of various types of sexual assault, reporting options, sanctions and services available to victims of sexual offenses.
2. Vignettes offered during new student orientation are performed by professional actor/educators. These individuals lead discussion of dating violence following vignettes.
3. Campus Safety and LCPD explain Wisconsin state law on sexual assault during new student orientation presentation.

#### CAMPUS AND COMMUNITY SERVICES AND PROGRAMS FOR VICTIMS OF A SEXUAL ASSAULT

AGENCY	PHONE NUMBER
Franciscan Healthcare Safe Path Domestic Abuse and Sexual Assault Services	608-392-7804 or 1-800-362-5454 ext.7804
Franciscan Healthcare SANE – Sexual Assault Nurse Examiner	608-392-9720 or 1-800-362-5454 ext. 2292
Great Rivers 211– Information, Referral and Crisis Hotline	Dial 211 or 1-800-362-8255 or 1-866-884-3620
Gundersen Lutheran Sexual Assault Services 24 Hour Crisis Line	608-775-5950
La Crosse Police Non-Emergency Dispatch	608-785-7241
New Horizons Shelter for Battered Women	608-791-2600
Viterbo Campus Safety	608-796-3911
Viterbo Director of Residence Life	608-796-3841
Viterbo Director of Campus Safety– Weekdays	608-796-3913
Viterbo Counseling Services -Weekdays	608-796-3808
Viterbo Health Services - Weekdays	608-796-3806
Viterbo Residence Life Community Coordinator on Call	608-796-3400
Viterbo Vice President for Student Development – Weekdays	608-796-3801

#### EDUCATIONAL PROGRAMS FOR PREVENTION OF SEX OFFENSES

PROGRAM	DESCRIPTION	TIMELINE
Policy including Wisconsin state law outlined in Student Handbook.	Explanation of sexual assault, reporting options, services and programs for victims, etc.	Student Handbook is available online 24/7/365.
Vignettes performed during New Student Orientation.	Educational Skits followed by discussion of topic. Professionals present skits and lead discussion.	Offered during Fall Orientation.
Explanation of Wisconsin law on Sexual Assault.	Included in Campus Safety and LCPD presentation during New Student Orientation.	Offered during Fall Orientation.

#### POLICY ON SEXUAL HARASSMENT

Viterbo University is committed to maintaining a learning and working environment which respects the dignity of all individuals and is free from sexual harassment. Accordingly, Viterbo University will not tolerate the sexual harassment of one member of the university community by another or by external parties/individuals providing services to Viterbo University. The university community subject to this prohibition includes faculty, administrators, staff, and students.

**Definition of Sexual Harassment** – Sexual harassment takes two forms under the law: 1) Quid pro quo or 2) Hostile atmosphere. Quid pro quo harassment occurs where an individual retaliates against another for submitting to, or refusing to submit to, sexual harassment. This refusal may include refusing sexual advances, rejecting physical contact, or denying requests for sexual favors. The retaliatory action may include the denial of a promotion, the levying of discipline, lowering of a student grade, or termination of employment. Quid pro quo harassment also occurs where submission to sexual harassment is proffered as a condition for favorable treatment. This favorable treatment may include promotion, wage advancement, or academic advancement. Hostile atmosphere is the other form of sexual harassment. An individual's conduct, whether intentional or unintentional, may create a hostile, intimidating, or offensive learning and working environment for others. This hostile environment may be created by repeated and unwelcome sexual advances or requests for sexual favors. Also, unwelcome verbal or physical conduct of a sexual nature may create a hostile atmosphere. Such conduct includes, for example, unsolicited gestures or comments of a sexual nature, display of offensive, sexually graphic materials, or physical conduct of a sexual nature.

Sexual harassment may originate from faculty, administrators, staff, or students. Also, sexual harassment may originate from external parties/individuals providing services to Viterbo University. Harassment can occur if the offending individual is the same gender as the individual being harassed. If an individual is offended by witnessing the harassment of another individual, a harassment complaint may still be filed even though the harassment is not directly aimed at the individual witnessing the harassment. As defined above, sexual harassment is a specific form of discrimination in which the power differential inherent in the relationship between a student and teacher or supervisor and subordinate is exploited. However, this policy also recognizes that sexual harassment may occur between individuals who have similar status at Viterbo University, such as student-student or faculty-faculty.

Consenting sexual relationships between faculty and student or supervisor and subordinate often present the most difficult cases of sexual harassment. The power differential between these two groups can cast serious doubt on whether the relationship is consensual. Also, the relationship can easily turn the learning or working environment into a hostile one for the complainant. Since the purpose behind this policy is to free the working and learning environment from such damaging interference, Viterbo University strongly discourages such relationships. If the university learns of such a relationship between a supervisor and subordinate, steps will be taken to alter the reporting

structure. If the relationship occurs between a faculty member and student, the matter will be discussed with the faculty member and student and steps taken to avoid harm.

### **Resolution of Sexual Harassment Complaints**

The primary goal of the sexual harassment policy is to prevent objectionable behavior or stop it whenever it occurs. No member of the community will be retaliated against for making a sexual harassment complaint.

Incidents of a student harassing another student are in violation of the *Code of Student Conduct* and should be reported to the Vice President for Student Development. An investigation of the harassment complaint will be conducted in accordance with the *Code of Student Conduct*.

Any member of the community who believes he or she has been sexually harassed by another should, if possible, tell the individual harassing him/her that the behavior is offensive and must stop, and should also report the harassment to the academic vice president, human resource director, or the vice president of finance as soon as possible. Any member of the community who becomes aware of a sexual harassment incident should report the incident to the assistant academic vice president, human resource director, or the vice president of finance as soon as possible. Timely reporting of incidents will ensure efficient resolution.

The human resource director or the vice president of finance will conduct an investigation of the harassment complaint. The complainant will prepare a written complaint describing the incident as completely as possible and provide the written complaint to the assistant academic vice president, human resource director, or the vice president of finance. To the extent possible, the investigation will remain confidential, considering the complainant's right of privacy, the need to be fair to the respondent by notifying the respondent of the complaint, and the need to gather information regarding the incident. Investigation of the complaint may require the interviewing of members of the university community who may have witnessed the incident, or who may have information regarding the incident as well as review of relevant data or documents. The investigation will be conducted expeditiously but in a manner consistent with the complexity and severity of the matter. The human resource director or the vice president of finance will maintain a written record of the complaint and resolution process.

If there is a finding that sexual harassment has occurred, the offending individual will be subject to an appropriate penalty. The penalty will depend on the severity, frequency, or repetition of the harassment. If the matter involves an employee, discipline, ranging from reprimand to discharge, may be given. If the matter involves a student, discipline, ranging from reprimand to administrative withdrawal, may be given. The complainant will be notified of the results of the investigation and the resolution of the complaint.

If the investigation of the complaint shows that the complainant made a false complaint, Viterbo University may discipline the complainant for making such a false complaint. If the matter involves an employee, discipline, ranging from reprimand to discharge, may be given. If the matter involves a student, discipline, ranging from reprimand to administrative withdrawal, may be given. A false complaint is one where there is absolutely no basis for the complaint or the complaint was motivated by malice toward the respondent.

In addition to the complaint resolution procedures described above, the complainant may also file a charge with an appropriate external agency (e.g., Equal Employment Opportunity Commission, Wisconsin Equal Rights Division).

### **DISCLOSURE TO A VICTIM OF A CRIME OF VIOLENCE**

The University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code\*), or any non-forcible sex offense, the report on the results of any University disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this policy.

*\*The term "crime of violence" means - (a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. United States Code Title 18, 16.*

## **POLICY ON ALCOHOL, TOBACCO AND OTHER DRUGS**

### **POLICY INTRODUCTION**

Viterbo University is committed to providing a safe and healthy learning environment free of illicit drugs and the unlawful use or abuse of alcohol. The University recognizes that the use or consumption of alcohol, tobacco 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.

### **POLICIES ON ALCOHOL, TOBACCO AND OTHER DRUGS**

#### **Policy on Alcohol and Other Drugs**

The *Viterbo University Code of Student Conduct* includes the following as proscribed (prohibited) behaviors:

1. Use, possession, sale, manufacturing or distribution of alcoholic beverages, marijuana, heroin, narcotics, prescribed drugs, or other controlled substances.
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
  - 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 by, possessed by or distributed to any person under twenty-one (21) years of age.
3. Use, sale, advertisement or distribution of tobacco products (i.e. Cigarettes, chewing tobacco, cigars, etc.) in university facilities, on university grounds, at university events, and in university fleet vehicle, except in outdoor areas designated by signage and ashtrays. 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 are permitted and may be consumed in the privacy of on-campus apartments and theme houses 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. Individuals and groups are responsible for and will be held accountable for their choices and behaviors related to alcohol and other drugs. If an individual or group exhibits alcohol and/or drug intoxication and unruly behavior, the individual and/or group may be sanctioned for both the intoxication and the disruptive behavior.
  4. 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.
  5. All occupants of a residence hall room or apartment are subject to disciplinary action if a guest or someone in the unit is violating alcohol, tobacco and other drug policies.
  6. Alcohol, controlled substances and/or related paraphernalia are not permitted in the corridors, stairwells, or floor lounges of any campus facility.
  7. Alcohol, controlled substances and/or related paraphernalia are not permitted in these facilities: Bonaventure Hall, Marian Hall, the Hawk's Nest, or the Student Union.
  8. No large quantities of alcohol will be permitted in university housing facilities or on travel associated with the university. Providing large quantities of alcohol to others puts the community and its members at risk.
  9. 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 (i.e. beer balls, kegs, party balls, pony kegs, etc.) 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.
  10. 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 will be confiscated and not returned.
  11. Display of beer cans, liquor bottles and/or other alcohol or drug paraphernalia is prohibited on university property.
  12. The possession or use of alcohol paraphernalia, tobacco paraphernalia or drug paraphernalia is prohibited in campus housing. 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 (i.e. bongs/funnels, hookahs, kegs, roach clips, shot glasses, etc.).
  13. Any person found in violation of these policies will have alcohol and/or drugs plus and related paraphernalia confiscated. Such confiscated items will not be returned.
  14. Use of alcoholic beverages is prohibited except at university-sponsored events approved by the President.
  15. The service and/or sale of alcoholic beverages is not permitted on University premises or at University-sponsored functions during the working day from 8 am to 5 pm.
  16. University employees may not store alcohol in offices or use alcoholic beverages on university property.
  17. Alcoholic beverages are prohibited at university sponsored athletic events on and off-campus.
  18. Alcohol or other drug impaired driving on university property is strictly prohibited and may result in disciplinary action.
  19. Drivers or passengers in university fleet vehicles or vehicles rented/utilized for university travel may not possess or consume alcohol

beverages.

20. 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.

21. On-campus advertisements that indicate alcohol as the primary focus of the event are not permitted.

#### 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:

a. To refrain from the consumption of alcoholic beverages for 48 hours prior to any University sponsored competitive event.

b. 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 carry 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.

#### TOBACCO POLICY

Viterbo University works to help ensure a healthy campus environment by prohibiting the use, sale, advertisement and distribution of tobacco products in University facilities, on University grounds, at University-sponsored events, and in University vehicles. The use of tobacco products is restricted to smoking, which is permitted only in designated outdoor areas on-campus.

Effective July 1, 2008, smoking on Viterbo University property will be restricted to these outdoor areas:

1. Area designated by signage between the Fine Arts Center and Brophy Nursing Center

2. Area designated by signage outside the Student Union on ground level near the southwest corner of Franciscan Way and Market Street.

3. V-Hawk Outdoor Athletic Complex – East side of the parking lot near lot extension This policy is primarily peer enforced. Campus community members are asked to tactfully remind others to smoke only in designated areas. Persons violating this policy may be subject to disciplinary action. Students and employees who would like to quit smoking should contact Health Services for guidance, nicotine patches or smoking cessation kits.

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

**Good Samaritan Guidelines:** Each member of the campus community is encouraged to immediately seek help from a Resident Assistant, Campus Security or a local hospital emergency room for students whose health and well-being may be at risk due to consumption of alcohol and/or drugs. Helping a student in need will always be viewed favorably in any follow up to an incident, including those incidents where the "Good Samaritan" and/or person in need of emergency assistance may have violated university policy.

**Self-Help Guidelines:** When a student recognizes that she or he has difficulty with substance abuse and agrees to voluntary withdrawal to participate in a comprehensive substance abuse treatment program at his or her own expense, penalties incurred for disruptive behavior resulting from the use of alcohol or a controlled substance may be waived.

#### SANCTIONS

**Viterbo University Sanctions:** Disciplinary sanctions for violation 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.

While the sanction(s) imposed depend upon the severity of the offense and the history of offenses (if any), disciplinary measures typically follow this pattern.

1. First Offense – \$75 Fine and a mandatory education program. Parental notification for students under the age of 21 is possible.
2. Second Offense – \$150 Fine, discretionary assignment, payment for and completion of and compliance with a chemical

dependency assessment, and/or candidate for residence unit expulsion. Parents may be notified if a student has not yet reached 21 years of age.

3. Third Offense – \$225 Fine, discretionary assignment, payment for and completion of and compliance with a chemical dependency assessment, and/or candidate for residence unit expulsion. Parents may be notified if a student has not yet reached 21 years of age.

Illegal substances including marijuana, THC, hashish and synthetic derivatives are prohibited in university facilities, on university property and/or at university-sponsored events. Any student found responsible for use or possession of using marijuana or another illegal substance may face possible criminal charges. Violations of the drug policy may result in disciplinary action. In addition, the university may require a student who possesses or uses illicit drugs or is found with drug paraphernalia to participate in an approved drug rehabilitation program (at the expense of the student) and to 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, responsibility for the offense will fall on the occupant 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 marijuana or other drug offense and the history of offenses (if any), disciplinary measures typically follow this pattern:

1. First Offense – a \$100 minimum penalty, a mandatory education program, and a warning that another violation may result in suspension or eviction from university housing facilities. Parental/guardian notification is possible.
2. Second Offense – a \$200 penalty, a mandatory alcohol and drug assessment, compliance with treatment outlined in the assessment (if any), and a warning of probable suspension or eviction from university housing facilities with another violation. Parental/guardian notification is possible.
3. Third Offense – \$300 penalty and referral to Director of Residence Life for additional penalties which may include suspension or removal from housing facilities. Parental/guardian notification is possible.

**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.

**Underage Possession or Consumption**

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
\$227 Fine	\$384.50 Fine	\$542 Fine (\$668 – 4 <sup>th</sup> offense, \$794 for 5th offense and up)

**Underage Attempt or Procurement, Attempt or Entering Tavern**

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
\$227 Fine	\$384.50 Fine	\$542 Fine (\$668 – 4 <sup>th</sup> offense, \$794 for 5th offense and up)

**Other Penalties**

False Identification	\$227 Fine
Public Alcohol Consumption	\$101 Fine
Disorderly Conduct	\$164 Fine
Selling Alcohol to a Minor	\$290 Fine
Public Intoxication	First Offense -Warning Second Offense – Citation, \$227 Fine, and possible assessment Third Offense – Citation, \$542 Fine and assessment
Selling Alcohol without License	\$1,613 Fine
First Offense – Operating Motor Vehicle while Intoxicated	\$718 Fine and 6 month revocation, plus \$400 alcohol assessment
Unregistered keg in the City of La Crosse	\$1,298 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 marijuana. 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 of 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 President. 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 his or her 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 ALCOHOL, TOBACCO AND OTHER DRUG PREVENTION, TREATMENT AND ASSISTANCE

Health Services	3 Student Development Center	608-796-3806
Counseling Services	4 Student Development Center	608-796-3808
24/7 Crisis Line		211 or 608-775-4344
Smoking Quit Line		1-877-270-7867
AA Intergroup Answering	217 7th St. S., La Crosse	608-784-7560
Coulee Council on Addiction	921 West Ave. S., La Crosse	608-784-4177
Mayo Clinic Franciscan Healthcare Behavioral Health	212 S. 11th St., La Crosse	608-791-9555
Gundersen Lutheran Behavioral Health	1900 South Ave., La Crosse	608-775-2287
Gundersen Lutheran Behavioral Health	123 16th Ave. S., Onalaska	608-775-8646
La Crescent Counseling	33 S. Walnut, La Crescent, MN	507-895-6666
<a href="http://www.alcoholscreening.org">www.alcoholscreening.org</a>	<a href="http://www.bacchusgamma.org">www.bacchusgamma.org</a>	<a href="http://www.couleecouncil.org">www.couleecouncil.org</a>
<a href="http://www.smokefree.gov">www.smokefree.gov</a>	<a href="http://www.health.org">www.health.org</a>	<a href="http://www.lungusa.org">www.lungusa.org</a>

#### 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.

#### Alcohol

- Is a mind-altering drug because it contains ethanol and the chemical ability to depress the nervous system.
- As a depressant, alcohol affects motor coordination, speech and vision even at low levels of blood alcohol.
- 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.

#### Tobacco

- Smoking is addictive and is the cause of bad breath, yellowed fingers, foul smelling clothing, shortness of breath, and decreased athletic performance.
- Smoking is associated with coronary heart disease, stroke, ulcers, respiratory infections, lung cancer (as well as cancer of the larynx, esophagus, pancreas, stomach and uterine cervix), bronchitis, emphysema, early menopause and stillborn and premature children. Tobacco causes 30% of all cancer deaths. One in three smokers will die prematurely from tobacco use.
- Exposure to secondhand smoke causes respiratory diseases in children, including pneumonia, asthma exacerbation, and middle ear infections.
- Smokeless tobacco is the cause of addiction to nicotine, 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.

#### **Marijuana and Hashish**

- Are harmful to health and impair short-term memory and the comprehension of the user.
- Alter the sense of time and reduce the ability to perform tasks requiring concentration and coordination.
- Increases heart rate and appetite. Users risk chronic bronchitis, lung cancer, paranoia and psychosis.
- Cannabis products are usually inhaled as unfiltered smoke and have more cancer-causing agents than tobacco.

#### **Methamphetamine – Meth, Crank, Crystal and Speed**

- Is a powerfully addictive central nervous system stimulant.
- Immediate effects may be agitation or violent behavior, insomnia, decreased appetite, irritability, anxiety, nervousness, convulsions or heart attack.
- Chronic use can cause paranoia, hallucinations, repetitive behavior, delusions of parasites crawling under skin, psychosis, aggressive behavior, stroke and death.

#### **Cocaine or Crack**

- Stimulate the central nervous system and are extremely and rapidly addictive.
- Can cause physical and psychological dependency that may lead to dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, paranoia and seizures.
- Can cause death by disturbing the brain's ability to control heart functions and respiration.

#### **Ecstasy**

- Is a stimulant and a hallucinogen.
- Side effects include memory or coordination loss, dizziness, fainting, depression, sleep problems, chills or sweating, slurred speech, dehydration, hypertension, loss of control over voluntary body movements, tremors, reduced appetite, kidney failure, heart attack, stroke, seizure, an increase in body temperature.
- Ecstasy use can be fatal, especially when combined with alcohol and other drugs.

#### **Hallucinogens – LSD, PCP, Mescaline, Psilocybin and Peyote**

- Interrupt brain messages that control the intellect and keep instincts in check.
- Because the brain's pain sensors are stopped, hallucinogens may result in self-inflicted injury.
- Large doses can cause convulsions, coma and death.
- Prolonged users report memory and speech difficulties up to a year after usage.

#### **Inhalants -Gas, Aerosols, Glue, Nitrates, White-Out**

- Use of inhalants is a very high risk activity.
- Permanent brain, liver and kidney damage, bronchitis, heart arrhythmia, seizures, coma and death can occur even with the first usage.

#### **Narcotics**

- Drugs such as morphine, codeine or heroin, are very addictive. Their usage leads to loss of appetite, extreme drowsiness, mental impairment and slowing of reflexes.
- An overdose of narcotics may lead to convulsions, coma or death.

#### **Steroids**

- Steroids are injected or taken orally. Some common names of steroids are testosterone, nandrolone and oxymetholone.
- Use of steroids is associated with liver disease, cancer, growth problems, bone fusion, sexual dysfunction and aggressive behavior.

## **Stimulants and Amphetamine**

- Can have the same effect as cocaine and cause increased heart rate and blood pressure that can result in a stroke or heart failure.
- Symptoms include dizziness, sleeplessness and anxiety.
- Use can also lead to psychosis, hallucinations, paranoia, and even physical collapse.

### **APPLICATION FOR SERVICE OF ALCOHOLIC BEVERAGES AT EVENTS ATTENDED BY STUDENTS**

Alcoholic beverages are not permitted at student, club or team events occurring on or off campus unless approved by the Vice President for Student Development. Recognized student organizations or teams must apply to the Vice President for Student Development for service of alcoholic beverages. The service of alcoholic beverages may be approved by the Vice President for Student Development when: (a) alcohol is not the main focus of the event, (b) the event is deemed consistent with the mission of the university and applicable laws and policies, (c) service of alcoholic beverages will not jeopardize health and safety, and (d) it can be shown in advance of the event that the majority of the students in attendance will be 21 years of age or older. Applications to the Vice President for Student Development must be submitted at least 10 days in advance of the activity. Student groups approved by the Vice President for Student Development to serve alcoholic beverages must adhere to University policy and the guidelines stipulated in this policy. Viterbo University assumes no responsibility for liability resulting from an individual or organization in violation of these guidelines, University policies or other applicable laws.

1. The use of funds from student activity fees or the University will not be used to pay for or subsidize alcoholic beverages served at special events for students.
2. The service and/or sale of alcoholic beverages is not permitted on University premises or at University-sponsored functions during the working day from 8 am to 5 pm.
3. Service of alcoholic beverages is limited to a period of no more than 3 hours during the event.
4. All indoor events will end no later than 2 am. Outdoor events will end by 10 pm, in courtesy to students living on campus and persons living in the adjacent community.
5. A member of the sponsoring organization must meet with the Vice President for Student Development to register the event, file an alcohol service application and review responsibilities in areas of alcohol services and event management. Failure to do so may result in limits on, postponement or cancellation of the event.
6. The sponsoring organization shall be responsible for incorporating planned and deliberate strategies to create an environment that provides a comfortable environment for those who choose not to drink alcoholic beverages, prevents underage drinking, discourages intoxication of those who choose to drink, and establishes intervention protocols for guests impaired by alcohol.
7. Non-alcoholic beverages and food of a substantial nature must be served throughout the event.
8. A qualified, licensed bartender must provide on-site supervision to all beverage servers. All servers must be twenty-one years of age or older.
9. The sponsoring organization will schedule and pay for a minimum of one non-student, campus security person for every 100 participants anticipated.
  - a. Scheduling and payment will be made through the Director of Campus Safety and security.
  - b. Non-student, campus security personnel will hold these responsibilities:
    1. Be present at the door or entry point to the alcohol service area for the duration of the party.
    2. Check the identification of every individual entering the alcohol service area.
    3. Ensure that alcoholic beverages are not taken outside of the service area.
    4. Handle disruptive situations or problems occurring in and outside of the event.
    5. Maintain contact with the event chairperson.
    6. Report individuals in violation of the Code of Student Conduct and other concerns to the Vice President for Student Development during or within 24 hours of the event.
10. University employees who are not students will serve as monitors for the event. The monitors will not serve alcohol and will be responsible for monitoring the event and reporting concerns to Campus Security and/or the Vice President for Student Development. They must be secured by the sponsoring organization and approved by the Vice President for Student Development in advance of the event.
11. The minimum charge for alcohol at any special event is to be in parity with pricing at local establishments.
12. Pricing will be by the individual container. Alcoholic beverages will not be provided for a fixed fee that includes unlimited consumption.
13. Serving alcoholic beverages free of charge is not permitted.
14. At events where there will likely be individuals under the age of 21, alcoholic beverages must be consumed in a secure, designated area. The event planners must have an approved system of controlling those entering the designated area to ensure that they are 21 years of age minimum.
  - a. For indoor events, the designated area must be separated by walls from all other areas.
  - b. For outdoor events, a substantial partition will be used to separate the area designated for the consumption of alcoholic beverages.
  - c. The student group sponsoring the event will be responsible for payment for the delivery, rental and pick up of the equipment and

partitions needed.

15. Alcohol consumed at the event must be provided at a designated area. No other alcoholic beverages may be brought into the event.

a. Individuals will be served only one alcoholic beverage at a time.

b. If identification is checked by persons other than those serving alcohol, the event planners must inform those serving alcohol how they will identify those who are of legal age to purchase alcohol.

c. Alcoholic beverages must be denied to all individuals who are visibly intoxicated. The server shall inform all other servers to prevent subsequent provision of alcoholic beverages to the intoxicated individual.

d. Alcoholic beverages will not be used as awards or prizes.

16. Alcohol containers may not be placed or carried in public areas, such as entrances, restrooms, hallways or lounges.

17. The sponsoring organization will be responsible for the payment of all and any damages.

18. **Reporting Procedures:** Security personnel, University employees and event hosts who observe violations to this policy, the alcohol and drug policy or the Code of Student Conduct are expected to report the violations to the Vice President for Student Development. University employees or students who become aware of a possible violation after the event are expected to file a report with the Vice President for Student Development.

19. **Sanctions:** Individuals or student groups violating this or other University policies, local, State or federal regulations will be subject to sanctions imposed through campus disciplinary procedures and/or local authorities. The Vice President for Student Development or designee may impose sanctions outlined in the Code of Student Conduct and/or these actions:

a. Discontinue the service of alcoholic beverages at the event.

b. Terminate the event.

c. Contact the appropriate police agency.

d. Remove the organization in violation from approved University Club status for a

**minimum of one year or a maximum of three years.**

#### **DRUG AND ALCOHOL EDUCATION PROGRAMS**

As required under Section 120 of the Higher Education Amendments, Viterbo University offers drug and alcohol abuse prevention programs for students and employees. Campus community members are sent conduct standards, a description of campus, local, state and federal laws related to alcohol and drugs, a description of health risks associated with drug and alcohol abuse, and a list of available counseling and treatment programs, and the sanctions the university will impose for violations. This information is distributed in email and paper copy across campus annually.

Each of these student development operations – campus activities, campus safety, counseling services, health services, intercollegiate athletics, orientation, recreational sports, residence life, student conduct and student development – have routine procedures and programs designed to enforce and encourage safe and healthy practices. Examples of programs utilized are e CHECKUP TO GO, alcohol.edu, the Red Watch Band program, Safe La Crosse initiatives, social norms, medication drop-offs and frequent educational programs. The Alcohol Tobacco and Other Drug Task Force made up of student development professionals, students, faculty and staff also works to implement initiatives related to the reduction of alcohol, tobacco and drug usage. University administrators and students are actively involved in the Tri-Campus Community Advocacy Group with includes Viterbo University, University of Wisconsin-La Crosse, Western Technical College, LCPD, media and social service organizations to help curb the misuse of alcohol. In addition, Viterbo offers an undergraduate major in addictions, and a certificate program in alcohol and drug counseling. Students majoring in nursing complete required training related to alcohol and other drugs.

The Vice President for Student Development conducts a biennial review of Viterbo's alcohol and drug programs by the end of December in even numbered years as required by the Department of Education. Biennial reviews are signed by the University President and filed in the Vice President of Student Development's office.

#### **2011 FIRE SAFETY REPORT**

##### **FIRE REPORTING**

If a fire occurs in any building on 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.

#### **2010 FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES**

The Higher Education Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

Date	Location	Cause	Injuries	Death	Property Damage
4/2/10	Bonaventure Hall first floor lounge	Cooking	0	0	< \$100
4/10/10	Bonaventure Hall Fifth Floor Lounge	Cooking	0	0	< \$100
7/10/10	Apartment 4 Treacy House	Cooking	0	0	< \$100
10/19/10	Student Union	Cooking	0	0	< \$100

#### FIRE SAFETY LOG

As required under the Higher Education Opportunity Act (HEOA), The Director of Campus Safety maintains a log of on-campus fires. HEOA requires that the fire log include the date the fire is reported, the nature of the fire, the date, time and general location each fire in on-campus housing facilities. A paper copy of the fire log is available upon written request to the Director of Campus Safety.

#### VITERBO FIRE PREVENTION POLICIES

Campus Safety works to provide faculty, staff, students and visitors with the safe environment, free of potential fire hazards. The primary goal of the university's fire prevention program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. Campus Safety works to achieve this goal by:

1. Adhering to recommendations from risk management consortia conducting third party fire safety audits
2. Conducting regularly scheduled La Crosse Fire Department fire safety inspections in all buildings
3. Conducting fire drills in academic and student services buildings annually
4. Conducting fire drills in all campus housing facilities including during in the fall and spring semesters
5. Offering training to students and employees in basic fire safety

Regarding Fire Safety Inspections, fire and life safety features of the buildings are in compliance with all applicable standards of the National Fire Protection Association (NFPA) and the local Authority Having Jurisdiction (AHJ). The Fire Prevention bureau of the La Crosse Fire Department conducts fire safety inspections of all University buildings. Some buildings may be inspected more frequently as deemed necessary.

#### ON-CAMPUS HOUSING 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	3 per year
Canticle House *	Yes	No	Yes	Yes	No	2 sets per Floor	1 per Floor	3 per year
Marian Hall**	Yes	Yes	Yes	Yes	Yes	2 sets per Floor	1 per Floor	3 per year
McDonald Terrace**	Yes	No	Yes	Yes	No	2 sets per Floor	1 per Floor	3 per year
Rose Terrace**	Yes	Yes	Yes	Yes	Yes	2 sets per floor	1 per Floor	3 per year
Treacy House **	Yes	No	Yes	Yes	No	2 sets per Floor	1 per Floor	3 per year
821 and 823 7 <sup>th</sup> St. House *	Yes	No	Yes	Yes	No	1 set per Apartment	1 set per Apartment	3 per year

If Campus Safety, 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.

\*Canticle house located at 810 Eighth Street and the theme houses at 821 and 823 Seventh Street South are equipped with a hardwire smoke detector system 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.

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

### **NUMBER OF MANDATORY SUPERVISED FIRE DRILLS**

Fire drills are conducted in on-campus housing facilities including residence halls, apartments and theme houses during in the fall and spring semesters. Fire drills are conducted in all main campus buildings including housing facilities annually.

### **POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING AND OPEN FLAMES**

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 the 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. All decorations and ornaments must be 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.
4. Removal of all decorations, ornaments and displays are required immediately after the event.
5. Decorative lights including holiday lights, as well as floodlights, extension cords or electrically operated ornaments must be U.L. rated and approved for use.
6. Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce an electric shock.
7. 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.
8. Decorative lights 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.
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 of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic, do not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.), or 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 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 hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.).

**PROCEDURES FOR STUDENT HOUSING EVACUATION IN CASE OF A FIRE**

1. Each floor has 2 emergency evacuation maps posted on the end of each hallway, to direct 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 on the way out.
  - B. Use the stairs, not elevators. Once in the stairwell, do not re-enter the building. Use the fire exit door at the bottom of the stair that goes directly to the outside.
  - C. Once outside, go to the Assembly Area for the building and wait for instructions from university officials or emergency management personnel.
  - D. Campus Safety or Residence Life staff will call 911.
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 EDUCATION AND TRAINING PROGRAMS FOR STUDENTS, FACULTY AND STAFF**

1. All dormitory residents (including those with special needs) and residence hall staff receive intensive and comprehensive fire safety training at the beginning of the academic year. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall.
  2. Basic fire safety instruction is performed annually to Physical Plant and Cafeteria employees. Additional training is available by request from a department or group of employees.
  3. Basic fire safety instruction is provided to all Student Residence Life Staff living in Residence Halls who attend the orientation program at the beginning of each academic year.
  4. 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.
-