

VITERBO UNIVERSITY

2016 ANNUAL SECURITY REPORT AND 2016 FIRE SAFETY REPORT

October 1, 2016

2016 ANNUAL SECURITY REPORT

INTRODUCTION

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

To request a paper copy of the report or for more information, contact the Director of Campus Safety or the Vice President for Student Development. The Annual Security and Fire Safety Report is also available on the Viterbo University website.

PREPARATION OF THE 2016 ANNUAL SECURITY REPORT

This report is prepared to comply with the U.S. Department of Education requirements and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Email notification containing website access to this report is made annually to Viterbo students and employees. The full text of this report is available at this link: <http://www.viterbo.edu/about-viterbo/annual-security-report-including-safety-related-policies>

This 2016 Annual Security Report and 2016 Fire Safety Report was prepared by the Vice President for Student Development (VPSD) and the Director of Campus Safety. Members of Viterbo's Emergency Response Task Force and Student Development staff also assisted with review and edits of this report. Campus crime, arrest, and referral statistics include those reported to Campus Safety, the Vice President for Student Development, Residence Life, and local law enforcement agencies.

SAFETY AT VITERBO UNIVERSITY

REPORTING CRIMES AND EMERGENCIES

To help provide a secure and safe environment, personnel are available to receive reports of crime and respond to calls at these telephone numbers 24 hours a day, 7 days a week, and 365 days a year. All incidents reported are reviewed, and applicable information is forwarded to the appropriate university office or civil authority.

Department	Situation	Phone Number	Location
Police, Fire, Emergency, Medical Services	Emergency Requiring Immediate Response	911	*****
Viterbo Campus Safety	Immediate Response Needed	608-796-3911 or 3911 from campus phone	5 Student Development Center at 936 Franciscan Way or Student Union Security Outpost behind Security Desk at 702 Franciscan Way
La Crosse Police Department	Non-emergency	608-785-5962	City Hall, 400 La Crosse St., La Crosse, WI
Viterbo Campus Safety	Weekday, Evening and Weekend Non-emergency	608-796-3911	5 Student Development Center at 936 Franciscan Way or Student Union Security Outpost behind Security Desk at 702 Franciscan Way

Department	Situation	Phone Number	Location
Viterbo Campus Safety	In The Event Of A Power Outage	608-780-1582	5 Student Development Center at 936 Franciscan Way, or Student Union Security Outpost behind Security Desk at 702 Franciscan Way

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

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

REPORTING CRIMES ON AN ANONYMOUS BASIS

If you have experienced or have knowledge of certain crimes and do not want to pursue action within the university system or local criminal justice system, you may want to consider making an anonymous report. The Director of Campus Safety can write a report on the details of an incident without revealing your identity. You can complete and submit an incident report form while remaining anonymous at this link: <https://publicdocs.maxient.com/incidentreport.php?ViterboUniv>. The purpose of an anonymous or private report is to comply with your wish to keep the matter private, 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 if there is a pattern of crime in regard to a particular location, method, or assailant, and alert the campus community of potential danger. Anonymous reports are counted and disclosed in the annual crime statistics for the university.

VITERBO CAMPUS SAFETY

Campus Safety is available 24 hours a day, 7 days a week, and 365 days a year. Campus Safety 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	Hours
Director of Campus Safety	5 Student Development Center/ 936 Franciscan Way	Emergency 608-796-3911 Non-Emergency 608-796-3913	8 am to 5 pm
Per Mar/Viterbo Security Officers	Security Outpost behind the Student Union Security Desk	Emergency 608-796-3911 Non-Emergency 608-796-3911	5 pm to 8 am

RESPONSIBILITIES OF CAMPUS SAFETY PERSONNEL

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 Services and Viterbo Campus Safety provide services in compliance with Viterbo policies. Per Mar officers are licensed as private security and are trained to provide security for private companies and institutions. Per Mar employees are not deputized law enforcement officers, and do not have the arresting authority of a police officer. 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 transportation to a local healthcare provider, if necessary.

Serious 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. These 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, and there are two LCPD officers assigned to the Washburn neighborhood. 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. A memorandum of understanding designates the La Crosse Police Department as the law enforcement agency responsible for response to, and investigation of serious violent crimes on the Viterbo University campus. The Campus Safety department is responsible for the investigation of minor crimes on the Viterbo University campus.

While Viterbo Campus Safety personnel (including those through Per Mar Security Services) may assist occasionally with an off-campus incident or assist students requesting Safe Walk services or emergency services, the authority and jurisdiction of Campus Safety is limited to the Viterbo campus property between 7th and 10th Streets and Market and Jackson Streets in La Crosse, Wisconsin, and at the Outdoor Athletic Complex at N3175 State Road 16, La Crosse, Wisconsin. The addresses of the buildings on the campus property in La Crosse, Wisconsin, are shown under the Definitions of Locations section of this report.

PASTORAL AND PROFESSIONAL COUNSELORS REPORTING REQUIREMENTS

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

At Viterbo, the Pastoral Counselor is the University Chaplain. The Professional Counselor is the Director of Counseling Services. The Director of Counseling Services and the University Chaplain may inform their clients of the procedures to report crime to Viterbo Campus Safety or the La Crosse Police Department on a voluntary basis. At Viterbo, the Director of Health Services also follows the same procedure.

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

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

SAFETY CONSIDERATIONS UTILIZED IN MAINTENANCE OF CAMPUS FACILITIES

Campus community members should alert either the Director of Campus Safety, at 608-796-3913, or the Director of Physical Plant at 608-796-3921 of safety and/or security concerns related to facilities and maintenance. Work orders are also available on the [Physical Plant Website](#). On evenings and weekends, contact Campus Safety at 608-796-3911 or 608-780-1582 in the event of a power outage.

EDUCATIONAL PROGRAMS FOR CRIME PREVENTION AND SAFETY

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

1. Behavioral Intervention Team: The Behavioral Intervention Team's purposes include addressing behaviors that may involve safety issues and preventing the escalation of threatening situations. The team is comprised of the Vice President for Student Development, the Director of Campus Safety, the Director of Counseling Services, the Director of Residence Life, the Director of the Academic Resource Center/Disability Services, and the Director of Student Academic Success.
2. Bystander Intervention Tips and Training: Bystander Intervention tips are included in documents and brochures related to alcohol usage and sexual violence. Training takes place during new student orientation,
3. Campus Safety 101: Campus Safety and the La Crosse Police Department work jointly to present information on alcohol, drugs, crime prevention, and violence prevention annually during the fall new student orientation program. During this

program, students are also asked to add these phone number to their cell phones: Campus Safety, 608-796-3911 and 608-780-1582.

4. Campus Fire Safety Month (September): Fire safety tips are included in the campus e-newsletter during the month of September. Fire drills also take place during the month.
5. Campus Safety Presentations and Trainings: Safety presentations and trainings are provided on request by the Director of Campus Safety to campus groups, staffs, and assemblies.
6. Campus Safety Webpage: The Campus Safety Webpage is the go-to page for safety alerts, safety-related apps and videos including 360 Stay Safe videos, safety tips, and a link to the Emergency Response Plan. <http://www.viterbo.edu/campus-safety-and-security>.
7. Code of Student Conduct: The Code of Student Conduct prohibits many unsafe behaviors. The Code of Student Conduct is available http://www.thezonelive.com/SchoolStructure/WI_ViterboUniversity/handbook.pdf
8. Drills: The annual campus-wide fire drill typically takes place in the fall semester. The annual campus-wide tornado drill typically takes place during the spring semester. Fire drills in housing facilities occur minimally two times during the academic year. The drills are coordinated by the Director of Campus Safety. Other drills may be scheduled by the Director of Campus Safety and/or the Emergency Response Task Force.
9. Mental Health First Aid: The Director of Recreational Sports and the Director of Health Services are certified instructors of Mental Health First Aid and offer the 8-hour training on campus to interested groups.
10. Safe Ride Bus Service: Safe Ride bus service is subsidized by the Student Government Association and is free to Viterbo University, University of Wisconsin-La Crosse (UW-L) and Western Technical College students. Viterbo Safe Ride bus stops are located on 8th and Market & at 9th and Jackson in front of the Fine Arts Center. The route is shown on the city of La Crosse Municipal Transit Utility website. Safe Ride runs every 15 minutes on Thursday nights from 10 pm to 3 am, and Friday and Saturday nights from 9 pm to 3 am. Safe Ride buses run on fall and spring semester weekends when UW-L classes are in session. (The Student Government Association will reimburse students for taxi rides as verified for trips from the downtown areas for fall and spring semester weekends when Viterbo classes are in session, but UW-L classes are not.)
11. Safe Ride Vouchers: Safe Ride vouchers are available at Tavern League establishments. Viterbo students desiring a ride should request one from the bartender.
12. 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 24/7/365 by campus safety personnel. Safe Walk can be arranged by calling 608-796-3911 or 608-780-1582.
13. 360 Degree Stay Safe Videos: Short video films are available for viewing on the Campus Safety website. Seven videos provide valuable information on protecting your possessions and identity, assaults, controlling behavior, stalking, everyday safety, common-sense defense and safe travel. These videos are available 24/7/365 to Viterbo campus community members.

EQUIPMENT AND SERVICES FOR CRIME PREVENTION AND SAFETY

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

2. **Bicycle Registration:** Campus community members may register their bicycles with the City of La Crosse through the Office of Residence Life.
3. **Blue Light Security Phones:** Emergency blue light phones are available 24/7/365 at these locations:
 - a. Brophy Center (Dahl School of Business), northwest entrance off of Assisi Courtyard
 - b. Fine Arts Center, Jackson Street entrance
 - c. Library, Main entrance
 - d. McDonald Terrace, Eighth Street entrance
 - e. Parking Lot I, adjacent to Reinhart Center and alley
 - f. Physical Plant Building, Winnebago Street entrance
 - g. Rose Terrace, Clock Tower entrance
 - h. Student Union, Marian Courtyard entrance
 - i. Treacy House, Southwest corner adjacent to parking lot D
4. **Bullhorns:** Bullhorns are available in the following locations for announcements and accessibility in the event of an emergency.
 - a. Campus Safety Outpost, Student Union
 - b. Communications and Marketing
 - c. 105 Fine Arts Building
 - d. Mathy Center
 - e. Office of Residence Life adjacent to the Hawk's Nest
 - f. Physical Plant Building
 - g. Student Development Center (936 Franciscan Way), room #1, reception area
 - h. Varsity Athletic Center
5. **Code Red:** A notification system used for emergency notification via text message.
6. **Elevator Emergency Phones:** Building elevators (except those in Bonaventure Hall and the Fine Arts Center) have 24/7/365 emergency telephones below the button panel. The elevator in Bonaventure Hall has an emergency bell only.
7. **Emergency Response Plan:** The Emergency Response Plan is available in brightly-colored flipbooks posted in corridors and offices, in the Viterbo University Student Handbook and Planner, and at <http://www.viterbo.edu/emergency-response-plan>
8. **Emergency Response Task Force:** This task force meets regularly throughout the calendar year to review, and improve policy, procedures, and systems and programs related to emergency prevention and response.
9. **Evacuation Maps:** Evacuation maps are posted in visible locations in each building.
10. **First Aid Kits:** First aid kits are available in each building. The kits are found near the AEDs listed in #1 above.
11. **InformaCast:** A notification system that is used at Viterbo primarily to deliver emergency messages by speaker phone, phone screen display, and speakers in the corridors.
12. **Surveillance Cameras:** Surveillance cameras are located throughout the campus to deter wrongdoing and criminal activity.
13. **Whistles:** The use of a whistle can be effective in deterring suspicious individuals and/or assailants. Key chain whistles are available for free at the Student Development Center reception desk during regular business hours on weekdays.

COMMUNICATION ABOUT CAMPUS CRIME

EMERGENCY NOTIFICATION PROCEDURES

1. Officials at Viterbo University will issue emergency notification when an incident reported to or brought to the attention of Campus Safety, law enforcement, or other offices poses a serious and/or 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. Typically, Campus Safety personnel, the Vice President of Student Development and/or the Vice President of Communications and Marketing verify information and the existence of a significant emergency or dangerous situation. This occurs by gathering information from firsthand accounts, incident reports, alarm systems, security officers, Residence Life Community Coordinators, police officers, media accounts, weather reports, and/or web information. In some locations, cameras can be reviewed in the event of an emergency or dangerous situation, etc.
3. The decision to issue an emergency notification will be made on a case by case basis in light of the known facts surrounding the incident, including factors such as the nature of the incident, the continuing danger to the campus community, the risk of compromising law enforcement efforts, etc. The decision to issue an emergency notification is typically made jointly by two of the following university officials. A situation may call for quick notification and/or only one of these university officials is available to decide to issue the emergency notification.
 - a. Director of Campus Safety
 - b. Vice President for Student Development
 - c. Vice President for Communications and Marketing
 - d. Vice President for Finance and Administration

- e. University President
4. The content of an emergency notification is determined by the circumstance and how it affects the campus and campus community. Emergency notifications may be short or longer messages and are written to:
 - a. Alert the campus community of the situation,
 - b. Help protect individuals from harm,
 - c. Help prevent an incident from escalating and/or
 - d. Provide instruction that promotes the safety and well-being of those affected by the situation.
5. A safety alert or emergency notification message may be directed to the entire campus community or to specific populations, segments, facilities or areas, etc. of the campus depending on the nature of the incident.
6. Any one or a combination of these methods of communication may be used to issue an emergency notification:
 - a. Display screen monitors in building public areas
 - b. Email communication using Viterbo student and employee email addresses
 - c. Fire alarms
 - d. La Crosse area broadcast and print media
 - e. Messages posted on Viterbo website home page
 - f. Messages posted on Viterbo Campus Safety website home page
 - g. Messages posted in VU Today or on My VU
 - h. Office telephone screen display
 - i. Office telephone speakers
 - j. Public address speaker system
 - k. Posted paper flyers or posters
 - l. Text messages
 - m. Viterbo University Facebook and/or Viterbo University Twitter
7. Methods for emergency notification are tested annually. The tests may be announced or unannounced. The documentation for these tests includes a description of the exercise and the date. (The Emergency Response Task Force commonly designates a weekday the last week of June to test and/or complete tests of all emergency notification systems.)
8. Members of the campus community should refer all media generated information requests to Communications and Marketing at 608-796-3047 or communications@viterbo.edu. Campus community members are urged not to release names or information to media.
9. In the event of an emergency or a dangerous situation, the designated university spokespersons are the Vice President for Communications and Marketing or the University President.
10. Communications and Marketing will issue public statements as necessary. These statements may be made in conjunction with assisting agencies. Communications and Marketing holds these as important priorities for communication in the event of an emergency:
 - a. Working to help ensure safety
 - b. Providing timely and accurate information as available
 - c. Protecting the privacy of students, employees and families
 - d. Engaging media to help disseminate important public information
 - e. Explaining how the emergency is being handled

TIMELY WARNING POLICY

1. Viterbo University is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f).
2. Timely warnings will be issued in response to reported Clery crimes committed either on campus or, in some cases, off campus that, in the judgment of the University, constitute an ongoing or continuing threat to students and employees.
3. Anyone with information believed to warrant a timely warning should promptly report the information to Campus Safety. Campus Safety will consult, as appropriate and necessary, with other university officials regarding whether a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.
4. Per provisions of the Jeanne Clery Disclosures of Campus Security Policies and Campus Crime Statistics, Viterbo University must issue timely warnings under certain circumstances. These circumstances include aggravated assault, arson, burglary, dating violence, domestic violence, motor vehicle theft, murder and nonnegligent manslaughter, negligent manslaughter, robbery, sex offenses (rape, fondling, incest, statutory rape, and stalking).
5. When a determination is made that a timely warning should be issued, Campus Safety will take appropriate steps to ensure timely notification to the campus community. Typically, a timely warning is issued using campus email and the Campus Safety Webpage. Other means of notification may be utilized as well.

6. The warnings will include the following information as needed and/or available: the date, time and location of the reported crime; a summary of the incident; a description of the subject and/or vehicle, and any instructions.

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 student who is enrolled at Viterbo and is living in Viterbo housing facilities (i.e., Bonaventure Hall, Canticle House, Clare Apartments, Marian Hall, McDonald Terrace, Rose Terrace, Treacy House, and the theme house).

1. If a member of the campus community has reason to believe that a student who lives on campus is missing, it should be reported to Campus Safety immediately at 608-796-3911.
2. Upon receiving the report, Campus Safety and/or other appropriate personnel will make reasonable efforts to locate the student to determine his or her health, well-being and safety. Efforts may include, but are not limited to, any one or more of these actions: (a) attempting contact by phone, email, etc., (b) checking resident student's room, (c) checking ID card access points, (d) contacting roommates, friends, family, etc., to determine possible location and/or companion(s), (e) reviewing class schedule, (f) contacting instructors, coach, etc., (g) obtaining description of student and apparel, (h) obtaining vehicle description and license number, and (i) searching facilities and/or parking lots. The university reserves the right to contact family members or emergency contacts as a part of the investigation and to help determine the whereabouts of the student.
3. All students residing in Viterbo housing facilities are required to provide the Office of Residence Life with the names and phone numbers of a primary and secondary contact to be notified in the event of an emergency, such as the student is reported missing. 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 resides 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 custodial parent or guardian will be contacted if the student has not yet reached 18 years of age or is not emancipated.
5. Procedures may vary if the student does not reside in on-campus housing.
6. Resident students will be informed of the Missing Student Notification Policy via its publication in the Viterbo University Student Handbook and a shortened version in the Viterbo University Emergency Response Plan.

DAILY CRIME LOG

The Director of Campus Safety maintains a daily campus crime log that shows all crimes and other serious incidents reported to Campus Safety. The campus crime log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if known at the time of publication. The department updates the campus crime log daily, as crimes are reported. The campus crime log is available for public inspection during normal business hours at the Director of Campus Safety's Office in 5 Student Development Center.

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 Website at this link: <http://www.viterbo.edu/aboutviterbo/annual-security-report-including-safety-related-policies>. The Vice President for Student Development and the Director of Campus Safety prepare this report in collaboration with Viterbo's Office of Residence Life and local law enforcement agencies.

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

An email notification, made to all employees and enrolled students, provides the Website access to this report. Copies of this report may also be obtained from the Director of Campus Safety or the Vice President for Student Development. All prospective employees may obtain a copy from Human Resources.

2015 VITERBO UNIVERSITY CAMPUS CRIME STATISTICS

The following table presents a summary of criminal acts committed between January 1 and December 31, 2015, 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			On-Campus Residential Facility			Noncampus			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-Negligent Man Slaughter	0	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	0
Sex Offenses - Rape	1	0	0	1	0	0	0	0	0	0	0	0
Sex Offenses - Fondling	0	0	2	0	0	2	0	0	0	0	0	0
Sex Offenses - Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0
Burglary	2	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	1	0	0	1	0	0	0	0	0	0	0
VAWA Offenses - Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses - Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses - Stalking (Online or In Person)	1	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	3	0	0	2	0	0	0	0	0	1	0	0
Liquor Law Violation Referred for Disciplinary Action	44	64	60	42	61	59	0	0	0	0	0	2
Drug Law Arrests	0	2	0	0	1	0	0	0	0	0	5	1
Drug Law Violations Referred for Disciplinary Action	4	5	11	4	5	11	0	0	0	0	0	2
Weapons Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0

Notes:

1. On-campus residential facility crimes are also reported in the on-campus crimes.
2. VAWA = Violence Against Women Act
3. There were no unfounded crimes in 2013, 2014, or 2015.

2015 TOTALS FOR HATE CRIMES

ON CAMPUS, ON-CAMPUS STUDENT HOUSING FACILITIES, NONCAMPUS, PUBLIC PROPERTY

Criminal Offense	2015 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Man Slaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0

Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	0	0	0	0	0	0	0	0	0

2014 TOTALS FOR HATE CRIMES

ON CAMPUS, ON-CAMPUS STUDENT HOUSING FACILITIES, NONCAMPUS, PUBLIC PROPERTY

Criminal Offense	2014 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Man Slaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	1	0	0	0	0	0	0	0	1
Destruction, Damage, Vandalism of Property	0	0	0	0	0	0	0	0	0

2013 TOTALS FOR HATE CRIMES

ON CAMPUS, ON-CAMPUS STUDENT HOUSING FACILITIES, NONCAMPUS, PUBLIC PROPERTY

Criminal Offense	2013 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Man Slaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

Destruction, Damage, Vandalism of Property	0	0	0	0	0	0	0	0	0
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CRIME DEFINITIONS USED FOR CAMPUS CRIME STATISTICS

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

1. **Aggravated assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
2. **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.
3. **Burglary:** The unlawful entry of a structure to commit a felony or theft.
4. **Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined based on: the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
5. **Domestic violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
6. **Drug Abuse Violations:** Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.
7. **Hate crimes:** A criminal offense committed against a person or property, motivated by the offender’s bias toward disability, ethnicity, gender, gender identity, national origin, race, religion, and sexual orientation.
8. **Liquor law violations:** Violations of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.
9. **Motor vehicle theft:** The theft or attempted theft of a motor vehicle.
10. **Murder/non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another. A sex offense and a murder will be included in both crime statistics if they are committed in the same incident.
11. **Negligent manslaughter:** The killing of another person through gross negligence.
12. **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
13. **Sex Offenses:** Sex offenses are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. A sex offense and a murder will be included in both crime statistics if they are committed in the same incident.
 - a. **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
 - b. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - c. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d. **Statutory rape** is sexual intercourse with a person who is under the statutory age of consent.
14. **Stalking:** Engaging in conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer substantial emotional distress, and/or creates a hostile environment.
15. **Unfounded crimes:** The total number of crimes that were unfounded as determined by a sworn or commissioned law enforcement officer to be false or baseless.
16. **Weapon law violations:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

DEFINITIONS OF LOCATIONS

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

1. **On-campus Buildings or Property:** (a) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the

institution’s educational purpose, including residence halls, and (b) Any building or property that is within or reasonably contiguous to the area defined above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

2. **On-Campus Residential Facility:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
3. **Non-Campus Building or Property:** (a) Any building or property owned or controlled by a student organization that is officially recognized by the institution, or (b) 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.
4. **Public Buildings or 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.

No.	Building Or Lot	Physical Address	Mailing Address	Clery Category
1.	Amie Mathy Center (AMC)	811 8 th Street South, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
2.	Brophy Center (BRC) Dahl School of Business	816 10 th Street South, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
3.	Bonaventure Hall (BONA)	700 Franciscan Way, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
4.	Canticle House (CANT)	814/820 8 th Street South, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
5.	Clare Apartments (CLAR)	710 8 th Street South, La Crosse, WI 54601	710 8 th Street South, La Crosse, WI 54601	On-Campus Residential Facility
6.	Fine Arts Center (FAC)	929 Jackson Street South, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
7.	Marian Hall (MAHS)	704 Franciscan Way, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
8.	McDonald Terrace (MCDT)	715 8 th Street South, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
9.	Murphy Center (MRC)	815 Viterbo Court, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
10.	Nursing Center (NRC)	916 10 th Street South, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
11.	Outdoor Athletic Complex (OAC)	N3175 State Road 16, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
12.	Parking Lot A, C, D, F, G, H, I, J, K, L, M, N, O, P, Q, R	No Address/ Shown on Campus Map	No Address/ Shown on Campus Map	On-Campus
13.	Physical Plant Building (PLT)	727 Winnebago Street, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
14.	Reinhart Center (RCE)	900 Viterbo Drive, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
15.	Rose Terrace (ROSE)	801 V-Hawk Court, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
16.	San Damiano Chapel (CHP)	940 Franciscan Way, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
17.	Student Development Center (SDC)	936 Franciscan Way, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
18.	Student Union Building (SUB)	702 Franciscan Way, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
19.	Treacy House (TREH)	825 Market Street, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility
20.	Varsity Athletics Center (VAC)	814 Viterbo Court, La Crosse, WI 54601	900 Viterbo Drive, La Crosse, WI 54601	On-Campus
21.	821 and 823 Theme House (H821/823)	821/823 7 th Street South, La Crosse, WI 54601	702 Franciscan Way, La Crosse, WI 54601	On-Campus Residential Facility

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

SMOKING AND TOBACCO POLICY

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

Students and employees interested in smoking cessation are encouraged to contact the Wisconsin Quit Line at 1-800-QUITNOW or wisc.edu/quitline. The Wisconsin Quit Line is available 24/7 and provides free medications, live coaching, and web forums. Viterbo Health Services is also available for assistance.

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, tobacco products, marijuana, synthetics, heroin, narcotics, prescribed drugs, or other unprescribed controlled substances
 - 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.
 - e. In on-campus housing facilities, alcoholic beverages are permitted only when all occupants of an apartment are twenty-one and when all present are age twenty-one or older. No alcohol is allowed in an on-campus housing room or apartment unless all assigned residents or guests present are 21 or older.
 - f. Cigarettes may be possessed, but not smoked on university property. E-cigarettes, cigars, chewing tobacco and other tobacco products are not permitted on university property.
 - g. Prescription drugs are permitted on university property only for use by the person to whom the prescription is written.
2. Violation of any federal (USA), state (Wisconsin) or local (City of La Crosse or La Crosse County) law. When off-campus incidents come to the attention of University officials, the officials may follow up with disciplinary action.
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 vehicles.

These Stipulations are also University policy:

1. Serving alcohol to individuals who have 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 actions. This may occur following parties, study abroad, travel for university-sponsored events, team travel, etc.
5. All assigned 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 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 may be confiscated and not returned.
11. Display of beer cans, wine or 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, e-cigarettes, hookahs, kegs, pipes, hookah pens, roach clips, shot glasses, etc.).
13. Any person found in violation of these policies will have alcohol and/or drug related paraphernalia confiscated. Confiscated items will not be returned.
14. Alcoholic beverages are not permitted at events planned for students and/or students' families (such as athletic team banquets, club parties/dances, receptions associated with student art shows and/or student recitals, and events planned for adult learning, graduate, and/or non-traditional students, etc.) unless approved by the director of the Fine Arts Center and/or the Vice President for Student Development. Use of alcoholic beverages is prohibited at all other university-sponsored events unless 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 alcoholic 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.
22. Viterbo Campus Safety personnel may request that LCPD perform a voluntary breathalyzer test of: (a) individuals who are visibly intoxicated to help assess the need for medical treatment, and (b) individuals to demonstrate that they have not been drinking. Persons may request a breathalyzer test to demonstrate that they have not been drinking. When a breathalyzer test is requested by Campus Safety, persons have the right to refuse it. Individuals may not refuse being transported to the hospital when incapacitated. At Viterbo, breathalyzers are used only by members of the La Crosse Police Department.

**APPLICATION FOR SERVICE OF ALCOHOLIC BEVERAGES AT EVENTS
PLANNED FOR STUDENTS AND/OR STUDENTS' FAMILIES**

1. To serve alcoholic beverages at a university-sponsored event planned for Viterbo students or with Viterbo students in attendance, one must complete an application. Examples of such events are: athletic team banquets, club parties/dances, receptions associated with student art shows and/or student recitals, and events planned for adult learning, graduate, and/or non-traditional students, etc.
2. Only Viterbo students who are members of a registered Viterbo student organization or Viterbo employees may apply for service of alcoholic beverages at an event planned for Viterbo students and/or students' families.
3. Completion of the application is required at least two weeks in advance of the event.
4. Upon completion, the application will be approved or denied by the Director of the Fine Arts Center or the Vice President for Student Development.

5. The applicant will agree to abide by the following stipulations when completing the application form:
 - a. Alcohol is not the main focus of the event.
 - b. The majority of those present at the event will be 21 years of age or older.
 - c. The event will be no longer than 3 hours in duration.
 - d. No alcoholic beverages will be served during the last half hour of the event.
 - e. One full-time staff or faculty member will be present for the duration of the event.
 - f. There will be no reference to the availability of alcohol in invitations to or advertisement of the event.
 - g. Alcoholic beverages and servers at on-campus events will be supplied by Aramark or the current food service provider. Service of alcoholic beverages at Viterbo University-sponsored events held off campus and attended by students is permitted only at banquet facilities with licensed servers.
 - h. Student consumption of alcoholic beverages for on-campus events will be monitored with an ID check by the licensed servers provided through Aramark or the current food service provider. Said monitoring will be provided by the banquet facilities' licensed servers at university-sponsored events held off-campus. (The event planner must inform banquet facility personnel of this monitoring responsibility when negotiating facility arrangements or contract.)
 - i. The only alcoholic beverages that will be served at the event are beer and wine.
 - j. Sufficient quantities of non-alcoholic beverages must be available.
 - k. Sufficient quantities of food must be served.
 - l. Violations of university policy including the Viterbo University Alcohol, Tobacco and Other Drugs policy, the Code of Student Conduct, and/or local, state, or federal law may result in disciplinary action.
6. Series performances (such as the Bright Star and NexStar) with refreshments available for sale in the Fine Arts Center lobby are exempt from this policy. Departmental events with only a few students present are exempt from this policy.
7. Alcoholic beverages will not be served to students at off-campus events occurring when traveling off campus.

STUDENT ATHLETES

Student athletes are responsible for adherence to policy outlined in the Code of Student Conduct; the Viterbo University Policy on Alcohol, Tobacco and Other Drugs; local, state, and federal regulations; and standards imposed by the coach. In addition, all Viterbo student athletes regardless of age are required:

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

Typically, these sanctions are imposed by the team coach and the Director of Athletics in addition to the sanctions imposed by University personnel responsible for the enforcement of the Code of Student Conduct. These sanctions may 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.

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 Safety, 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 Safety, 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 the notification. While the sanction(s) imposed depend upon the severity of the offense and the history of offenses (if any), disciplinary sanctions 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, prescribed academic performance enhancing drugs, Ritalin, Adderall and the like, cocaine and heroin, 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 other 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- a \$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, Underage Attempt or Procurement,
Attempt or Entering Tavern, Possession of False ID**

First Offense	Second Offense	Third Offense	Fourth Offense	Five or More Offenses
\$250 Fine	\$407.50 Fine	(\$691-4 th Offense,	\$565 Fine	\$817 Fine

Other Penalties

Public Alcohol Consumption	\$114 Fine
Disorderly Conduct	\$177 Fine
Selling Alcohol to a Minor	\$308 Fine
Public Intoxication	First Offense- Warning Second Offense- Citation, \$240 Fine, and possible assessment Third Offense- Citation, \$542 Fine and assessment
Selling alcohol without license	\$1,626 Fine
First Offense- Operating Motor Vehicle while Intoxicated	\$731 Fine and 6 month revocation, plus \$400 alcohol assessment
Unregistered keg in the City of La Crosse	\$1,311 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 year imprisonment. A life sentence may be the result of a 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 Director of the Fine Arts Center, Vice President for Student Development, or by the President as appropriate.

Employee violation of this policy may be cause for action including, but not limited to, referral to the 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.

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.

<p><i>Alcohol</i></p> <ul style="list-style-type: none"> • 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. • Large 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.
<p><i>Tobacco</i></p> <ul style="list-style-type: none"> • Smoking is addictive and is a 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 a 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.
<p><i>Marijuana and Hashish</i></p> <ul style="list-style-type: none"> • 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.
<p><i>Methamphetamine- Meth, Crank, Crystal and Speed</i></p> <ul style="list-style-type: none"> • 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.

<p><i>Cocaine or Crack</i></p> <ul style="list-style-type: none"> • 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.
<p><i>Ecstasy</i></p> <ul style="list-style-type: none"> • Is a stimulant and 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, and increase in body temperature. • Ecstasy use can be fatal, especially when combined with alcohol and other drugs.
<p><i>Hallucinogens- LSD, PCP, Mescaline, Psilocybin and Peyote</i></p> <ul style="list-style-type: none"> • 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.
<p><i>Inhalants- Gas, Aerosols, Glue, Nitrates, White-Out</i></p> <ul style="list-style-type: none"> • 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.
<p><i>Narcotics</i></p> <ul style="list-style-type: none"> • Drugs such as morphine, codeine or heroin are very addictive. • Usage leads to loss of appetite, extreme drowsiness, mental impairments and slowing of reflexes. • An overdose of narcotics may lead to convulsions, coma or death.
<p><i>Steroids</i></p> <ul style="list-style-type: none"> • 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.
<p><i>Stimulants and Amphetamine</i></p> <ul style="list-style-type: none"> • 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.

**EDUCATIONAL PROGRAMS AND RESOURCES
RELATED TO ALCOHOL, TOBACCO AND OTHER DRUGS**

1. 3rd Millennium Online Education: Online alcohol and drug education programs from 3rd Millennium are used for disciplinary sanctions.
2. Addictions Studies Major: Viterbo offers an Addiction Studies undergraduate major for students interested in working with those with alcohol, drug and other addictions.
3. Alcohol, Tobacco and Other Drug Policy: The Alcohol, Tobacco and Other Drug Policy is distributed to students and employees annually to remind them of university requirements related to use of alcohol, tobacco and other drugs.
4. American College Health Association College Health Assessment II: Viterbo participates in the ACHA college student health assessment every other year. This assessment helps determine the effectiveness of programs related to student usage of alcohol, tobacco and other drugs.
5. ATOD (Alcohol, Tobacco and Other Drug) Task Force: This all-university task force meets regularly during the academic year to address the issues of alcohol, tobacco and drug education, prevention, reduction, policy and enforcement.
6. BAC Green Zone Cards: Each year, wallet cards are distributed to interested students to help the students determine a safe level of alcohol consumption given the student's gender, weight, and height.
7. BAC calculator: Viterbo campus community members are encourage to use the Blood Alcohol Content calculator provided by the Wisconsin Department of Transportation: <http://www.dot.wisconsin.gov/safety/motorist/drunkdiriving/calculator.htm>
8. Changing the Culture Coalition: The Director of Residence Life is an active member of a local coalition on risky drinking. This coalition introduced the Family Zone available at the Oktoberfest Maple Leaf Parade. The coalition has also worked to recognize local establishment owners who are working diligently to ensure safe consumption of alcohol.

9. Code of Student Conduct: The Code of Student Conduct outlines impermissible behavior and sanctions related to alcohol, tobacco and drugs.
10. E Checkup to Go: Incoming freshman complete an online assessment of their own drinking behaviors prior to starting classes.
11. Freshman Survival Guide: This book is provided to incoming freshman prior to the start of classes and includes a chapter entitled Too Much of a Dangerous Thing: Alcohol and Drugs on Campus.
12. Healthy Living Week: Viterbo's Healthy Living Week takes place annually in late September. Coordinated by Recreational Sports, the week includes wellness programs and includes activities and/or messages related to safe consumption of alcohol.
13. La Crosse County Prevention Network (LCPN): The Director of Health Services is a member of this organization which strives to decrease the risk of alcohol and other drug use among youth in La Crosse County.
14. Lunch N Learn Programs: Each year at least one Lunch N Learn offered by Health Services includes an alcohol or drug education program.
15. New Student Orientation: Each year during new student orientation, Campus Safety and the La Crosse Police Department address the consequences of risky drinking in La Crosse.
16. Nursing Major Requirement: Students majoring in nursing are required to complete training related to use of alcohol and other drugs.
17. Oktoberfest Third Street Aid Station: The Student Government Association assists the La Crosse Police Department in scheduling volunteers to assist at the aid station. The aid station assists "festers" with medical assistance, information, charging cell phones, etc.
18. Parents Communication: The Vice President for Student Development sends parents of incoming freshmen information encouraging the parents to discuss alcohol use with their son or daughter prior to the start of freshman classes.
19. Rethinking Drinking: Alcohol and Your Health: This brochure, prepared by the National Institutes for Health/ US Department of Health and Human Services, provides a brief alcohol screening and intervention for college students (BASICS).
20. River Watch: Viterbo, UW-L and Western Technical College students schedule student volunteers to help the La Crosse Police Department during the academic year with Thursday, Friday and Saturday night shift patrols at Riverside Park.
21. Safe Partying Tips: Door hangers with safe party tips from the La Crosse Police Department are delivered to campus and hung on doors of student residences in late September before Oktoberfest.
22. Safe Ride Bus Service: The student activity fee subsidizes this service which offers free transportation downtown and back on weekend evenings.
23. Substance Abuse Counseling Certificate Program and Minor: The Psychology Department offers both an undergraduate minor and a certificate program in substance abuse counseling.
24. Taking New Tactics (TNT) Student Organization: Annually, this student organization outlines and completes a plan of alcohol, tobacco and other drug education programs.
25. Tri-Campus Community Advocacy Group: The SGA President and Vice President, University President, VPSD, Director of Health Services and Director of Campus Activities and Orientation are active members of this community group that works to reduce risky behaviors in La Crosse.
26. Underage Drinking and DUI Records: The La Crosse Police Department provides the Vice President for Student Development with information on those students cited for off-campus underage drinking and driving under the influence. The university follows up with a letter to the student.
27. Wallet Cards: Wallet cards are distributed to students living on campus and others to inform them of safe alternatives for transportation.
28. Wisconsin Drive Sober App: Viterbo campus community members are encouraged to use the Wisconsin Drive Sober App smart phone applications to track blood alcohol content, and to prevent dangerous levels of intoxication and citations. The Wisconsin Drive Sober App is free: <http://www.zeroinwisconsin.gov/index.html> Developed by the Wisconsin Department of Transportation to reduce drunk driving related deaths in the state, this app includes a blood alcohol content estimator, a tool to find a ride, and "beer goggles" that utilize the phone's camera to show what vision is like under the influence.

Resources for Alcohol, Tobacco and Other Drug Prevention, Treatment and Assistance

Viterbo Counseling Services	www.viterbo.edu/counseling-services	2 Student Development Center	608-796-3806
Viterbo Health Services	www.viterbo.edu/health-services	3 Student Development Center	608-796-3806
24/7 Crisis Line	http://www.greatrivers211.org/home	Text "Hello" 741-741	Dial 211 or 800-362-8255
Coulee Council on Addiction	www.couleecouncil.org	921 West Ave. S., La Crosse	608-784-4177
Driftless Recovery Services		441 Main St., Suite 301, La Crosse	608-519-5906

Gundersen Behavioral Health	http://www.gundersenhealth.org/behavioral-health	1900 South Ave., La Crosse	608-775-2287
Jed Foundation	www.jedfoundation.org		800-273-8255
Mayo Franciscan Behavioral Health	http://mayoclinichealthsystem.org/medical-services/behavioral-health	212 S. 11th St., La Crosse	608-791-9555
Wisconsin Tobacco Quit Line	ctri.wisc.edu/quitline.html		1-800-784-8669
halfofus.com	www.health.gov	www.smokefree.gov	www.ulifeline.org

PREVENTING AND RESPONDING TO SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT

The entire policy and procedures are available at <http://www.viterbo.edu/sex-discrimination-sexual-harassment-and-sexual-misconduct>

SEXUAL DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT POLICY STATEMENT

Viterbo University is committed to establishing and maintaining an environment free from all forms of harassment and discrimination. The University does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national and ethnic origin, race, religion, sexual orientation, veteran status, or any other protected class in administration of its educational policies, programs, or activities; admission policies; scholarship or loan awards; athletics, or other university-administered programs or employment. The Office of Human Resources has been designated to handle inquiries regarding the non-discrimination policy and may be contacted at: Viterbo University, 900 Viterbo Drive, La Crosse, WI 54601; 608-796-3930.

The University does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment. **Sexual harassment and sexual misconduct are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972**, a federal law which provides: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.* Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and Wisconsin law.

This policy prohibits sexual harassment or misconduct against all Viterbo University community members of any gender, sexual orientation, gender identity, or gender expression. This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. Viterbo utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking. In these situations, Viterbo is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The University’s process does not preclude adjudication under state law.

Viterbo prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision of federal or state law, including Title IX and the Violence Against Women Reauthorization Act (VAWA), or this policy.

DEFINITIONS OF PROHIBITED CONDUCT

Under Viterbo’s Sexual Discrimination, Sexual Harassment, and Sexual Misconduct Policy the following conduct is prohibited.

Coercion related to Sexual Misconduct or Relationship Violence: Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Complicity related to Sexual Misconduct or Relationship Violence: The act of contributing to, assisting with, or facilitating behavior in violation of this Policy.

Consent in Romantic and/or Sexual Relationships of Unequal Status: Students, faculty and staff members should understand that “consensual sexual relationships,” particularly those among persons of unequal status, may be or become a violation of this Policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. Such a relationship may also be in violation of this University policy, Prohibition on Consensual Relationships with Students: Viterbo University seeks to maintain a professional and ethical educational environment. Actions of University employees (faculty members, including adjuncts, staff members, and administrators) that are unprofessional are inconsistent with the University’s educational mission. A consensual dating or sexual relationship between any University employee and a student is deemed unprofessional and is therefore prohibited, unless the two persons are married. A violation of this policy may result in disciplinary action including dismissal for unprofessional conduct. In the event that a prohibited consensual relationship between an employee and a student is in existence at the time this policy is adopted, the employee must disclose the relationship to his/her supervisor or the Vice President for Academic Affairs and initiate arrangements to address any conflict of interest issues. Approved 9/7/11

Dating Violence: Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant; and where the existence of such a relationship shall be determined based on the reporting party’s statement and a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: Domestic violence includes, but is not limited to felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws. While not exhaustive, the following are examples of conduct that can constitute domestic violence: (1) physical harm, bodily injury or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or (3) terroristic threats, criminal sexual conduct, or interference with an emergency call.

False Reporting: False reporting and/or falsely accusing an individual of any of the behaviors prohibited by this policy is a serious violation of policy. Intentionally providing false and/or inaccurate information regarding an allegation of prohibited conduct under this policy is considered serious misconduct. Good faith reports for which a respondent is not found to be responsible is not considered false reporting.

Force related to Sexual Misconduct or Relationship Violence: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance.

Gender-Based Harassment: Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes; sex-based harassment.

Hostile Environment Caused by Sexual Harassment: A hostile environment exists when sex-based harassment is sufficiently serious to deny or limit an individual’s ability to participate in or benefit from the University’s programs or activities.

A. A hostile environment can be created by anyone involved in a University’s program or activity (e.g., employees, students, and campus visitors).

B. In determining whether sex-based harassment has created a hostile environment, the University considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the individual who was harassed. The University will also need to find that a reasonable person in the individual’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

C. To make the ultimate determination of whether a hostile environment exists for an individual(s), the University considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more

individual's environment or education.

D. The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

E. First Amendment Considerations: This policy does not impair the exercise of rights protected under the First Amendment. The University's sexual misconduct policy prohibits only sex-based harassment that creates a hostile environment. In this and other ways, the University applies and enforces this policy in a manner that respects the First Amendment rights of students, employees, and others.

Incapacitation related to Sexual Misconduct or Relationship Violence: Incapacitation includes sexual activity with someone who one should know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness, or blackout). The question of incapacitation is determined on a case-by-case basis that will include an analysis of whether the accused knew, or a sober, reasonable person in the position of the accused should have known, that the complainant was incapacitated.

A. When alcohol or other drugs are being used, a person will be considered to be incapacitated and unable to give effective consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation.

B. Consumption of alcohol or drugs alone is insufficient to establish incapacitation.

C. Possession, use, and/or distribution of any of these substances, including but not limited to, Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at [http:// www.911rape.org](http://www.911rape.org)

Intimidation related to Sexual Misconduct or Relationship Violence: Intimidation is implied threats or acts that cause an unreasonable fear of physical or emotional harm to another person.

Relationship Violence: Relationship violence refers to domestic violence and/or dating violence.

Retaliation: Retaliation means adverse action taken against an individual for making a good faith report of a violation of this Policy, for supporting another person's report, or participating in an investigation or other proceedings based on the report.

Sex Discrimination: Sex discrimination is conduct based upon an individual's sex that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of, an individual's employment, education, living environment or participation in a program or activity. Sex discrimination encompasses all forms of sexual harassment, sexual misconduct, differential treatment, and gender-based harassment.

Sex-based Harassment: Sex-based harassment includes sexual harassment and gender-based harassment.

Sexual Assault: Sexual assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

A. Intentional touching of another person's intimate parts without that person's consent; or

B. Other intentional sexual contact with another person without that person's consent; or

C. Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or

D. Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

Sexual Harassment: Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

Sexual Exploitation: Sexual exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include:

A. Prostituting another person;

B. Recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;

C. Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,

D. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

Sexual Misconduct: Sexual misconduct is a severe form of sexual harassment and includes sexual exploitation, sexual assault or other sexual violence, domestic violence, dating violence, and stalking. Many types of sexual misconduct may include nonconsensual sexual contact, but nonconsensual sexual contact is not a necessary component.

Stalking: Stalking means engaging in conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress, and/or creates a hostile environment. Examples include acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking can be a form of sexual harassment. Stalking behavior includes, but is not limited to:

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

Unwelcome Conduct related Sexual Misconduct or Relationship Violence: Conduct of a sexual nature is considered unwelcome if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

- A. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.
- B. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that an individual may have welcomed some conduct does not necessarily mean that an individual welcomed other conduct. Also, the fact that an individual requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

DEFINITION OF CONSENT

Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent.

- 1. Silence or absence of resistance does not imply consent.
- 2. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.
- 3. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

VITERBO'S EDUCATIONAL PROGRAMS AND CAMPAIGNS TO PROMOTE AWARENESS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

Viterbo offers these educational programs and campaigns to all students and employees as primary and ongoing prevention awareness programs to promote awareness and prevention of dating violence, domestic violence, sexual assault, and stalking.

- 1. Trainings:
 - a. All employees are urged to complete an annual online training program designed for employees by Workplace Answers.
 - b. All students are urged to complete an annual online training program designed for students by Workplace Answers.
 - c. Sexual Discrimination, Sexual Harassment, and Sexual Misconduct Policy Presentations conducted by the Director of Campus Safety and the Vice President for Student Development.
 - d. Included in new student orientation, The Hook Up: What's Hot and What's Not presentation covers information on sex stereotypes, the definition of consent, rape, force, coercion, rape trauma, and campus resources.
 - e. The Title IX Coordinator, the Deputy Title IX Coordinator, investigators and adjudicators of incidents of sexual misconduct and relationship violence complete required VAWA and Title IX trainings annually.

2. Brochures: Paper copies of a brochure outlining the Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy are distributed annually in mailboxes to employees and students living on campus.
3. Bystander Intervention Training: Bystander Intervention Training is available to classes and student groups upon request by contacting the Director of Recreational Sports.
4. Circle of 6: Students are encouraged to use the Circle of 6 cell phone app.
5. Classroom Posters: Posters with information on resources and procedures to resolve incidents of sexual assault, sex discrimination, sexual harassment, dating violence, domestic violence, sexual exploitation, and stalking are hung in classrooms and on campus bulletin boards.
6. Email Communication: An email communication to all students and employees with a link to the Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy is sent out each semester by the Vice President for Student Development.
7. Syllabus Statement: A prepared syllabus statement on confidentiality and faculty obligation to report sexual misconduct, confidentiality, and confidential resources, is available to faculty. The syllabus statement also provides a link to the Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy.
8. Sex Discrimination, Sexual Harassment, and Sexual Misconduct Webpage: Information on policies, procedures, and resources for sex discrimination, sexual harassment, and sexual misconduct are made available at this website:
<http://www.viterbo.edu/sex-discrimination-sexual-harassment-and-sexual-misconduct>
9. 360 Stay Safe Videos: Three of the informative 360 Stay Safe videos available to Viterbo campus community members on the Campus address topics related to sexual violence. The videos provide helpful prevention tips and data for university students. Links are provided here:
 - a. Sexual Assault Video (10:39 minutes): <http://www.viterbo.edu/campus-safety-and-security/360-sexual-assault-video>
 - b. Stalking Video (6:39 minutes): <http://www.viterbo.edu/campus-safety-and-security/360-stalkingvideo>
 - c. Controlling Behavior (7:39 minutes): <http://www.viterbo.edu/campus-safety-and-security/360-controlling-behavior-video>
10. Additional Programs for Incoming Students and New Employees: These educational programs and campaigns are available to incoming students and new employees to promote awareness and prevention of dating violence, domestic violence, sexual assault, and stalking.
 - a. Communication to Parents of Incoming Students: Research indicates that parents are very effective in influencing college student behavior when they speak with the student before he or she leaves for the freshman year of college. With a letter to parents, the Vice President for Student Development includes tips on discussing sexual assault, dating violence, domestic violence, and stalking with a student. Also included with the letter is a brochure outlining resources and procedures for resolving incidents of sexual misconduct.
 - b. New Student Orientation: The presentation, *The Hook Up: What's Hot and What's Not*, is included in new student orientation. The presentation covers information on sex stereotypes, the definition of consent, rape, force, coercion, rape trauma, and campus resources.

SEXUAL VIOLENCE RISK REDUCTION TIPS

Those who commit sexual violence are responsible for their actions. The following information is provided without minimizing the attacker's responsibility. These suggestions are provided to help reduce the risk of experiencing a non-consensual sexual act.

1. Pre-plan and limit your alcohol intake or drug usage. Acknowledge that alcohol/drugs may lower sexual inhibitions and/or may increase vulnerability to another person who views an intoxicated or high person as a sexual opportunity.
2. Go out together. Go out as a group and come home as a group. Never separate and never leave your friend(s) behind. Being with others is a good idea when a situation looks dangerous.
3. Take care of your friends and ask that they watch and take care of you. A real friend will challenge you if you are about to risk your safety and/or make a mistake. When this occurs, respect the friend trying to help you.
4. Make your limits known as early as possible.
5. Tell a sexual aggressor "NO" clearly and firmly.
6. Remove yourself from the physical presence of a sexual aggressor if possible.
7. Find someone nearby and ask for help.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk of being accused of sexual misconduct:

1. Understand and respect personal boundaries.
2. Clearly communicate your intentions to your sexual partner and give them a chance to clearly state their intentions to you.
3. Mixed messages from a partner or potential partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading the other person.
4. Ask permission. Do not make assumptions about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.

5. Silence and passivity cannot be interpreted as an indication of consent. Ask permission. Read your partner or potential partner carefully and pay attention to verbal and non-verbal communication and body language.
6. Understand that consent to some form of sexual behavior does not imply consent to any other form(s) of sexual behavior.
7. Realize that a potential partner could be intimidated by you, or fearful. You may have a power advantage based on your gender and size. Do not abuse that power.
8. Do not take advantage of another’s alcohol or drug intoxication, even if they chose to become intoxicated.

SAFE AND POSITIVE OPTIONS FOR BYSTANDER INTERVENTION

Bystanders can play a critical role in the prevention of sexual assault, harassment, dating violence, or domestic violence. To achieve this, one can learn effective intervention. Intervening might be done through direct or indirect methods of active bystander intervention shown on the chart.

Direct Method of Active Bystander Intervention	Indirect Method of Active Bystander Intervention
<ol style="list-style-type: none"> 1. Say something directly to the person: <ol style="list-style-type: none"> a. “Are you okay?” b. “Can I call a cab?” c. “Who did you come here with? Let’s find your friends.” 2. Say something to the perpetrator. Let him or her know that you recognize what is taking place and you will not stand for it. <ol style="list-style-type: none"> a. “Is everything okay here?” b. “He/she is pretty drunk; you should probably just get the phone number and call him/her tomorrow.” c. “I don’t like what you just did/said.” d. “What you just said is not cool.” 3. Remove the person from the situation. 4. If you suspect you or a friend has been drugged, call the police immediately and let someone in charge know like a bouncer, bartender, or manager. 5. Always make sure you are safe before intervening. 	<ol style="list-style-type: none"> 1. Don’t intervene, if you feel uncomfortable or unsafe, doing it. <ol style="list-style-type: none"> a. However, you can enlist others to help you – the bouncer, bartender, other friends or bystanders, etc. b. Don’t be afraid to call the police or 911 if you feel like anyone is in immediate danger. 2. Distract the perpetrator. <ol style="list-style-type: none"> a. “Hey, Man, I think your car is being towed!” b. “Someone called the cops! We need to get out of here!” 3. Distract the person. <ol style="list-style-type: none"> a. Hey, will you come to the bathroom with me? b. “Can you help me find (enter mutual friend’s name).” c. “I think your friend is looking for you.” 4. Have a code word/text with your friends or family if you feel uncomfortable saying something directly. 5. Talk to a campus official in a non-emergency situation.

Other ways to effectively intervene as a bystander are:

- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Refer people to on or off-campus resources listed in this document for support in health, counseling, or legal assistance.

IF YOU EXPERIENCE SEXUAL VIOLENCE

1. Be safe and go to a safe place. Get medical care (if needed). If you are physically injured, medical care is vital. You can get medical care at any hospital emergency room. If you are 18 years or older, you can get treatment for your immediate injuries without filing a police report.
2. To get support and assistance with the assault process, you should consider calling as soon as possible one of these 24 hour services: Mayo Safe Path Domestic Abuse and Sexual Assault Services, 608-392-7804 or 1-800-362-5454, extension 27804; Mayo Sexual Assault Nurse Examiner (SANE) Program, 608-392-7000 or 1-800-362-5454, extension 27000; or Gunderson Sexual Assault Services Crisis Line, 608-775-5950 or 1-800-362-9567, extension 55950.
3. Tell someone you can trust: a counselor, a friend, a relative, a medical provider, a minister, the police, a Resident Assistant, or a Residence Life Community Coordinator.
4. If you intend to report the assault, or leave this option open in the future, physical specimens collected soon after the assault/rape will be valuable evidence. Do not shower, bathe, wash your hands, eat, drink or brush your teeth. Place each item of clothing in a separate paper bag (no plastic). Leave the area where the assault occurred undisturbed.
5. You make the decision when and how to utilize law enforcement. However, the longer you wait to report the assault, the greater the likelihood that valuable evidence (e.g., DNA, collaborative interviews from witnesses) may be lost. Evidence collection is usually done in the county where the assault occurred, usually within the first 72 hours following the assault (the earlier, the better). You have three ways to contact law enforcement:
6. Call 911 if an emergency, or if not emergent,
 - A. Call the police department dispatch where the crime occurred,
 - B. Go to the police station in the jurisdiction where the assault occurred to file a police report, or
 - C. If you go to the hospital, ask that they notify the police.

ON-CAMPUS CONFIDENTIAL HELP

Students seeking a confidential source of support on-campus should contact one of these confidential employees:

- Director of Counseling Services at 4 Student Development Center, 608-796-3808 or 608-796-3825
- Director of Health Services at 3 Student Development Center, 608-796-3806
- University Chaplain at 370 Murphy Center or 608-796-3804

Full-time Viterbo employees are entitled to free service from Franciscan Health Solutions at 608-392-9530 or toll-free at 800-493-3960.

OFF-CAMPUS CONFIDENTIAL HELP

Individuals seeking a confidential source of support off-campus should contact one of these agencies:

Gundersen Domestic Abuse and Sexual Assault Program, 1900 South Avenue, La Crosse, (608) 775-5950 or (800) 362-9567, ext. 55950 (24 hours toll-free)

Mayo Franciscan Healthcare Safe Path Domestic Abuse and Sexual Assault Services: 700 West Avenue, La Crosse, 608-392-7804 (24 hours) or 1-800-362-5454, extension 27804 (24 hours toll-free)

New Horizons Shelter and Outreach Centers: Outreach Center at 1223 Main Street, La Crosse. 608-791-2610. Crisis Line and Shelter (24 hours), 608-791-2600 (TTY available), 1-888-231-0066 (TTY available).

Franciscan Health Solutions Employee Assistance Center: Offers confidential counseling services to all Viterbo employees and their family members **at no cost**. Contact the Employee Assistance Center at 608-392-9530 or toll-free at 800-493-3960.

FILING A REPORT ON-CAMPUS

Reports of sex discrimination, sexual harassment, and sexual misconduct made to the University should include as much information as possible, including the names of those involved, and the date, time, place, and circumstances of the incident(s). You can make a report by contacting one of the following Title IX team members:

- Todd Ericson, Title IX Coordinator/Vice President for Finance and Administration, 214 Murphy Center, 608-796-3856, tmericson@viterbo.edu.
- Heather Butterfield, Deputy Title IX Coordinator/Director of Human Resources, 200 Murphy Center, 608-796-3930, hmbutterfield@viterbo.edu.
- Diane Brimmer, Vice President for Student Development, 2 Student Development Center, 608-796-3801, dlbrimmer@viterbo.edu.
- Vice President for Academic Affairs, 230 Murphy Center, 608-796-3080.
- Director of Campus Safety, 5 Student Development, 608-796-3913, 3911 if using a Viterbo phone, or 608-796-3911 if using a non-Viterbo phone.

FILING A REPORT WITH THE POLICE

A Viterbo student or employee has the right to report sexual misconduct or relationship violence to the police and/or to the University. It is the individual's choice to report. There are good reasons to report to both the police and the University, to the police only, to the University only, or to neither the police or the University. Assistance from a university official with filing a report with the police is available to students who request it. There are three ways to contact law enforcement to file a report:

1. Call 911 if an emergency, or if not emergent, call the police department dispatch where the crime occurred. In La Crosse, the non-emergency number is 608-785-5962.
2. Go to the police station in the jurisdiction where the assault occurred to file a police report. The La Crosse Police Department is located on the first floor of the City building at 400 La Crosse Street, La Crosse, WI 54601. Lobby hours are weekdays from 8:30 am to 5 pm.
3. If you go to the hospital, ask that the hospital to notify the police.

When reported, the individual reporting the sexual misconduct is provided with the option to report the incident to the police/law enforcement. Reporting to the police does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made later. The earlier an incident is reported, the easier it is to collect valuable evidence.

Assistance and support may be provided by a university official to the individual reporting sexual misconduct should he or she choose to report the incident(s) to law enforcement.

PROTECTIVE ORDERS

Forms to request temporary, harassment, and domestic abuse restraining orders are available at and submitted to the County Clerk of Court office, 333 Vine Street, La Crosse.

CAMPUS PROCEDURES FOR INCIDENTS OF SEX DISCRIMINATION, SEXUAL HARASSMENT, AND/OR SEXUAL MISCONDUCT

Reports of sex discrimination, sexual harassment, and sexual misconduct made to the University should include as much information as possible, including the names of those involved, and the date, time, place, and circumstances of the incident(s).

- Reports can be made by telephone, via email, verbally in person, or by providing a paper copy.

You can make a report by contacting one of the following Title IX team members:

- Todd Ericson, Title IX Coordinator, 214 Murphy Center, 608-796-3856, tmericson@viterbo.edu.
- Heather Butterfield, Deputy Title IX Coordinator, 200 Murphy Center, 608-796-3930, sdganther@viterbo.edu.
- Diane Brimmer, Vice President for Student Development, 2 Student Development Center, 608-796-3801, dlbrimmer@viterbo.edu.
- Vice President for Academic Affairs, 230 Murphy Center, 608-796-3080, ggtemple@viterbo.edu.
- Director of Campus Safety, 5 Student Development, 3911 if using a Viterbo phone, or 608-7963911 if using a non-Viterbo phone, lajosvai@viterbo.edu.

REVIEW, INVESTIGATION, AND RESOLUTION

Typically, for respondents who are Viterbo students, the preliminary review is followed by informal resolution or investigation and formal resolution. Typically, for respondents who are Viterbo employees, the preliminary review is followed by informal resolution, investigation and formal resolution, and/or procedures outlined in the Viterbo Personnel Policies Handbook. Mediation or other forms of informal resolution are never permissible in cases involving allegations of sexual assault. A complainant has the right to request changes to academic, living, transportation or working situations whether or not she or he files a report of sexual harassment, sexual misconduct or relationship violence with the University.

The complainant and the respondent are entitled to the same opportunities to an advisor and support person during investigative and adjudication meetings if requested. At the conclusion of the investigation, both parties are notified of the outcome. Sanctions imposed following a determination of an on-campus disciplinary procedure regarding sexual assault range include, but are not limited to restrictions, no contact directives, nonacademic disciplinary institutional probation, to suspension or expulsion. Those reporting incidents of sexual misconduct are notified of available services including written notification of existing campus and community counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance. Assistance and support will be provided to the individual filing the report as requested.

The complainant has the option of keeping the report confidential by making a report through Viterbo Counseling Services, unless the incident represents a threat to any member of the Viterbo community. Those who file reports with a Title IX team member are notified of available counseling as provided by Counseling Services. Further, Viterbo will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the institution and in the community.

SANCTIONS

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

Appropriate sanctions for Viterbo faculty, staff or administrators deemed to have violated the Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy include, but are not limited to a disciplinary warning, unpaid suspensions, suspension of promotion and salary increments, loss of prospective benefits, reduction in salary, suspension from service, suspension or withdrawal of privileges, demotion and/or termination of employment, or any other available sanctions as specified by the Viterbo Personnel Policies Handbook.

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 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.

2016 FIRE SAFETY REPORT

INTRODUCTION

The Higher Education Opportunity Act (HEOA) became Public Law 110–315 in August 2008, requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety report. Elements of the campus fire safety program consist of: fire prevention policies and practices for on-campus housing, the emergency evacuation procedures for on-campus housing, and fire safety statistics for on-campus housing. This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at Viterbo, and Viterbo’s state of readiness to detect and respond appropriately to fire-related emergencies. Hard copies of the report are available for public review by calling 608-796-3913 or by visiting the Director of Campus Safety at 5 Student Development Center. The Director of Campus Safety is available Monday through Friday, 8 am to 4:30 pm excluding holidays.

FIRE REPORTING

If a fire occurs on 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.

2015 MANDATORY SUPERVISED FIRE DRILLS

Three fire drills are conducted annually at Viterbo. In 2015, one all-campus fire drill was conducted in the fall semester for all main campus buildings including housing facilities. Also in 2015, two fire drills were conducted in on-campus student housing facilities—one in the fall semester during evening hours and another in the spring semester during evening hours.

PROCEDURES FOR STUDENT HOUSING FIRE EVACUATION

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

FIRE SAFETY LOG

The Director of Campus Safety maintains a log of on-campus student housing facility fires. The US Department of Education requires that the fire log includes the date the fire is reported, nature of the fire, the date, and the time of the fire, and the general location of 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. 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.

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FACILITY FIRE SAFETY SYSTEMS

On-Campus Housing Facility	Fire Alarms	Full Sprinkler System	Smoke Detection System	Fire Extinguisher Devices	Fire Service Elevators	Primary And Secondary Evacuation Exit Maps	Emergency Response Plan***	Number Of Evacuation Drills
Bonaventure Hall**	Yes	Yes	Yes	Yes	Yes	2 sets per floor	1 per floor	3 per year
Canticle House*	Yes	No	Yes	Yes	No	2 sets per floor	1 per floor	3 per year
Clare Apartments	Yes	Yes	Yes	Yes	Yes	2 sets per floor	1 per floor	3 per year
Marian Hall**	Yes	Yes	Yes	Yes	No	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 th St. House*	Yes	No	Yes	Yes	No	1 set per apartment	1 set per apartment	3 per year
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Notes:

*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.

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

FIRE SAFETY STIPULATIONS IN THE CODE OF STUDENT CONDUCT

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

- 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 vehicles.
- 5. Operating hoverboards.
- 19F. Initiating or causing any false report, warning, threat of fire, explosion, false fire alarm, bomb threat, or other emergency.
- 23A. Intentionally or recklessly causing a fire, or unauthorized causing of, a fire or activating an alarm.
- 23B. Failure to evacuate a university-controlled building during a fire alarm or drill.
- 23C. Misusing, damaging or tampering with fire extinguishers, fire sprinklers, alarms, smoke detectors or safety equipment.
- 24. Possession, even if it is legally possessed, use, display or distribution of any weapon, combustible item, instrument, device, firearms, explosives, fireworks, gasoline, incendiary devices, or instrument which under the circumstances in which it is used, is readily capable of causing death, physical injury or property damage on University premises or at university-sponsored functions.

FIRE STIPULATIONS IN RESIDENCE LIFE POLICIES AND PROCEDURES

These are the stipulations in the *Residence Life Policies and Procedures* that are related to fire safety in a student housing facility. Residence Life policies and procedures are published in 2016-2017 *Viterbo University Student Handbook and Planner* on pages 152 to 162.

Cooking and Microwave Ovens: Due to sanitation, health, and safety laws, cooking is not permitted in student rooms in Bonaventure and Marian Halls. However, a stove, microwave, oven, and toaster are provided for use in lounges of these halls. (Students living in apartments may bring microwave ovens and toasters for use in their kitchens.)

Decorating Rooms: Students decorating their rooms, doors, or floors for any occasion must follow these guidelines:

- a. Use flame-resistant materials.
- b. Use lights that are UL-approved and are of low wattage. Halogen lamps may not be used.
- c. Do not decorate over fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads, room numbers, and exit signs.

Drills: The University holds fire and other drills to prepare students for emergencies. Occupants should follow directions during the drills. In the event of an actual fire or a fire drill, occupants are required to evacuate the building according to the rules established in each building. Failure to do so may result in a fine.

Follow the instructions of the Residence Life Staff, Campus Security, and/or firefighting personnel. Keep the following items in mind:

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

Fire Hazard: Candles, incense, fireworks, hot plates, grills, halogen lamps, and portable space heaters are fire hazards and pose a danger to all students living on campus. These and related items are not permitted in residence halls, apartment buildings, and theme houses. Use or possession of items that are considered fire hazards may result in disciplinary action. Toasters are not permitted in Bonaventure and Marian Hall student rooms but are provided in floor lounges.

Fire Safety Equipment: Fire safety equipment is located on each floor of the residence halls and apartment buildings for safety and protection. Individuals tampering with such equipment are in violation of state law and are subject to disciplinary action.

Health and Safety Inspections: Staff members in the Office of Residence Life inspect residence hall rooms, apartments and theme houses periodically for safety hazards, cleanliness and maintenance issues. Please assist by maintaining your living area and contacting your Resident Assistant with any health and/or safety concerns.

Sprinklers: Resident students and guests are asked to exercise caution in rooms and corridors with fire sprinkler systems. Any item touching a sprinkler may activate it. If a sprinkler is set off or if there are signs of water near one, contact Campus Safety immediately at 608-796-3911.

SMOKING AND TOBACCO POLICY

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

Students and employees interested in smoking cessation are encouraged to contact the Wisconsin Quit Line at 1-800-QUITNOW or <http://ctri.wisc.edu/quitline.htm>. The Wisconsin Quit Line is available 24/7 and provides free medications, live coaching, and Web forums. Viterbo Health Services is also available for assistance.

OTHER VITERBO FIRE SAFETY POLICIES

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

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

10. It is the policy of the University that only artificial holiday trees will be used and shall be fire-retardant or noncombustible material. Indoor trees must be placed out of the way of traffic, must not block doorways, exits, exit signs or any of the fire protection equipment (fire hoses cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, smoke detectors, etc.), and must not be placed in any manner that could present a fall or trip hazard, or impede egress.
11. Holiday tree lights must be unplugged at the end of each day, and must be removed after the event or holiday season.
12. Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and/or clinical settings. Avoid spraying around exits, exit signs or any of the fire protection equipment (fire hoses cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, smoke detectors, etc.)

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS FOR STUDENTS AND EMPLOYEES

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

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

2015 FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES

In accordance with US Department of Education requirements, Viterbo University collects and annually disclosed fire safety statistics for reported fires in on-campus student housing facilities including the number of fires, the cause of each fire, the number of fire related injuries for each fire, the number of fire related deaths for each fire, and the value of property damage caused by each fire.

Date	Location	Cause	Injuries	Death	Property Damage
1/17/15	McDonald Terrace Apts.	Grease fire inside oven	0	0	\$0-\$99
12/5/15	Bonaventure Hall	Food burning on stovetop	0	0	\$0-\$99

3 YEAR SUMMARY OF FIRES IN ON-CAMPUS STUDENT HOUSING 2013, 2014, AND 2015

Facility Name	2013 Fires	2013 Injuries	2013 Deaths	2014 Fires	2014 Injuries	2014 Deaths	2015 Fires	2015 Injuries	2015 Deaths
Bonaventure Hall	0	0	0	1	0	0	1	0	0
Canticle House Apartments	0	0	0	0	0	0	0	0	0
Clare Apartments	0	0	0	0	0	0	0	0	0
Marian Hall	0	0	0	1	0	0	0	0	0
McDonald Terrace Apartments	1	0	0	1	0	0	1	0	0
Rose Terrace Apartments	0	0	0	0	0	0	0	0	0
Treacy House Apartments	0	0	0	1	0	0	0	0	0
821/823 7 th Street House	0	0	0	1	0	0	0	0	0
TOTAL	1	0	0	4	0	0	2	0	0

9/29/16