



Gateway Technical College Annual Security Report

Dear Campus Community,

We consider the safety and security of all community members at Gateway Technical College a top priority. We are always assessing our policies and procedures to ensure they align with the best practices from other Technical Colleges across the nation in an effort to stay on the leading edge of prevention. Our security team is highly motivated and trained to handle all types of situations and we strive to adhere to the highest standards and serve our community the best we can.

Gateway Technical College partners with a number of police jurisdictions as well to help keep us safe. We believe these relationships are key to crime prevention and overall safety of our community. Keeping this campus and the community safe also includes all of us, which is why we encourage anyone on campus to contact our safety and security department or fill out an online incident report if they notice any suspicious activity (more information can be found on our website, www.gtc.edu/safety-and-security). Safety is a shared responsibility and begins with each and every one of us having the personal responsibility to report any incidents or concerns involving our fellow community members. We want everyone to be as successful as they can be during their time at Gateway Technical College and that starts with a safe place to work and study, where people are free to access the resources available to them as needed.

Please take time to review this Annual Security Report. We are required to publish this report by October 1st each year in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act). This report contains crime data which occurred within Gateway Technical College's Clery geography as classified by the definitions from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook. As per Clery Act regulations, this report contains data from the 2016 calendar year. Also contained in this report are important institutional policies concerning campus security, crime prevention, reporting crimes, drug and alcohol abuse, sexual misconduct, bias-related crimes, and other important matters.

If you have any questions or concerns, please do not hesitate to contact myself or any member of the Gateway Technical College Safety and Security staff.

Respectfully,

Thomas J. Cousino
Associate Vice President, Facilities and Security

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Quick Reference Resources

If you need to report a fire, medical or other emergency on or off campus in the Burlington, Elkhorn, Kenosha or Racine area, **DIAL 911**.

Campus Security Offices:

Kenosha Campus: 262-564-2208, Located in Room M102 in the Academic Building near Student Commons
Security Officers available on campus from 6:30am-11:00pm on Monday-Friday and 8:00am-3:00pm on Saturday

Racine Campus: 262-619-6208, Located in Room R103 in the Racine Building 1st Floor
Security Officers available on campus from 6:30am-11:30pm on Monday-Friday and 9:00am-5:00pm on Saturday

Elkhorn Campus: 262-741-8208, Located in Room 109 in the South Building by Student Commons
Security Officers available on campus from 6:30am-10:30pm on Monday-Friday and 7:30am-1:30pm on Saturday

Burlington Center: 262-767-5208, Located in Room 101 in Burlington Center
Security Officers available on campus from 2:30pm-10:30pm on Monday-Friday*

*Phone will be routed to Elkhorn Security Office if Security Staff is not present.

Non-Emergency Local Law Enforcement Contact Information:

Kenosha Police Department: 262-656-1234

Racine Police Department & RCSO: 262-886-2300

Elkhorn Police Department: 262-723-2210

Burlington Police Department: 262-342-1100

Sturtevant Police Department: 262-886-2300

Pleasant Prairie Police Department: 262-694-7353

Additional Resources:

Student Support Counselor Appointment Line: 800-247-7122

Title IX Coordinator/Deputy Title IX Coordinator: 262-564-3220 or 262-564-3062

Women's & Children's Horizons Sexual Assault Advocate: 262-652-9900 or 1-800-853-3503

Kenosha County Crisis Hotline: 800-236-7188

Racine County Crisis Hotline: 262-638-6741

Walworth County Crisis Hotline: 800-365-1587

Introduction

Gateway Technical College, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act, has published this document to provide its students and employees with an overview of the College's security and safety resources, policies, and procedures. The full text of this report can be found on our website at www.gtc.edu/safety-and-security. This report is prepared in cooperation with the local law enforcement agencies surrounding each district location, The Deans of Campus Affairs for each campus, Safety and Security Department, Human Resources, Student Services Department and the Student Success Department.

Campus crime, arrest and referral statistics include those reported to the Department of Safety and Security, designated campus officials and local law enforcement agencies as well as those reported utilizing our web based incident report forms. Each year, by October 1st as required by law, a notification is made to all enrolled students, faculty and staff that provides the website to access this report. In addition, it provides information that hard copies may be obtained through the Associate Vice President of Facilities and Security, 3520 30th Avenue, Kenosha, WI 53144 or by calling (262)564-2812. Prospective employees and students may request copies of the report through the same means provided above.

Gateway Technical College does not have on-campus housing facilities and is therefore not required to have a Fire Log or publish a Fire Safety Report. In addition, the college is also not required to have a missing student notification procedure. If any person suspects that a family member or acquaintance is missing a report should be filed with local law enforcement.

Gateway Technical College Background and History

Gateway Technical College is one of 16 Technical Colleges that operate within Wisconsin in a statewide plan for vocational, technical and adult education. The District serves three counties in Southeast Wisconsin (Kenosha, Racine and Walworth). It originated and began classes on November 3, 1911 as the first compulsory, publicly funded school in Wisconsin – and, in doing so, also became the first in America. In 1912, a state sanctioned technical school opened in Kenosha, WI call the Kenosha Technical Institute.

Kenosha County established the first Vocational, Technical and Adult Education District under state law in 1965, which allowed district formation beyond city limits on July 1, 1966. Walworth County joined the Kenosha District in 1967 to form District 6, and the city of Racine expanded services on July 1, 1967, to include Racine County. On July 1, 1971, a new Vocational, Technical, and Adult Education District 6 was formed comprising Kenosha, Racine and Walworth Counties. The name "Gateway" was adopted October 19, 1972, by the District Board, replacing reference to District 6, with campuses at Elkhorn, Kenosha and Racine. In 1994 the state technical college system became the Wisconsin Technical College System. As was the case in 1911, Gateway Technical College today continues to meet the need for skilled workers in technical oriented fields.

From a single building in Racine, Wisconsin 105 years ago, Gateway Technical College has grown to servicing over 20,000 students annual across three Campuses throughout the tri-county area. Gateway Technical College offers more than 65 education programs for health, business, manufacturing, engineering and service careers.

Department of Safety and Security

The Safety and Security Department provides year round security services on campus while the college buildings are open to the public. Security Officers and staff are responsible to Gateway Technical College for the enforcement of College policies and Federal and State laws for campus administrative purposes only. Security

professionals respond to a variety of calls for help, from medical emergencies, calls for service, parking enforcement, and criminal activity. They are the point of contact for the campus community and enforcement of all college policies and procedures. Foot and vehicle patrols of campus grounds and buildings, designed to detect crimes in action and prevent potential crimes, are accomplished during open campus hours. The officers also monitor over 400 security cameras to prevent and deter crime on all of our campus locations. Security office hours for each campus are located in the Quick References Resources at the beginning of this guide. In addition, during these patrols, officers also report any conditions they notice that might pose a threat to campus safety or security. The campus grounds are protected by intrusion detection alarms and an alarm response security element while the buildings are locked and unoccupied.

The Campus Security Officers are provided by a contract security agency. All of the officers are certified by the State of Wisconsin and maintain certification in first aid, CPR and AED operations. Many of the officers have additional law enforcement training and certifications. Gateway Technical College also has a Title IX coordinator who is trained to conduct investigations into sexual misconduct, dating violence, domestic violence and stalking.

Gateway Technical College Security Officers have the authority to ask persons for identification and to determine whether an individual has lawful business at the college. The officers are not sworn law enforcement officers and do not possess official powers of arrest authority. Security Officers have the authority to enforce Gateway Technical College policies, but not local, state and federal laws. Gateway Technical College maintains strong working relationships with the Kenosha Police Department, Kenosha County Sheriff's Office, Pleasant Prairie Police Department, Racine Police Department, Racine County Sheriff's Office, Sturtevant Police Department, Burlington Police Department, Elkhorn Police Department and the Walworth County Sheriff's Office. The college relies on them for the investigation of incidents and enforcement of all local, state and federal laws as appropriate. The College has two written memorandums of understanding regarding investigation of criminal incidents or sexual misconduct, and is currently working to formalize our strong relationships with formal agreements for the other agencies.

The Department of Safety and Security's jurisdiction encompasses on campus property that includes all academic, maintenance and administrative buildings and/or facilities; designated non-campus properties and facilities; public property adjacent to or contiguous to on campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities. The Department of Safety and Security does not have jurisdiction or enforcement authority outside of its identified Clery reporting geography. This includes areas and/or properties that are not owned, rented, leased, recognized or otherwise controlled by the college.

The College is a non-residential college and therefore does not provide 24-hour security coverage. Coverage of the campus is provided during normal campus open hours as dictated by the College Provost. Security operating hours for each location are provided in the Quick Reference Resources at the beginning of this document. During campus closure hours (10:30pm-6:30am Monday-Friday, after 3pm on Saturdays and all day Sunday), the college facilities are locked and the buildings alarmed with an intrusion detection systems. The Alarms are monitored 24 hours a day by a monitoring company and all alarms are investigated by the Department of Safety and Security or by local emergency responders depending on the nature of the incident. In addition, all locations are equipped with digital video systems which record 24 hours a day, seven days a week.

All Gateway Technical College locations are accessible to students, staff and the general public during normal campus hours. However, the campus grounds are open to vehicular and pedestrian access 24 hours a day, seven days a week. Only select authorized individuals are given card access authorization and alarm access codes to enter the facilities outside of normal operating hours.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security Offices, Associate Vice President of Facilities and Security, Dean of Campus Affairs or the appropriate local law

enforcement agency when necessary. In addition, victims and/or witnesses can complete an online incident report at www.gtc.edu/safety-and-security. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. Gateway Technical College personnel will conduct investigations and work with local law enforcement agencies as appropriate.

Department of Safety and Security Training

The Associate Vice President of Facilities and Security along with the Contract Manager for G4S are primarily responsible for conducting intensive and continuing training for campus security officers. Training subjects include jurisdiction, legal considerations, report writing/interview skills, Use of Force, the Clery Act, Title IX, public relations, race relations, crisis intervention, verbal de-escalation, emergency response, first aid, and physical security. Training includes in-service sessions with department and guest lecturers, applicable online training/webinars, and regular supervisor topic training sessions.

CARE Team

The CARE team receives all reports of behavioral concerns. The team provides a collaborative, cross-functional approach to assessing and responding to individuals who might pose a threat to themselves or others. The CARE team is comprised of representatives of the following offices: Safety and Security, Dean of Learning Success, Dean of Campus Affairs – Kenosha, Dean of Campus Affairs – Racine, Dean of Campus Affairs – Elkhorn, Burlington Center Administrator, Human Resources (Title IX Coordinator), and Student Support Counselors. Any behaviors of concern, such as individuals who are depressed, making inappropriate comments or threats, or exhibiting disruptive behavior, should be reported to the CARE team immediately. The CARE Team's website, www.gtc.edu/CARE, includes an online referral form by which any member of the Gateway community can refer an issue of concern to the team for review.

Separate Campus Locations

All policy statements and information contained in this report apply to all campus locations unless otherwise indicated.

Security Of and Access to College Facilities

Gateway Technical College is open to the public. The majority of academic and administrative buildings are open during normal campus hours (typically Monday through Friday, from 6:30am to 10:30pm, except holidays) and are secured during the late evening hours, depending upon special event scheduling and community usage. Certain areas not designated as publically accessible spaces are controlled by access control systems. Members of the Safety and Security Department regularly patrol the interiors and exteriors of campus facilities.

Security Considerations Used in the Maintenance of College Facilities

Gateway Technical College maintains campus facilities and landscaping in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. The Safety and Security Department works closely with the Facilities Department to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the College community are helpful when they report equipment problems to the Safety and Security Department or to the Facilities Department as soon as the deficiency is identified. In addition, the Department of Safety and Security

conducts monthly inspections of all AEDs, AlertUS Beacons, Fire Extinguishers and First Aid Cabinets to ensure they are in proper working order.

Reporting a Crime, Emergency or Safety Concern and College Response

Community members, students, faculty, staff and visitors are encouraged to report all crimes, emergencies and safety concerns or suspicious behavior occurring within the College's Clery geography to the Gateway Technical College Department of Safety and Security in an accurate, prompt and timely manner. The College's Clery geography includes: on campus property including campus residence halls, buildings, and/or facilities; designated non-campus properties and facilities; public property adjacent to or contiguous to on campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities. The Department of Safety and Security has been designated by Gateway Technical College as the official office for campus crime reporting. The Department of Safety and Security strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures the college is able to evaluate, consider and send timely warning reports and accurately document reportable crimes in its annual statistical disclosure. Gateway Technical College further encourages accurate and prompt reporting to the Department of Safety and Security and/or the local police when the victim of a crime elects to, or is unable to, make such a report. This publication focuses on the Department of Safety and Security because it has primary responsibility for patrolling the Gateway Technical College. However, criminal incidents or incidents off campus can be reported to the local Law Enforcement agency that has jurisdiction.

To report a crime or emergency, members of the community should:

1) Call the Department of Safety and Security or report in person using one of the below Campus Security Offices:

Kenosha Campus (Responsible for Horizon Center):

Location: Room M102 (Academic Building)

Office Hours: 6:30am-11:00pm on Monday-Friday and 8:00am-3:00pm on Saturday**

Phone Number: 262-564-2208

Email: securityk@gtc.edu

Racine Campus (Responsible for iMET Center):

Location: Room R103 (Racine Building, 1st Floor)

Office Hours: 6:30am-11:30pm on Monday-Friday and 9:00am-5:00pm on Saturday**

Phone Number: 262-619-6208

Email: securityr@gtc.edu

Elkhorn Campus (Responsible for HERO/Burlington Centers when Burlington Office not manned):

Location: Room 109 (South Building)

Office Hours: 6:30am-10:30pm on Monday-Friday and 7:30am-1:30pm on Saturday**

Phone Number: 262-741-8208

Email: securitye@gtc.edu

Burlington Center (Responsible for HERO Center):

Location: Room 101 (Burlington Center)

Office Hours: 2:30am-10:30pm on Monday-Friday**

Phone Number: 262-767-5208*

Email: securityb@gtc.edu

*Phone will be routed to Elkhorn Security Office if Security Staff is not present.

**After hours emergencies should be reported by dialing 911.

If an incident affecting you or if you are a witness to an incident occurs at a location not specifically covered by the Department of Safety and Security (i.e. Kansasville Fire Training Area or Lakeview Advanced Technology Center), please contact the Associate Vice President, Facilities and Security at 262-564-2812 or cousinot@gtc.edu or contact the local law enforcement agency to report an incident. Online incident reports can also be filed at www.gtc.edu/safety-and-security.

2) Crimes or emergency situations can be reported to local emergency services by dialing 911.

3) Sex Offenses and other incidents of sexual misconduct, relationship or dating violence can also be reported to the college's Title IX Coordinator, Debbie Miller, by calling 262-564-3220 or email at millerd@gtc.edu. The Deputy Title IX Coordinator, Josh Vollendorf, can be contacted by calling 262-564-3062 or vollendorfj@gtc.edu. In person reports can be filed through their office in the Administration building on the Kenosha Campus (3520 30th Avenue, Kenosha, WI).

4) Complete the online Maxient Incident reporting form at: <https://www.gtc.edu/security>. The form is located under the resources section.

A person reporting a crime to the Department of Safety and Security has the right to report the crime to local law enforcement by calling 911 or contacting them via their non-emergency response number. Security Officers regularly discuss this option with the victim of a crime and will assist the victim with that process.

The Department of Safety and Security procedures work to provide an immediate response to emergency calls. The department also works closely with a full range of emergency responder resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. The Department responds to all reports of crime and/or emergencies that occur within their jurisdiction. All reported crimes will be investigated by the college and may become a matter of public record. All incidents and reports of incidents occurring on-campus, or non-campus buildings, or on recognized public property adjacent to or contiguous to College-owned, -controlled, -operated, or -recognized facilities, buildings, or areas are documented and processed for further investigation and review by the Associate Vice President, Facilities and Security, Dean of Campus Affairs and/or local law enforcement, depending upon the nature of the crime or emergency. Additional information obtained via any investigation will also be forwarded to the Dean of Campus Affairs that handling any potential student code of conduct violations or the Human Resources Department if the incident involves an employee.

If a sexual assault or sexual misconduct should occur on campus, staff on scene, including the Department of Safety and Security, will offer the victim a wide variety of resources and services. This publication contains information about on and off campus resources and services and is made available to the Gateway Technical College community. The information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for Gateway Technical College.

The college will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. As the college is required to provide both the accused and the accuser with simultaneous written notification of any result of any college disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking; it is not necessary for a victim to make a written request in these instances.

Gateway Technical College does not operate non-campus housing and does not have non-campus student organizations. Gateway Technical College also does not have officially recognized student organizations that own or control housing facilities. Therefore, local law enforcement is not used to monitor and record criminal activity at these locations since there are no non-campus locations of student organizations. On-campus student organizations that engage in off-campus activities should report crime incidents to the local law enforcement agency where the incident occurred and also to the Campus Security Office using the procedures listed above. Crimes should be reported to the Campus Security Office, Associate Vice President of Facilities and Security or Dean of Campus Affairs to ensure inclusion in the Annual Security Report and to aid in providing timely warning notices to the community when appropriate.

Responsibilities of the Community for their own personal safety

Members of the Gateway Technical College community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

- Report all suspicious activity to Department of Safety and Security immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Contact Campus Security for escort if needed.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, backpacks, computers, phones, etc.) unattended.
- Lock up your bicycles. Lock car doors and windows when leaving your car. Do not leave valuables visible.
- Engrave owner's information on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Confidential Reporting Procedures

Students may make confidential reports to professional counselors (i.e. Student Support Counselors) assigned to the college. A Professional Counselor is defined as: a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of her/her license or certification. These counselors, when acting in their official capacity and function, do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so; however, the college encourages counsellors, if and when they deem it appropriate, to inform students they can report incidents of crime to the Department of Safety and Security, which can be done directly or anonymously through the online Maxient incident reporting system.

To ensure anonymous reporting via the online Maxient incident report, found at www.gtc.edu/safety-and-security under the resources tab, the individual should ensure they are not logged into their GTC Google accounts at time of filing and do not fill out any contact information at the time of the report.

The Department of Safety and Security, unless otherwise prescribed by law or as set forth within this Annual Security Report, does not take anonymous incident reports. While anonymous reporting is available by limited means, the College's ability to investigate and appropriately address allegations of misconduct will be significantly limited. Crimes reported confidentially to the Student Support Counselors are not disclosed in the College's crime statistics or reporting processes, unless those crime are reported.

Faculty and staff may contact the Human Resource Department for information regarding confidential counseling services.

Daily Crime Log

The Department of Safety and Security makes the Daily Crime Log for the most recent 60 day period open to public inspection at any of the campus security offices or at the Office of the Associate Vice President, Facilities and Security in the Administration Building located at 3520 30th Avenue, Kenosha, WI 53144. Any portion of the Crime Log that is older than 60 days are made available for public inspection within two business days of request. Formal requests can be made to cousinot@gtc.edu or at 262-564-2812. The information in the Crime Log typically includes the incident number, crime classification, date reported, date occurred, general location, and disposition of each reported crime. The names of crime victims will not be listed on the Daily Crime Log. Faculty, Staff and Students are encouraged to review the Daily Crime Log periodically to become more familiar with the types and locations of criminal incidents which may impact Gateway Technical College's community. The Daily Crime log is also kept electronically and can be found at www.gtc.edu/safety-and-security under the resources tab.

Timely Warning Notifications and Emergency Notifications

Gateway Technical College is responsible for issuing emergency notifications and timely warning notifications in compliance with the Higher Education Opportunity Act (HEOA) of 2008 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), 20 U.S.C. 1092(f). The purpose of this policy is to set forth the procedures by which the college shall provide an emergency notification or timely warning notification to the Gateway community in the event that a significant emergency or dangerous situation is reported to the college that poses an immediate, imminent, or impending threat; or a crime is reported to the college or local police authorities that constitutes a serious or continuing threat.

In the event that a confirmed situation comes to the attention of the college and is considered to meet the criteria a Timely Warning Notice or Emergency Notification, the Associate Vice President, Facilities and Security or designee, in consultation with the Crisis Communication Team, will issue the message using any and/or all means deemed necessary to ensure the proper dissemination of the message.

Timely Warning Notifications and Emergency Notifications are intended to serve all members of the college community. College employees and students should recognize that persons away from their telephones and other communication devices, visitors, contractors working on site, and others who do not have access to college communication systems will not receive emergency messages. Therefore, persons receiving the messages should notify others in the vicinity and relay instructions as appropriate. Tour guides and special event sponsors are responsible for relating messages and instructions to those person they are hosting. Lastly, departments hosting contractors and other casual workers are responsible for relaying notifications and instructions to those personnel, as appropriate.

DEFINITIONS

Timely Warning Notice: Notice to all members of the campus community when a specific crime, as defined by the Clery Act, has occurred on or in close proximity to the campus, and the crime represents a serious or continuing threat to members of the campus community. These notices will be called "Campus Safety Alerts."

Examples of crimes that may require a Timely Warning Notice:

1. Murder/Non-Negligent Manslaughter
2. Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the community).
3. Robbery involving force or violence (cases involving pick pocketing and purse snatching will typically not result in the issuance of a Campus Safety Alert, but will be assessed on a case by case basis).

4. Arson
5. Sex Offenses (considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information know).
6. Other crimes as determined necessary by the Associate Vice President, Facilities and Security, or designee.

Emergency Notifications: Notice to all members of the campus community of an emergency or dangerous situation that poses an immediate threat to the health or safety of students, employees, or others on campus. Examples of emergency or life threatening situations that may require an emergency situation include, but are not limited to:

1. Active shooter situations/persons with dangerous weapons
2. Threats of violence
3. Fire and/or power outages
4. Weather related emergencies
5. Serious acts or threats to campus-owned or personal property
6. Bomb threats

Anyone with information they believe warrants a Timely Warning Notification or an Emergency Notification should report the situation to the college's security team:

Associate Vice President, Facilities and Security: 262-564-2812

Kenosha Security Office: 262-564-2208

Racine Security Office: 262-619-6208

Burlington Security Office: 262-767-5208 (Available after 2:30pm Monday-Friday)

Elkhorn Security Office: 262-741-8208

TIMELY WARNING NOTIFICATION PROCEDURE

The warning should be issued as soon as the pertinent information is available because the intent of a Timely Warning Notification is to alert the campus community of continuing threats, thereby enabling community members to protect themselves. The issuing of a Timely Warning Notice must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the college community and the possible risk of compromising law enforcement efforts.

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

1. Date and time or timeframe of the incident
2. A brief description of the incident
3. The location of the incident
4. Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
5. Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
6. Police/Security contact information
7. Other information as deemed appropriate by the Associate Vice President, Facilities and Security or designee

*NOTE: The institution will not withhold a basic description of the reported crime under the auspices of the risk of compromising law enforcement efforts. Specific details, such as the exact location, the specific date, etc. could be withheld if releasing that information may compromise law enforcement efforts (such as conducting an investigation, serving a warrant, or conducting an undercover operation, etc.).

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert. In addition, the alert will not include any information that could potentially lead to the identification of any potential victims.

The decision to draft and issue a Timely Warning Notification will be made by the Associate Vice President, Facilities and Security, in coordination and consultation with the Crisis Communication Team. In an extreme emergency, the notification process will be implemented at the sole direction of the Associate Vice President, Facilities and Security or designee.

Crisis Communications Team:

President or designee
 Vice President, Community and Government Relations
 Dean, Campus Affairs (for affected campus)
 Director, Marketing and Communications
 Associate Vice President, Facilities and Security
 Communications Specialist

Upon receiving pertinent information of an emergency situation that requires an immediate response, the Associate Vice President, Facilities and Security will initiate an emergency convening of the Crisis Communications Team without delay to implement the notification process. The information may be disseminated to the college community via a variety of communication mediums. The college will use, but not limited to, one or more of the following means:

- 1) Email messages
- 2) AlertME messages to cell phones registered in the college's emergency alert service
- 3) AlertUS Beacons
- 4) Posting message on Website and social media platforms
- 5) Desktop Notification Message to college owned computers (with software feature)
- 6) Message posted to emergency notification line (1-800-353-3152)
- 7) Public announcements to media agencies (i.e. news and radio)
- 8) Postings and signs in highly visible locations throughout the college.

The department does not issue Crime Alerts for the above listed crimes if:

1. Local Law Enforcement apprehends the subject(s) and the threat of imminent danger for members of the Gateway community has been mitigated by the apprehension.
2. A report was not filed with Local Law Enforcement, or a Campus Security Authority was not notified of the crime in a manner that would allow the department to post a timely warning for the community. A general guideline will include a report that is filed more than ten days after the date of the reported incident may not allow Local Law Enforcement/Campus Security to post a timely warning to the community. This type of situation will be evaluated on a case by case basis.

Public Safety Advisories may be distributed for crimes (ex. a pattern of larcenies or vandalism cases) that do not rise to the level of causing a serious or continuing threat to the Gateway Community. In addition, they may be distributed for other safety concerns (mulch fires, etc).

The Safety and Security department also maintains a daily crime log which is normally updated each business day and contains all crimes reported. The information is posted on Gateway's Web site.

EMERGENCY NOTIFICATION PROCEDURE

An Emergency Notification will be used when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health and/or safety of the community occurring on campus. The notification may contain only the information that is reasonably necessary to promote the safety of the college community as dictated by the situation. A notification will be released as soon as reasonable, unless the notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. The Associate Vice President, Facilities and Security will work closely with first responders and the Crisis Communications Team to make the determination on when it may be appropriate to delay the notification or not issue a notification for the reasons listed above.

The decision to draft and issue an Emergency Notification will be made by the Associate Vice President, Facilities and Security, in coordination and consultation with the Crisis Communication Team. In an extreme emergency, the notification process will be implemented at the sole direction of the Associate Vice President, Facilities and Security or designee.

Crisis Communications Team:

President or designee
 Vice President, Community and Government Relations
 Dean, Campus Affairs (for affected campus)
 Director, Marketing and Communications
 Associate Vice President, Facilities and Security
 Communications Specialist

Upon receiving pertinent information of an emergency situation that requires an immediate response, the Associate Vice President, Facilities and Security will initiate an emergency convening of the Crisis Communications Team without delay to implement the notification process. The information may be disseminated to the college community via a variety of communication mediums. The college will use, but not limited to, one or more of the following means:

- 1) Email messages
- 2) AlertME messages to cell phones registered in the college's emergency alert service
- 3) AlertUS Beacons
- 4) Posting message on Website and social media platforms
- 5) Desktop Notification Message to college owned computers (with software feature)
- 6) Message posted to emergency notification line (1-800-353-3152)
- 7) Public announcements to media agencies (i.e. news and radio)
- 8) Postings and signs in highly visible locations throughout the college.

Unlike a Timely Warning Notification which must be sent district wide, an Emergency Notification may be segmented to a specific group of individuals or a designated building/area. If an Emergency Notification is issued, there is no need to issue a Timely Warning Notification for the same circumstance. Once the situation no longer poses a threat, an "all clear" message will be transmitted to the college community utilizing the same methods used for dispersal of the notice. Furthermore, any required follow-up information will be distributed using some or all of the identified communications systems as identified above.

Off-Campus Emergencies

Gateway Technical College officials sometimes receive emergency information from our local law enforcement partners regarding incidents that could impact our college community. When appropriate, the Department of

Safety and Security will notify the college community of off-campus threats that could represent a serious or continuing threat to students, employees, and visitors.

Emergency Response

The Gateway Technical College Emergency Response Plans are designed to provide a resource for Gateway Technical College employees, students and community members and to assist with providing information and guidelines in planning and responding to a crisis. The plan outlines incident priorities, campus organization and specific responsibilities of certain departments on campus. While the plan does not cover every conceivable contingency situation, it does supply the basic guidelines necessary to respond to most campus emergencies.

Gateway Technical College regularly conducts fire drills requiring evacuation of its facilities. These tests may be announced or unannounced. These drills are used to: Familiarize community members to the audible and visible evacuation signals and the exit routes available to use in the event of a fire or other situation that may require immediate evacuation; Evaluate the performance of the employees and the evacuation procedures for effectiveness. Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action. Once a fire alarm sounds, do not assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. Remember to follow the instruction of the emergency first responders. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel. While evacuating, remain attentive for dangerous or criminal activity that may be associated with the evacuation notice. Do not re-enter the facility until authorized by a member of the campus facilities department, security officer or a college administrator.

Co-located with the *ALERTUS* beacons are building maps that display the location of building egress routes, location of fire extinguishers, fire alarm pull stations and defibrillators. In the event of severe weather, campus locations have been identified with a wall mounted "flag" sign holder as severe weather refuge areas. The Emergency Response Guides for each campus are available on the Safety and Security web page and can be viewed at www.gtc.edu/safety-and-security. Please review the guide regularly to be prepared in the event of an emergency.

Security Awareness and Crime Prevention Programs

Gateway Technical College is committed to a safe and secure learning environment. This is achieved by providing training and information to both students and employees employing various methods. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. In all, over 20 seminars and trainings were held for faculty, staff and students in an effort to increase the awareness of our college community covering various topics as disclosed below. Additionally, all employees at Gateway Technical College were required to complete an online training class from the ALiCE Training Institute on how to respond in the event of an Active Killer situation.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in the various offered programs are asked to be alert,

security-conscious and involved and advised to call the Department of Safety and Security to report any suspicious behavior. For additional information regarding different awareness seminars or programs upcoming, contact the Associate Vice President of Facilities and Security at 262-564-2812.

Students

The first action of prevention and awareness occurs during new student orientation, which occurs at the beginning of each semester at each campus location. Incoming students are educated as to how to remain safe while on campus, securing valuable belongings, being prepared in the event of an emergency, how to report incidents and crimes and who to report to, the role of the CARE team and confidential counselors, what the Violence Against Women Act is and the role of Title IX (i.e. Dating Violence, Domestic Violence, Sexual Assault and Stalking), procedures for getting help should you encounter any form of sexual misconduct or sexual assault. In addition, campus public safety announcements are made throughout the year to keep students engaged in their own personal safety.

Employees

The first action of prevention and awareness occurs during new employees Gateway Journey and the new faculty institute. New employees are taught about the college's emergency response procedures, how to remain safe on campus, how to report incidents and crimes and who to report to, the role of the CARE team and other resources available to students in need, what the Violence Against Women Act is and the role of Title IX (i.e. Dating Violence, Domestic Violence, Sexual Assault and Stalking), procedures for getting help should you encounter any form of sexual misconduct or sexual assault. In addition, various seminars are offered multiple times per year on the topics of Safety, Security, Title IX, Suicide Prevention, Alcohol and Drug Abuse prevention. Special training is provided to employees who hold responsibility for ensuring compliance with Title IX, Clery Act and student conduct. Also, at different department and campus meetings the Department of Safety and Security provides updates to faculty and staff in attendance on various topics to increase awareness and safety. Lastly, campus public safety announcements are made throughout the year to keep employees engaged in their own personal safety.

Alcohol and Drug Policy

Gateway Technical College, in keeping with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act (DFSCA) of 1989, and state policies on alcohol and other drugs, prohibits the unlawful or unauthorized possession, use, sale, manufacture, distribution, or dispensation of alcohol and other drugs by employees and students in the workplace, on College property, or as part of any campus activity.

Employee or student violators are subject to disciplinary action, up to and including termination of employment and expulsion. Violators may also be subject to criminal prosecution, fine and imprisonment for violations. The College's Department of Safety and Security reports violations of law to the appropriate college department and works in collaboration with the state and local police, who are responsible for enforcing the laws of the state of Wisconsin, including laws relative to the possession, use, and sale of alcoholic beverages

Health Risks of Alcohol and Drug Use

Drinking too much can harm your health and even lead to death. For further information on the health risks associated with alcohol use, please visit: <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

Drug use can have a wide range of short and long term effects on your overall health. For further information on the health risks associated with drug use, please visit: <https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse>

The use of tobacco leads to disease and disability and harms nearly every organ in the body according to the CDC. For further information on the health risks associated with tobacco use, please visit: https://www.cdc.gov/tobacco/basic_information/health_effects/index.htm

Federal Legal Sanctions

The federal government has revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines that reduce the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under these guidelines, courts can sentence a person for up to six year for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana. A sentence of life imprisonment can result from a conviction of possessions of a controlled substance that results in death or bodily injury. Possession of more than 5 grams of cocaine can trigger intent to distribute penalty of 10-16 years in prison, U.S.S.G.s. 2D2.1 (b)(1). Additional federal sanctions are located at the following link: [Title 21 United States Code \(USC\) Controlled Substances Act](#)

State of Wisconsin Legal Sanctions

The laws of Wisconsin prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Statue 961, and mandate stiff penalties that include up to 40 years of prison and fines up to \$100,000. A person with a first-time conviction of possession of a controlled substance can be sentenced up to 6 years in prison and fined up to \$10,000, Wis. Statute 961.41.

The penalties vary according to amount and type of drug confiscated, previous offenses, and intent to manufacture, sell, or use the drug. See Wis. Statute 961.41. Sentences can be enhanced when exacerbating factors are present, such as when a person distributes a controlled substance to a minor, Wis. Statute 961.46.

Substantial restrictions against alcohol abuse also exist. It is against the law to sell alcohol to anyone who has not reached the legal drinking age of 21 and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his/her premises, Wis. Statute 125.07. Violation of the statute can result in a \$500 fine for a first violation and up to \$10,000 for additional violations.

It is against the law for underage persons to attempt to buy an alcoholic beverage, falsely represent their age, or enter licensed premises and they can be fined \$500, ordered to participate in a supervised work program, and have their driver's license suspended, Wis. Statute 125.07. Harsher penalties exist for the retailers of alcoholic beverages, including up to 90 days in jail and revocation of their liquor permit.

Student Support

Any Student who engages in an activity, on District premises or at a District-sponsored event, that constitutes a violation of State of Wisconsin Uniform Controlled Substances Act shall be subject to nonacademic misconduct disciplinary sanctions. In determining the appropriate sanction, the Dean of Campus Affairs, or designee, shall consider those penalties, including suspension and expulsion, which contribute most effectively to maintaining a College environment free from controlled substances.

On-Campus Support

If a student has a drug or alcohol problem, we highly recommend that they seek assistance from the Student Support Counselors who can provide a list of available community resources. Additional information for students can be found in the 2016-2017 Student Handbook.

Off-Campus Support

The Wisconsin Department of Health and Social Services, through its Division of Community Services, publishes a comprehensive pamphlet listing facilities around the state that provide treatment for drug and alcohol addiction. To obtain a copy of this pamphlet, entitled [Wisconsin Alcohol and Drug Abuse Services Directory](#), write to the following address: Wisconsin Clearinghouse, University Health Services; 1552 University Avenue, Madison, WI 53705.

As part of the University Health Services at the University of Wisconsin-Madison, the mission of the Wisconsin Clearinghouse is to help schools, families, and communities to lead healthy and productive lives. The Wisconsin Clearinghouse has been disseminating information and providing alcohol and drug abuse prevention products and services nationally and state-wide for more than 20 years. The Wisconsin Clearinghouse publishes a sales catalog that lists more than 300 alcohol and drug abuse awareness and prevention materials (i.e., videotapes, software, curricula, activity books, pamphlets, and posters). If you'd like to receive a free catalog by mail, e-mail your request to the Wisconsin Clearinghouse: wchpr@www.uhs.wisc.edu.

The Prevention Resource Center is a statewide program of the Wisconsin Clearinghouse that provides an array of services to non-profit, private and public sector organizations and educators throughout Wisconsin. Services include disseminating alcohol and drug abuse awareness and prevention-related materials, lending curricula, videos and books, and providing technical assistance in such areas as grant writing and program evaluation. Staff also present ideas and information at conferences and workshops. The Wisconsin Clearinghouse also mails the "Prevention Package" to more than 500 sites, providing information on new publications, successful programs, and a calendar of upcoming conferences and training events. The "Prevention Outlook" newsletter is also published, with up-to-date articles on important issues in the prevention field.

Employee Policy and Support

The Drug Free Workplace Act of 1988 and Wisconsin State Statute, Chapter 161 Uniform Controlled Substances Act, requires Gateway Technical College to make a good faith effort to maintain a drug-free workplace environment. As an employer receiving more than \$25,000 in federal government funding, the District recognizes that violations to these state and federal statutes will have an impact on the proper functioning of

the district. This policy applies to controlled substances, including alcohol.

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited.
2. Reporting to work under the influence of a controlled substance, including alcohol is prohibited.
3. All employees working directly under a federal grant or contract agree, as a condition of employment, to maintain a drug free environment.
4. As a condition of employment, all employees shall notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days.
5. All regular employees shall be provided a copy of this policy as included in the employee handbook.
6. All regular employees shall sign an acknowledgment and pledge to maintain a drug-free environment upon receiving an employee handbook.
7. The dispensing, sale, and use of alcoholic beverages at activities on or within District property is allowed subject to the approval of the president or designee.

PROCEDURES

The Gateway district may provide a drug awareness program for students and employees that will inform, educate and provide referral assistance to a community drug abuse service. The drug awareness program may be conducted in cooperation with the county alcohol and drug abuse programs established under Section 51.42 of the Wisconsin Statutes.

1. Any employee reporting to work under the influence of a controlled substance, including alcohol will not be permitted to begin work. Employees who test positively will be subject to the provisions of the progressive counseling policy, up to and including separation.
2. Upon being advised of an employee conviction for drug activity at the workplace, the supervisor will immediately notify the Human Resources department who must notify any relevant funding agency within ten (10) days from the date the employee notified their supervisor.
3. Within thirty (30) days of receiving notice of a conviction for drug activity within the workplace, Gateway shall: a) take appropriate personnel action against the employee, up to and including separation, or b) require the employee to participate in an approved drug abuse assistance or rehabilitation program and, c) require the employee, upon their return from any drug abuse program, to remain drug free.
4. An Employee Assistance Program (EAP) is available to all eligible employees.

Exceptions

Drugs prescribed by a person licensed to prescribe or dispense controlled substances, or drugs used in accordance with their instructions, are not subject to this policy. Students or employees using any substances or drugs that cause drowsiness or other side effects that may impair their ability to perform their tasks properly and safely are obligated to inform the supervisor and/or instructor of such medications. Individuals will not be allowed to operate equipment or perform activities that have the potential for injury to themselves or others if impairment is suspected.

The use of alcohol on College premises is prohibited with the exception of preparation and cooking of foods in the culinary arts courses, providing of beverages at functions authorized by the College President or designee, or controlled use in law enforcement training.

A written request must be submitted to the President for authorization to use or serve alcohol at the College. A licensed bartender and valid liquor license or licensed catering service is required when providing alcohol at College functions.

Warning Signs

If you know someone who has problems related to drinking alcohol or other drug use, you're not alone. You don't have to be an expert to know if your friend has a problem. If he/she has these kinds of troubles related to alcohol or other drugs, your friend may need to talk with someone. Does he/she:

- Try to hide his/her drinking or other drug use?
- Not remember what happened while he/she was using drugs or drinking?
- Have problems in job or school performance?
- Take physical risks, like driving, biking or swimming, while intoxicated?
- Avoid talking about drinking or drug use, except to brag about how much was drunk or how high he/she got?
- Think about getting high a lot?
- Limit friends to those who drink or use drugs a lot?
- Seem unable to have a good time or to party unless alcohol or drugs are available?
- Say he/she sometimes NEEDS a drink or drug?
- Get angry when you mention your concerns and deny that there's anything wrong?
- Have a history of alcohol or other drug problems in the family?

How You Can Help

First, learn more about alcohol and other drug abuse. Libraries, alcohol and other drug information agencies and treatment centers are good places to get more information. Next, find out where your friend can get help on campus or in your community. Having this information available if and when your friend needs it will pay off; most people who seek help for alcohol or drug problems get better.

Let your friend know how much you care. Explain how his/her drinking and/or other drug use affects you – and your friendship. Use your own words and say what is right for you. Be honest and specific. Say exactly what makes you unhappy and how those problems relate to drinking and/or drugs.

Don't get discouraged if your friend gets angry, refuses to listen or denies the problem. These reactions are common in people who have alcohol or other drug problems. All you can do is say how you feel, show that your care and suggest ways to get help. Only your friend can make the final decision to get help.

Student Code of Conduct

POLICY

1. The Gateway District recognizes that in order to operate a meaningful educational program and a safe environment for students and staff, this Code of Conduct will be followed.
2. The Gateway District believes every student has the right to pursue an education free from

disruption, harassment, illegal activities, threats, or danger. The District further believes that academic honesty and integrity are fundamental to the educational mission of this College. Every student is expected to comply with the standards set and to be familiar with all the rules, regulations, and policies of Gateway Technical College.

3. On a daily basis, any student or group of students may be denied access to the classroom upon the instructor's determination that their behavior impedes student learning, the health and safety of peers, self, or the staff. The instructor will notify the student(s) of their denied access. The dean of campus affairs will also be notified by the end of the working day.

PROCEDURE

Standards

1. Students are expected to comply with all institutional, federal, state, county, and municipal policies, statutes and ordinances.
2. At all times, students are expected to conduct themselves in such a manner as not to interfere with the educational process at Gateway Technical College.
3. Students will conduct themselves in such a manner as not to endanger the safety or welfare of their fellow students.
4. Students must comply with the following and may be subject to discipline, including suspension or dismissal, for the following offenses:
 - a. Obstruction or disruption of the normal operations of the College or activities authorized by the College.
 - b. Physical or verbal abuse, harassment, or detention of any person(s) on school property or at school activities when such endangers the health, safety, or rights of such persons.
 - c. Theft or damage to property of the College or property of any visitor or member of the Gateway Technical College community.
 - d. Unauthorized entry to or use of Gateway Technical College property or facilities.
 - e. Dishonesty, which includes but is not limited to, knowingly furnishing false information to the College, plagiarism, or any form of cheating.
 - f. Use, under the influence of, possession, sale or distribution of narcotic or illegal drugs, firearms, explosives, dangerous chemicals, alcoholic beverages, etc. on Gateway owned or leased property, or at Gateway sponsored activities.
 - g. Possession of a dangerous weapon on school premises or at school-related events.

DISCIPLINE

The following procedures have been developed to deal with a student who has failed to comply with this policy.

Step 1 Upon receipt of an alleged violation, the appropriate dean of campus affairs will be assigned to investigate the charges. The dean of campus affairs may temporarily suspend a student pending an investigation when the student's continued presence might cause continued academic disruption or endanger the student or others.

Step 2 If the investigation determines that the college has reasonable cause to believe that a student has pursued a course of conduct which is contrary to Gateway policy and requires sanction(s), the dean of campus affairs may take appropriate action. Within two (2) days from the action, the student shall be given notice in writing, by certified mail or personal delivery, the results of the investigation and the sanctions applied. The notice will also provide the information necessary for the student to appeal the sanctions if he/she wishes.

- Step 3** If the student appeals the sanctions, he/she must notify the executive vice president/provost in writing within three (3) working days of receipt of the letter. The student will be notified in writing, by certified mail or personal delivery, of the time and place of the hearing before a disciplinary committee composed of the executive vice president/provost or designee, a staff member, and a student. Said hearing shall be held no less than two (2) working days nor more than seven (7) calendar days from the date the student receives the above notice of hearing. The student shall be provided the name(s) of the witness(es) testifying against him/her and a copy of the initial investigation results that was conducted by the dean of campus affairs.
- Step 4** At any hearing before the disciplinary committee, the student shall have the right to present testimony on his/her own behalf, call witnesses, and be represented by legal counsel of his/her choosing.
- Step 5** The committee shall issue a dated, written order (to the student) informing the student of the decision. The order may be personally delivered or sent certified mail.

NON-ACADEMIC SANCTIONS

The following sanctions may be imposed to students who fail to comply with this policy.

1. **Warning:** Issued to a student who has committed a minor violation of this policy and doesn't pose a continued concern for the college.
2. **Disciplinary Probation:** Issued to a student who has committed a violation of this policy and will face additional sanctions if any additional violations occur during a specified time frame.
3. **Suspension:** Issued to a student, for a specified time frame, who has committed a major, egregious or continued violation(s) of this policy.
4. **Dismissal:** Permanent removal, issued to a student who has committed a major, egregious or continued violation(s) of this policy.
5. **Restriction:** Issued to a student who has committed a violation of this policy and the resolution is a limitation on the student's access to identified services, locations, education, community activities or persons and issued for a specified time frame.
6. **Restitution:** Issued to a student who has committed a violation of this policy that resulted in staff, institutional or another student's financial loss. May be issued as a condition of return or continued attendance in the college.
7. **Referral:** Issued to a student who has committed a violation of this policy and it's determined that continued participation at the college is contingent upon the student attending designated services (college or private vendor) or programs. May be issued for a specified time frame or as permanent and may be issued as a condition of return or continued attendance in the college.
8. **Loss of Privileges:** Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access to identified service, location, or educational community activities.
9. **No Contact:** Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access/contact with an identified individual(s) or groups of student and/or staff.

These sanctions are not meant to be progressive in nature. A student may be issued one or more of these sanctions in response to an incident. The college will determine level of sanction based on the severity of the incident or series of incidents.

Affirmative Action/Equal Opportunity Policy

POLICY

The Gateway Technical College District will be fair and impartial in all its relations with its students, employees, and applicants for employment without regard to race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, covered veterans membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin.

COMPLIANCE

The Gateway District is committed to:

1. Compliance with Title VI and Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act, the Equal Pay Act, Title IX of the 1972 Educational Amendments, Section 504 of the 1973 Rehabilitation Act, and the Wisconsin Fair Employment Law, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.
2. Elimination of gender-based discrimination and gender-based stereotyping in vocational education as mandated by the 1976 Vocational Education Amendments.
3. Compliance with the 1979 Office of Civil Rights Guidelines for the elimination of discrimination in vocational education.
4. Compliance with 1989 Wisconsin Act 186, which relates to discrimination against students in the Technical College System. Students who allege a violation of this Act must file written complaint within 300 days to the day the incident took place.

EQUAL EMPLOYMENT

Equal Employment Opportunity includes, but is not limited to, the following areas: recruitment, selection, hiring, training, promotion, transfer, layoff, retention, return from layoff, compensation and fringe benefits, terminations, certification, testing, and committee appointments.

AFFIRMATIVE ACTION

The Gateway District is committed to:

1. Designing efforts to reach and maintain an employment level for minorities, persons with disabilities, and women which is at parity. (Parity figures are determined by the Wisconsin Department of Employment Relations.)
2. Planning activities to recruit and place minority, persons with disabilities, and female persons in the areas where these group members are presently underutilized. Recruitment efforts and resources will be reviewed and updated to improve, to strengthen, and to broaden our recruitment efforts for minority, persons with disabilities, and female applicants.
3. Providing students with all educational and support services in a non-discriminatory way with special emphasis in recruitment and retention on an educational climate conducive and supportive of cultural, ethnic diversity, and persons with disabilities.
4. Supporting employees and applicants for employment with programs developed to address the recruitment, employment, training, promotion and retention needs of minorities, females and persons with disabilities.

HARASSMENT

Harassment against any employee or student on the basis of race, color, gender, national origin, age, disability or other protected status is an unlawful employment and education practice and is prohibited. This action constitutes unlawful behavior if it:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work/classroom environment,
2. Has the purpose or effect of unreasonably interfering with an individual's work/classroom performance, or
3. Otherwise adversely affects an individual's employment/learning opportunity.

SEXUAL HARASSMENT

Sexual harassment is a form of misconduct that undermines the integrity of the academic and working environment. It is the policy of the college that sexual harassment is prohibited. All members of the college community, especially Gateway Technical College faculty and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment. Sexual harassment is defined as follows:

1. Harassment on the basis of gender and which creates a hostile work or learning environment is a violation of federal and state law. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or enrollment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual;
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or enrollment or creating an intimidating, hostile, or offensive work/learning environment, or
 - d. Such conduct otherwise adversely affects an individual's employment opportunity or enrollment at Gateway.
2. For incidents related to sexual harassment, refer to policy H-140, SEXUAL ASSAULT, MISCONDUCT AND HARASSMENT POLICY.

POLICY DISSEMINATION

The District Affirmative Action Officer shall disseminate this policy statement on behalf of employees, applicants for employment, and students. The District Affirmative Action Officer, Titles VI, VII & IX (hereinafter referred to as AA Officer) shall advise non-represented employees and representative union groups about the District's commitments under this policy. Copies of the Affirmative Action/Equal Opportunity Policy shall be posted in conspicuous places available to employees, applicants for employment, and students. All major publications, i.e., school handbook, catalog, shall contain the following Affirmative Action Statement:¹

"It is the policy of Gateway Technical College not to discriminate in admission to, or participation in, its programs and activities on the basis of race, color, national origin, ancestry,

creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin.”

AFFIRMATIVE ACTION PLAN

The Affirmative Action Compliance Plan will be used to demonstrate our commitments and efforts towards Equal Employment Opportunity. The plan will include specific goals and timetables and result-oriented programs.

CRITERIA FOR FILING EMPLOYEE AND STUDENT DISCRIMINATION COMPLAINT

Any employee or student who believes an act of discrimination/harassment has occurred and alleges he/she has been denied admission to, participation in, or the benefits of, or discriminated against in any service, program, course, or facility of the college because of the student's race, color, creed, religion, gender, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status may file charges. Any employee or student may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

COMPLAINT PROCEDURE

A complaint procedure will be maintained for the purpose of processing charges of discrimination on the basis of gender, race, creed, color, national origin, ancestry, marital status, religion, disability, age (40 and over), arrest or conviction record and political affiliation, or other protected group. See Policy H-12, DISCRIMINATION, SEXUAL HARASSMENT & SEXUAL MISCONDUCT COMPLAINT PROCEDURE.

INTERNAL MONITORING

The AA Officer will develop and implement an internal monitoring system which will evaluate the effectiveness of the Affirmative Action Program. The AA Officer will report data/information updates annually to the president or designee regarding the Affirmative Action efforts. The internal monitoring system shall describe how Affirmative Action has been taken and/or will be implemented in areas identified through affirmative action monitoring.

AFFIRMATIVE ACTION OFFICER, TITLES VI, VII & IX REPORTING/RESPONSIBILITIES

The AA Officer will report to the president or designee on major issues affecting the Gateway District as an equal opportunity employer. The AA Officer has responsibility for developing, implementing and monitoring a comprehensive Affirmative Action compliance program for the Gateway District.

EQUAL EDUCATION

The Gateway District provides equal educational opportunity on the basis of race, color, creed, national origin, ancestry, marital status, gender, and disability in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the 1973 Rehabilitation Act, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.

CONTACT PERSONS

Coordination of Section 504 of the 1973 Rehabilitation Act and 1972 Education Amendments has been assigned to the Equal Employment Opportunity Officer. The Officers' responsibilities are mandated

through the following laws: Executive Order 11246, Revised Order No. 4, Section 504, the Office of Civil Rights Guidelines for Eliminating Discrimination in Vocational Programs, The Americans with Disabilities Act, Drug Free Act 1988, Uniform Control Substances Act: Wisconsin Chapter 161 and other Affirmative Action laws.

Any questions concerning Affirmative Action or Equal Opportunity should be directed to:

Debbie Miller, Director, Human Resources
 Equal Employment Opportunity Officer, Titles VI, VII & IX
 3520 30th Avenue, Kenosha, WI 53144
 (262) 564-3220 (262) 564-2816 TTY (262) 564-2015 FAX
 Email: millerd@gtc.edu

Or

Joshua Vollendorf, Compliance Manager
 District Affirmative Action Officer, Titles VI, VII & IX
 3520 30th Avenue, Kenosha, WI 53144
 (262) 564-3062 (262) 564-2015 FAX
 Email: vollendorfj@gtc.edu

While responsibility for implementation of the District's Affirmative Action plan has been directed to one person, the entire staff and District share the responsibility. Any student or employee found to have violated this policy shall be subject to discipline proceedings, which may result in suspension or discharge.

GATEWAY TECHNICAL COLLEGE AFFIRMATIVE ACTION COMPLAINT EVALUATION

The evaluation form can be found in Policy H-120 of the Administrative Procedures and College Practices Manual.

The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
 - i. A Felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

- E) 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.
 - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **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.
 - i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - ii. For the purposes of this definition—
 - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B) Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."
 - i. **Rape** is defined as 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.
 - ii. **Fondling** is defined as the touching of the private parts of another person for the purposes 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.
 - iii. **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - iv. **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
 - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A) Fear for the person's safety or the safety of others; or
 - B) Suffer substantial emotional distress.
 - ii. For the purposes of this definition—
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts 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.
 - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Note: Jurisdictional and institutional definitions for the above listed items can be found in our Sexual Harassment Policy and Sexual Misconduct Policy as listed below.

Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” Gateway Technical College wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

How to be an Active Bystander (adopted from Stanford University’s Bystander Intervention Strategies):

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don’t know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the

person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Sexual Harassment Policy

POLICY

Gateway Technical College (Gateway) prohibits rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence. This policy applies to all students, employees, contractors, and visitors of the college.

Sexually violent acts, termed sexual misconduct by Gateway, are violations of the Gateway Student Code of Conduct, Administrative Procedures and College Practices Manual, and can be crimes as well. Sexual misconduct includes, but is not limited to non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. While Gateway utilizes different standards and definitions than the State of Wisconsin statutes, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, retaliation, dating violence and domestic violence. (Sexual Harassment is also referenced in Policy H-110, Affirmative Action/Equal Opportunity.)

SEXUAL MISCONDUCT DEFINED

1. Sexual Misconduct includes, but is not limited to:

<p>NON-CONSENSUAL CONTACT</p> <ul style="list-style-type: none"> • Any intentional sexual touching • However slight • With any object • By one person upon another person • That is without consent and/or by force 	<p>NON-CONSENSUAL SEXUAL INTERCOURSE</p> <ul style="list-style-type: none"> • Any sexual intercourse • however slight • With any object • By one person upon another person • That is without consent and/or by force 	<p>SEXUAL EXPLOITATION</p> <p>Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to advantage anyone other than the one being exploited such as letting someone hide in the closet to watch consensual sex.</p>
<p>STALKING</p> <p>A course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.</p>	<p>BULLYING/CYBERBULLYING</p> <p>Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally (and are not protected by freedom of expression).</p>	<p>RELATIONSHIP VIOLENCE</p> <p>Violence between those in an intimate relationship to each other.</p> <ul style="list-style-type: none"> • Terms include domestic violence, interpersonal violence, relationship violence, dating violence. • Involves Code violation • If based on gender/sex falls within Title IX
<p>RETALIATION</p> <p>Any adverse employment or educational action taken against a person because of the person=s participation in a complaint or investigation of discrimination or sexual misconduct. Also includes retaliation against the victim by the accused or by the accused friends or others who are sympathetic to the accused.</p>		

2. Anyone wishing to officially report such an incident may do so by filing a *Maxient* Report found at <http://www.gtc.edu/security> or by contacting Debbie Miller, Title IX Officer at 262/564-3220. Anyone with knowledge about sexual misconduct or gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately.
3. Gateway will investigate such claims promptly and thoroughly. If, for any reason, an individual wishes to complain or inquire regarding sexual misconduct, but feels it would not be appropriate to raise such issues with the Gateway Title IX Officer, the individual may inquire or complain to any dean of Campus Affairs or any officer of Gateway at the level of vice president or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, Gateway will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or expulsion from Gateway for serious or repeated violations.

AWARENESS & PREVENTION PROGRAMMING

1. In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students, Gateway utilizes a range of campaigns, strategies and initiatives to provide awareness, education, risk reduction and prevention programming.
2. Gateway offers programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student=s first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management and bystander intervention), and discuss institutional policies on sexual misconduct as well as the State of Wisconsin definitions of domestic

violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

3. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of campaigns, emails, guest speakers and events.

PROCEDURES FOR ADDRESSING SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING, SEXUAL HARASSMENT AND OTHER OF SEX AND GENDER DISCRIMINATION ACTS

1. Procedurally, when Gateway receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination the Title IX Officer is notified. If the victim wishes to access local community agencies and/or law enforcement for support, Gateway will assist the victim in making these contacts. The Title IX Officer will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, targeted interventions, etc.). If the victim so desires, they will be connected with a counselor on- or off-campus, as well as an on- or off-campus victim=s advocate. No victim is required to take advantage of these services and resources, but Gateway provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are a student, employee, contractor or visitor, and whether the offense occurred on or off campus.
2. When appropriate upon receipt of notice, the Title IX Officer will cause a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to the imposition of sanctions, based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of Gateway can be found online at policy H-120.
3. The Title IX Officer is ultimately responsible to assure in all cases that the behavior is brought to an end, Gateway acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. Gateway is also responsible to assure that training is conducted annually for all advocates, investigators, and appeals officers of Gateway to protect the safety of victims and promote accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.
4. The investigation (including records of the resolution) conducted by Gateway is confidential. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation are maintained in accordance with State of Wisconsin law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, Gateway maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures.
5. In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, or other procedural action. Once complete, the parties will be simultaneously informed, in writing, of the outcome, including the finding, the

sanctions (if any) and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the college=s appeal processes and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be promptly informed in writing, and will be notified when the results of the resolution process become final.

6. In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence or domestic violence do occur, Gateway takes the matter very seriously. The college employs interim protection measures such as interim suspension and/or no contact orders in any case where a student=s or employee=s behavior represents a risk of violence, threat, pattern or predation. If a student or employee is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, s/he is subject to action in accordance with the Student Code of Conduct in the student handbook and the procedures and practices identified in the Administrative Procedures and College Practices Manual.

SAFETY STEPS

Victims of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence are encouraged to review some or all of these safety suggestions designed to guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call 911.
2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on campus during regular business hours, you may go to the Student Services Center to speak with a licensed professional counselor for support and guidance. These licenses counselors are confidential resources and in most cases, do not have a legal duty to report to the Title IX Officer.
4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses, and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description,) or even better, write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse), please notify the Associate Vice President, Facilities & Security or the campus Title IX Officer so that those orders can be observed on campus.
5. Even after the immediate crisis has passed; consider seeking support from Student Support Services, the Student Support Counselor and/or the local rape crisis center as identified below:

Student Support Services Contact Information		
	Student Support	Local Rape Crisis Center

Elkhorn	(262)741-8300	1-800-365-1587
Burlington	(262)741-8300	1-262-638-6741
Kenosha	(262)564-2300	1-800-236-7188
Racine	(262)619-6300	1-262-638-6741

6. Gateway will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Contact the Associate Vice President, Facilities & Security at (262)564-2812 or (262)939-5462 or the Title IX Officer at (262)564-3220 if you need assistance with Gateway related concerns, such as no-contact orders or other protective measures. The Associate Vice President, Facilities & Security will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The college is able to offer reasonable academic accommodations, escorts, no contact orders, counseling services access and other supports and resources as needed by a victim.

SANCTIONS

1. For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through termination or expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment.
2. The following sanctions* may be imposed to students who fail to comply with this policy.
 - a. Warning: Issued to a student who has committed a minor violation of this policy and doesn't pose a continued concern for the college.
 - b. Disciplinary Probation: Issued to a student who has committed a violation of this policy and will face additional sanctions if any additional violations occur during a specified time frame.
 - c. Suspension: Issued to a student, for a specified time frame, who has committed a major, egregious or continued violation(s) of this policy.
 - d. Expulsion/Dismissal: Permanent removal, issued to a student who has committed a major, egregious or continued violation(s) of this policy.
 - e. Restriction: Issued to a student who has committed a violation of this policy and the resolution is a limitation on the student's access to identified services, locations, education, community activities or persons. Issued for a specified time frame.
 - f. Restitution: Issued to a student who has committed a violation of this policy that resulted in staff, institutional or another student's financial loss. May be issued as a condition of return or continued attendance in the college.
 - g. Referral: Issued to a student who has committed a violation of this policy and it is determined that continued participation at the college is contingent upon the student attending designated services (college or private vendor) or programs. May be issued for a specified time frame or as permanent and may be issued as a condition of return or continued attendance in the college.
 - h. Loss of Privileges: Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access to identified service, location, or educational community activities.
 - i. No Contact: Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access/contact with an identified individual(s) or groups of student and/or staff.

* These sanctions are not meant to be progressive in nature. A student may be issued one or more of these sanctions in response to an incident. The college will determine level of sanction based on the severity of the incident or series of incidents.

3. The following disciplinary action/sanctions** may be imposed to employees who fail to comply with this policy.
 - a. Verbal Counseling
 - b. Written Counseling
 - c. Disciplinary Suspension
 - d. Final Written Warning
 - e. Termination
 - f. Mandated training
 - g. Mandated Counseling

** These sanctions may not be progressive in nature. An employee may be issued one or more of these sanctions in response to an incident. The college will determine level of sanction based on the severity of the incident or series of incidents.

LEGAL DEFINITIONS

1. Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend.
2. Under State of Wisconsin law, rape is defined as sexual intercourse against the will of the victim that can occur under a variety of circumstances, including:
 - a. Where the victim is prevented from resisting due to alcohol or drugs.
 - b. Where the assailant uses physical force or the threat of force to overpower and control the victim.
 - c. Where the victim fears that she or he or another will be injured if the victim does not submit.
 - d. Where the victim is at the time unconscious of the nature of the act, and this is known to the assailant.
 - e. Where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant.
 - f. Where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person.
 - g. Where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim.
 - h. Where the assailant uses force, fear or threats to accomplish sexual intercourse against the will of the spouse. This provision is known as the Spousal rape law.®

OTHER SEXUAL OFFENSES

1. Besides rape, other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).
2. In Wisconsin, sexual consent is defined as words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence:
 - a. A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.
 - b. A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
3. The complete Wisconsin rape and sexual assault offense definitions can be found in WIS.STAT.940.225: <http://docs.legis.wisconsin.gov/statutes/statutes/940/II>

SEX OFFENDERS

1. In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family

Educational Rights and Privacy Act of 1974, Gateway is providing a link to the Wisconsin State Sex Offender Registry. All sex offenders are required to register in the state of Wisconsin and to provide notice of each institution of higher education in Wisconsin at which the person is employed, carries a vocation or is a student. <http://offender.doc.state.wi.us/public>.

2. In addition to the above notice to the State of Wisconsin, all sex offenders are required to deliver written notice of their status as a sex offender to the college Associate Vice President, Facilities and Security no later than three (3) business days prior to their enrollment in, employment with, volunteering at or residence in Gateway. Such notification may be disseminated by Gateway to, and for the safety and well-being of, Gateway community, and may be considered by Gateway for enrollment and discipline purposes.

Adopted: June 29, 2015

Supersedes: December 19, 2011; April 7, 2004, May 19, 1994

Reaffirmed &/or Updated: September 30, 2014 (Titles Updated); March 22, 2011 (Clarified EEO Officer and AA Officer Positions); October 8, 2009; December 19, 2011 (Combined Policies H-130, Sexual Harassment, combined with H-140)

Discrimination, Sexual Harassment, & Sexual Misconduct Complaint Policy

POLICY

Gateway Technical College is committed to provide our students, staff, and campus visitors a safe learning and working environment. As a result, the College recognizes the importance of providing a prompt, effective, and equitable process in response to allegations of discrimination and/or sexual misconduct.

PROCEDURE

The following steps will be followed by Gateway Technical College (Gateway) in response to allegations of discrimination and/or sexual harassment and misconduct.

1. A formal investigation of the allegations will be conducted by designated Title IX Investigators.
2. Trained Investigator(s) assigned to the complaint.
3. Investigator(s) will meet individually with the Complainant and the Respondent to explain their rights, resources, and responsibilities.
4. Investigator(s) will interview complainant to clarify and acquire additional relevant information necessary to proceed.
5. Investigator will interview the respondent and appropriate witnesses.
6. Investigator(s) will acquire additional relevant information such as written documents, text messages, photos, academic records, email, voice mail, etc.
7. The determination of discrimination and/or sexual misconduct will be based on the preponderance of evidence standard.
8. The college will reference appropriate disciplinary procedures when there is a violation finding. Investigators will prepare a report capturing a summary of the information, summary of findings of fact and analysis, resulting conclusion, and recommended remedial action to be shared with the EEO/Title IX Officer for review and approval.
9. If there is a finding of discrimination, sexual misconduct, or sexual harassment, the college will implement appropriate disciplinary procedures which may include the following remedial sanctions:
 - a. **Warning:** Issued to a student or employee who has committed a minor violation of this policy and does not pose a continued concern for the college.
 - b. **Disciplinary Probation:** Issued to a student who has committed a violation of this policy and will face additional sanctions if any additional violations occur during a specified time frame.
 - c. **Suspension:** Issued to a student or employee, for a specified time frame, who has committed a major, egregious or continued violation(s) of this policy.
 - d. **Dismissal/Expulsion:** Permanent removal, issued to a student who has committed a major, egregious or continued violation(s) of this policy.
 - e. **Restriction:** Issued to a student who has committed a violation of this policy and the resolution is a

limitation on the student's access to identified services, locations, education, community activities or persons and issued for a specified time frame.

- f. **Restitution:** Issued to a student who has committed a violation of this policy that resulted in staff, institutional or another student's financial loss. May be issued as a condition of return or continued attendance in the college.
 - g. **Referral:** Issued to a student who has committed a violation of this policy and it is determined that continued participation at the college is contingent upon the student attending designated services (college or private vendor) or programs. May be issued for a specified time frame or as permanent and may be issued as a condition of return or continued attendance in the college.
 - h. **Loss of Privileges:** Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access to identified service, location, or educational community activities.
 - i. **No Contact:** Issued to a student who has committed a violation of this policy and it is determined that the student may continue attendance in the college with permanent limitations on the student's access/contact with an identified individual(s) or groups of student and/or staff.
10. These sanctions are not meant to be progressive in nature. A student or employee may be issued one or more of these sanctions in response to an incident.
 11. The EEO/Title IX Officer will work with appropriate personnel to implement disciplinary action and remedial sanctions. Appropriate personnel can include, but is not limited to, Campus Affairs Dean, Department Supervisor, or Director of Employee/Labor Relations. The college will determine level of sanction based on the severity of the incident or series of incidents.
 12. Complainant and Respondent will be notified in writing of the results of the investigation and any recommended remedial action to be implemented.

APPEAL

1. Both the Complainant and the Respondent can appeal the decision in writing to the EEO/Title IX Officer within five (5) working days of receipt of the finding and/or decision. The appeal request will be shared with the other party.
2. The only grounds for appeal are as follows:
 - a. Procedural error or omission that significantly impacted the outcome of the decision,
 - b. to consider new evidence, unknown or unavailable during the investigation process that could substantially impact the original finding or sanction, or
 - c. the sanctions imposed are substantially disproportionate to the severity of the violation.
3. All appeals are forwarded to the executive vice president/provost and the vice president of Human Resources (Appeals Officer(s)) to determine if the appeal meets the limited grounds and is timely. If it does not, the original finding and sanction will stand and the decision is final. If the appeal has standing, the documentation is reviewed for consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately.
4. The procedures governing the appeals process include the following:
 - a. All parties should be promptly informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
 - b. Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record and pertinent documentation regarding the grounds for appeal;
 - c. This is not an opportunity for appeals officers to substitute their judgment for that of the original investigative personnel merely because they disagree with its finding and/or sanctions. Appeals are to be deferential to the original investigative review, making changes to the finding only where there is clear error and to the sanction only if there is compelling justification to do so;
 - d. Sanctions imposed are implemented immediately unless the Appeals Officer stays implementation in extraordinary circumstances, pending the outcome of the appeal.

- e. The Appeals Officer will render a written decision on the appeal to all parties within 7 business days from acceptance of the appeal. The Appeals Officer's decision is final.
5. The EEO/Title IX Officer, Investigators, and Appeals Officers shall insure that the privacy and confidentiality of all parties is respected.
 - a. **Federal Timely Warning Reporting Obligations:** Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. For example, if a student was sexually assaulted on our campus and the alleged perpetrator has not been located and removed from our community, a timely warning will be issued. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.
 - b. The EEO/Title IX Officer and Investigators are responsible to insure that the complaint is handled in a timely, appropriately confidential manner.
6. The EEO/Title IX Officer shall compile an annual report for the president or designee summarizing the findings of all formal complaints along with any recommendations for changes in the discrimination and/or sexual misconduct policies.

Reasonable Accommodations Policy

Equal Opportunities for Americans with Disabilities

POLICY

Gateway Technical College (Gateway) is committed to providing equal employment opportunities as well as professional, courteous service for persons with disabilities, through reasonable accommodation, as governed by the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations shall be provided in a timely and cost-effective manner upon self-identification, verification and an analysis of solutions. Immediate supervisors, in conjunction with the directors of Facilities shall have the authority to make reasonable accommodations for applicants or employees which do not exceed \$500 and are totally within the work station or work site of the individual.

PROCEDURE

1. Gateway does not discriminate against qualified individuals with disabilities in job application procedures, hiring, separation, advancement, compensation, job training, and other terms, conditions, and privileges of employment.
2. To assist Human Resources personnel and hiring supervisors in the compliance of this policy, ADA definitions include:
 - a. An individual with a disability is a person who:
 - 1) Has a physical or mental impairment that substantially limits one or more of major life activities, or
 - 2) Has a record of such an impairment, or
 - 3) Is regarded as having such an impairment, or
 - 4) Who has a known association or relationship with a disabled person.
 - b. A physical or mental impairment is any physiological disorder, disfigurement, or anatomical loss or limitation, or any mental or psychological disorder acquired as a result of illness, accident or birth.
 - c. A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.
 - d. Reasonable Accommodation is a change or adjustment to a job or work environment that permits a qualified applicant or Employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by Employees without disabilities.
 - e. Reasonable Accommodations Committee, although not expressly required in regulations, is the

committee established to review and monitor provision of reasonable accommodations to students, potential students, employees and applicants in an effective and equitable manner. The committee shall be composed of representatives from the Human Resources department, Affirmative Action Officer, and other functional representatives, which may include deans, facility directors, counselors, Special Needs instructors, etc., who will be able to assist in establishing/evaluating reasonable accommodations.

- f. The committee shall review accommodations possibly involving an undue hardship for the District and, promptly obtain all information necessary to review such proposed accommodations and alternatives thereto. The committee may consult with the individual who is disabled and immediate supervisor involved where necessary. It shall act in a timely manner that will enable personnel actions to proceed to their regular course.
3. Gateway will make a reasonable accommodation to the known disability of a qualified applicant or employee as long as it does not place "undue hardship".
 - a. undue hardship is an action requiring significant difficulty or expense when considered in light of factors such as Gateway's size, financial resources, and the nature and structure of its operation.
 - b. Gateway will not lower quality standards to make an accommodation.
4. Gateway personnel involved in any aspect of the employment process will not ask applicants for employment if they are disabled or about the nature or severity of a disability before making a job offer. Applicants may be asked about abilities they may possess to perform job related functions but applicants may not be asked if they have a physical or mental disability. Employment opportunities shall not be denied to anyone because of the need to make reasonable accommodations to the individual's disabling condition.
5. In considering a person with a disability, it is appropriate to determine the ability of the person to perform the essential functions as a student or employee with reasonable accommodation. A request for medical verification of the disability of the person requesting the accommodation may be appropriate. It is also appropriate to consider whether the providing of the accommodation would be an undue hardship.
6. When an applicant, student or employee self-identify and requests an accommodation, it is necessary to request accommodation on the attached Staff/Student Accommodation Request form. The completed form will then be submitted to the Equal Employment Opportunity Officer.
7. In the event of a possible policy violation, supervisors should consult with a Human Resources director for resolution of the situation.

Clery Act Crime Information and Statistics

The below charts provide statistics for all Clery reportable crimes separated by campus. This includes the number of arrests for liquor, drug and illegal weapons law violations at each campus. The charts also show the number of students and employees referred for campus disciplinary action for conduct that would constitute both a liquor, drug, or weapons law violation, and a violation of college policy. Not all individuals referred for disciplinary action were found to have committed the rules violation with which they were charged.

The information provided includes incidents and crimes reported to the Safety and Security Department, campus administrators, Campus Security Authorities (CSAs) that occurred on or within the college's Clery Geography and local law enforcement authorities with jurisdiction or each location. Not all local law enforcement agencies responded to the request for statistics. The statistics in each chart include all reported crimes, not just those crimes determined to have actually occurred. Also, the reported crimes may have involved individuals not associated with Gateway Technical College.

Each chart provides information about the location where the alleged crime, arrest, or incident resulting in disciplinary action occurred. For the purposes of Clery Act geography, each campus requires its own chart. For

the Kenosha Campus, LakeView Advanced Technology Center is represented on the chart and any incident at this location is listed under Non-Campus Property. In addition, all leased or controlled spaces not associated with a campus locations are listed under the Kenosha Campus' Non-Campus property unless explicitly stated. Lastly, the Burlington Center and the HERO Center are listed as the Burlington Campus. The Kansasville Fire Training Area is listed as non-campus property for the Burlington Center.

Clery Act Reportable Crime Definitions:

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

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

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 consent of the victim. This offense includes the rape of both males and females.

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.

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

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

Robbery: is 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.

Aggravated Assault: is 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.

Burglary: is the unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft: is the theft or attempted theft of a motor vehicle.

Arson: is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crime: is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: Race, Religion, Sexual Orientation, Gender Identity, Ethnicity, National Origin, and Disability. Hate crimes include any of the following offenses that are motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor

Vehicle Theft, Arson, Larceny-Theft*, Simple Assault**, Intimidation, and Destruction/Damage/Vandalism of Property***.

*Larceny-Theft: is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**Simple Assault: is an unlawful attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

***Damage/Damage/Vandalism of Property: is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of.

Clery Act Statistics

Criminal Offenses Reporting Table: Kenosha Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Non-forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Rape	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Fondling	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Incest	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Statutory Rape	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*Because the Department of Education now requires separating forcible and non-forcible sex offenses by subtype in the Annual Security Report, Gateway has done so in this Report.

Gateway Technical College did not record any hate crimes for the years reported in the chart and only had one unfounded crime in 2016.

VAWA Offenses Reporting Table: Kenosha Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Dating Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Stalking	2014	0	0	0
	2015	1	0	0
	2016	0	0	0

Arrests and Disciplinary Referrals Reporting Table: Kenosha Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	1	1	0
Arrests: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

Criminal Offenses Reporting Table: Racine Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Non-forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Rape	2014	N/A	N/A	N/A
	2015	1	0	0
	2016	0	0	0
Fondling	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Incest	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Statutory Rape	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	1	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	1	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*Because the Department of Education now requires separating forcible and non-forcible sex offenses by subtype in the Annual Security Report, Gateway has done so in this Report.

Gateway Technical College did not record any hate crimes for the years reported in the chart and only had one unfounded crime in 2016.

VAWA Offenses Reporting Table: Racine Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Dating Violence	2014	0	0	0
	2015	0	0	0
	2016	1	0	0
Stalking	2014	0	0	0
	2015	0	0	0
	2016	3	0	0

Arrests and Disciplinary Referrals Reporting Table: Racine Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

Criminal Offenses Reporting Table: Elkhorn Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Non-forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Rape	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Fondling	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Incest	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Statutory Rape	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*Because the Department of Education now requires separating forcible and non-forcible sex offenses by subtype in the Annual Security Report, Gateway has done so in this Report.

Gateway Technical College did not record any hate crimes for the years reported in the chart and only had one unfounded crime in 2016.

VAWA Offenses Reporting Table: Elkhorn Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Dating Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Stalking	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

Arrests and Disciplinary Referrals Reporting Table: Elkhorn Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

Criminal Offenses Reporting Table: Burlington Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Non-forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Rape	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Fondling	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Incest	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Statutory Rape	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*Because the Department of Education now requires separating forcible and non-forcible sex offenses by subtype in the Annual Security Report, Gateway has done so in this Report.

Gateway Technical College did not record any hate crimes for the years reported in the chart and only had one unfounded crime in 2016.

VAWA Offenses Reporting Table: Burlington Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Dating Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Stalking	2014	0	0	0
	2015	1	0	0
	2016	0	0	0

Arrests and Disciplinary Referrals Reporting Table: Burlington Campus

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

Criminal Offenses Reporting Table: Horizon Center

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Non-forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Rape	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Fondling	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Incest	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Statutory Rape	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*Because the Department of Education now requires separating forcible and non-forcible sex offenses by subtype in the Annual Security Report, Gateway has done so in this Report.

Hate Crimes: Gateway Technical College did not record any hate crimes for the years reported in the chart and only had one unfounded crime in 2016.

VAWA Offenses Reporting Table: Horizon Center

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Dating Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Stalking	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

Arrests and Disciplinary Referrals Reporting Table: Horizon Center

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

Criminal Offenses Reporting Table: SC Johnson iMET Center

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Non-forcible Sex Offenses*	2014	0	0	0
	2015	N/A	N/A	N/A
	2016	N/A	N/A	N/A
Rape	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Fondling	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Incest	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Statutory Rape	2014	N/A	N/A	N/A
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*Because the Department of Education now requires separating forcible and non-forcible sex offenses by subtype in the Annual Security Report, Gateway has done so in this Report.

Gateway Technical College did not record any hate crimes for the years reported in the chart and only had one unfounded crime in 2016.

VAWA Offenses Reporting Table: SC Johnson iMET Center

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Dating Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Stalking	2014	0	0	0
	2015	0	0	0
	2016	1	0	0

Arrests and Disciplinary Referrals Reporting Table: SC Johnson iMET Center

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Weapons Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	1	0	0
Arrests: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0