UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: Clery Act Compliance Policy
Cabinet Division: Administration & Finance (Risk Management)
Policy History: August 21, 2018
Effective Date: September 1, 2018

I. Purpose

To provide guidance, parameters, expectations and procedures for the completion and compliance of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998” (commonly referred to as the “Clery Act”) on the UW-Superior campus.

II. Constraints

This policy is in compliance with the following Wisconsin State Statutes, Wisconsin Administrative Codes, UW System and local city ordinances:

- Wisconsin Administrative Code Chapter UWS 17;
- Wisconsin Administrative Code Chapter UWS 18.01, Conduct on University Lands;
- Board of Regents Consensual Relationship Policy;
- Sex Discrimination and Sexual Misconduct Policy (Title IX);
- Harassment, Discrimination, and Retaliation Policy;
- EO#54 Keeping Children Safe; and
- Minor Protection and Adult Leadership Policy

III. Background

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” commonly referred to as the “Clery Act,” requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and areas within the same reasonably contiguous geographic area of college campuses, and to provide other safety and crime information to members of the campus community.

IV. Definitions

Annual Security Report (ASR): is the annual report compiled and filed with the Department of Education by UW-Superior to accurately document Clery Crimes. It is a requirement that every higher education institution publish and distribute the report. The ASR must disclose, by location, the crime and referral data collected for the three most recent calendar years, as well as specified policy statements. (See Appendix A for the report.)

Annual Fire Safety Report (AFSR): is the annual report compiled and filed with the Department of Education by UW-Superior to accurately document fires. It is a requirement that every higher education institution publish and distribute the report. The AFSR must disclose every reported fire occurring in campus student housing by location as well as specified policy statements. (See Appendix A for the report.)
Campus Security Authority (CSA): individual staff at UW-Superior who, because of their function for the university, have an obligation under the Clery Act to notify the university of alleged Clery Act Crimes that are reported to them in good faith, or alleged Clery Act Crimes that they may personally witness. These individual staff members, by virtue of their position due to official job duties, ad hoc responsibilities, or volunteer engagements, are required by federal law to “report” crime when it has been observed by, or reported to them by another individual. (See Appendix B for policy and procedure.)

The CSA individuals typically fall under one of the following categories:
1. A member of Campus Safety.
2. Individual staff having responsibility for campus security in some capacity, but are not members of Campus Safety (e.g. an individual who is responsible for monitoring the security cameras on university property).
3. Staff of offices that are not members of a campus safety/security department, but where policy directs individuals to report criminal offenses to them or their office.
4. Staff having significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

UW-Superior CSA’s include (but are not limited to):
- Campus Safety Personnel
- Dean of Students Office Staff
- Director of Athletics
- Athletic Coaches
- Advisors to Student Organizations
- Residence Life Staff
- Title IX Coordinator and Deputies
- Human Resource Personnel

Exemptions for CSA: The following individuals, when acting within the scope of their official and professional responsibilities are not Campus Security Authorities and as such, are exempt from the mandates of this policy:
- Pastoral Counselors
- Professional Counselors
- Persons uncertified, but acting under the supervision of an exempt counselor.

Clery Act Crimes (“Clery Crimes”): crime categories required by the Clery Act to be reported annually by institutions of higher education for crimes which occurred within its Clery Act identified geographical area. These crimes include criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, statutory rape, and incest); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying and possessing illegal weapons. (See Appendix C for the policy and procedure.)

Director of Public Safety: provides leadership and works collaboratively with various offices to develop, implement and oversee the gathering of Clery information, compilation and completion and compliance with the Clery Act. This individual oversees the Department of Public Safety commonly known as Campus Safety.
Emergency Notification: an announcement to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or near the campus”. An emergency response expands upon the definition of “timely warning” (see below), as it includes both Clery Act crimes and other types of emergencies (Examples: a fire, infectious disease outbreak, terrorist attack, natural disaster, weather emergency). (See Appendix D for policy.)

Missing Student Notification: the process by which the university has provided a list of titles of persons and offices to which students, employees, or others, can contact if they have reason to believe a student (from UW-Superior or any local higher education institution) who resides in any UW-Superior residential facility has been missing in the Missing On-Campus Student Notification Policy. The intent of this notification process is to identify individuals who believe an on-campus student is missing to immediately notify Campus Safety, a Residence Life staff member, Campus Safety, and/or local law enforcement. (See Appendix E for policy.)

On-Campus Student: refers to any student (from UW-Superior or any local higher education institution) residing in any UW-Superior residential facility. It does not include students that are temporarily housed in residences abroad or at a university within the National Student Exchange program.

Pastoral Counselors: individuals who are associated with a religious order or denomination, recognized by the religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor. Pastoral counselors, when acting within the scope of their official responsibilities, are not Campus Security Authorities.

Professional Counselors: individuals whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. Professional Counselors, when acting within the scope of their official responsibilities, are not Campus Security Authorities (CSA).

“Reasonably Contiguous” Area (as pertaining to a college campus): buildings or property owned or controlled by UW-Superior, located in an area that is considered and treated as an integral part of the campus and covered by the same security policies as the main campus.

Retaliation: adverse action(s) taken against an individual in response to, motivated by or in connection with an individual’s complaint of discrimination or discriminatory harassment, participation in an investigation of such complaint and/or opposition of discrimination or discriminatory harassment in the educational or workplace setting.

Timely Warning: an announcement made to alert the campus community about Clery Crimes and other serious incidents in the event that a reported crime may pose a serious or continuing threat to the campus and the surrounding community. (See Appendix D for policy.)

V. Policy

In accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, UW-Superior will comply with the Act by ensuring the following action items are completed as required.

1. Issue timely warnings to alert the campus community of Clery Crimes that pose a serious or continuing threat to the campus and surrounding community. Timely warnings will be disseminated throughout the community as soon as pertinent information is available and will provide information
that will allow the community to take precautions to protect themselves and prevent similar crimes from occurring.

2. Issue emergency notifications, alert and inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or near the campus.”

3. Maintain a daily crime log of all crimes reported to have occurred on or reasonably contiguous to campus property. This log is posted in the Public Safety Building and is available for inspection during normal business hours. The daily crime log may also be viewed on the Campus Safety website. A printed copy will be made available upon request.

4. Maintain a daily fire log of all fire-related incidents occurring in campus student housing. The fire log is posted for public inspection in the Public Safety Building during normal business hours and may be viewed on Campus Safety’s website. A printed copy will be made available upon request.

5. Compile and disclose statistics of reports on the types of Clery Crimes reported for the UW-Superior campus, the immediate adjacent public areas and public areas running through the campus and certain non-campus facilities.

6. Collect reports of Clery Crimes made to Campus Safety, local law enforcement, University officials and others associated with the University who have significant responsibility for student and campus activities.

7. Create and publish an annual report disclosing statistics of Clery Crimes reported over the past three years, as well as University policies and procedures addressing campus security and safety.

8. Annually provide a report of Clery Act reportable statistics to the Office of Postsecondary Education, a division within the federal Department of Education.

9. Annually disclose/provide access to the combined Annual Security Report (ASR) and Annual Fire Safety Report (AFSR) to the campus community and the public. These reports provide:
   - Data by type and location for all Clery Act reportable crimes reported to have occurred within the campus’s Clery Identified Geographical Area;
   - Incident data for all fires occurring in campus student housing;
   - Security policies and procedures in place to protect the campus community; and
   - Information on the handling of threats, emergencies and dangerous situations.

10. Identify CSA’s on a regular, ongoing basis, and notify these individuals of their obligations under the Clery Act to report any and all Clery Crimes that they witness, or are reported to them. (See Appendix B for policy.)

11. Provide regular, mandatory training for all CSA’s. (See Appendix B for policy.)

12. Work with Campus Safety and other appropriate departments to create, establish and conduct programs to educate the campus and surrounding community about the Clery Act and Clery Act obligations, and to promote general awareness of all crime and safety-related issues.

13. Insure that missing person reports are immediately reported to Campus Safety and that the process for notifying an on-campus student’s emergency contact is compliant. (See Appendix E for policy.)

VI. Implementation

It is the expectation of university faculty, staff, and students to promptly report any activity in a university facility or on or near campus property that is perceived as criminal, potentially dangerous or suspicious to a CSA, Campus Safety, or local law enforcement. Good faith reports of suspected wrongful conduct, will be protected from retaliation; all reports will be taken seriously. In addition, all visitors in university facilities or on the university property are encouraged to promptly report any activity that is perceived as criminal, potentially dangerous or suspicious to a CSA, Campus Safety, or local law enforcement.
The Director of Public Safety will be the campus Compliance Coordinator. The Compliance Coordinator will compile and disclose statistics of reports on the types of Clery Crimes reported for the UW-Superior campus, the immediate adjacent public areas and the reasonably contiguous area.

The Compliance Coordinator will collect reports of all Clery Crimes made to Campus Safety, local law enforcement, and those designated by the campus as Campus Security Authorities (CSAs). The Compliance Coordinator will annually submit Clery Crime statistical data to the U.S. Department of Education's Office of Postsecondary Education. The Compliance Coordinator will create and publish the combined Annual Campus Security and Annual Fire Safety Report by October 1st of each year.

The annual report will include crime data (by type) for the three past years, fire incident data, a description of policies and procedures addressing campus security and safety, and a description of university security policies and procedures in place to protect the community, and information on the handling of threats, emergencies and dangerous situations. The annual report will be disclosed and reported to the campus community and to the public by posting on the Campus Safety Department website. UW-Superior staff and students will be sent an email message notifying them of the posting of the annual report and providing a URL to access the report. Information on the availability or the report will be communicated to all potential future students and employees.

The Compliance Coordinator will provide annual mandatory training for all CSAs and will work with university departments to establish Clery Act related educational programs and promotion of safety awareness programs.

Campus Safety staff, or others designated by Campus Safety, will issue “timely warning” alerts to the campus and surrounding community about Clery Crimes. (See Appendix D for policy.) They will also issue emergency notifications to the campus and surrounding community when deemed necessary and appropriate. The maintenance of the daily crime log and fire safety log of all crimes or fire related reports will be the responsibility of Campus Safety. Campus Safety personnel and the Department of Environmental Health & Safety will assist the Compliance Coordinator with the collection and compilation of statistics for reporting on the types of Clery Crimes and fire statistics. They will also assist with Clery Act educational related programs and promotion of safety awareness programs.

Campus Security Authorities (CSAs) who receive information of alleged crimes that are reported to them in good faith by others, or who personally witness such a crime, will submit a written or electronic incident report to Campus Safety as soon as is practicably possible. Under the Clery Act, a crime is considered “reported” when it is brought to the attention of a CSA, Campus Safety, or local law enforcement personnel by a victim, witness, other third party, or even by the offender. It doesn’t matter whether or not the individual(s) involved in the crime, or reporting the crime, are associated with the university. The preferred method for a CSA to make a report to Campus Safety is by completing and submitting an online Incident Report Form found on the Campus Safety website. Incidents which may present an imminent threat to personal safety should immediately be reported by telephone to Campus Safety or 9-1-1 with a written report completed later.

All University Employees are expected to adhere to local/state/federal laws and to campus policies. As well the Dean of Students Office works with students to promote adherence to Wisconsin Administrative Code – Chapter UWS 17 in order to minimize behaviors that are inconsistent with the essential values of the UW-Superior campus community. The Dean of Students Office promptly
reports any Clery Act related crimes to Campus Safety on a continual basis. If the Dean of Students staff is unsure whether or not the incident meets the criteria, it is still recommended that they report the incident. On an annual basis, the Dean of Students Office reviews all conduct referral data with the Compliance Coordinator for inclusion in the Combined Annual Security Report and Annual Fire Safety Report.

VII. Attachments

Appendix A


https://www.uwsuper.edu/safety/clery/index.cfm?_1_1894095

Appendix B

Policy Subject: Campus Security Authority (CSA) Identification and Training Procedure
Cabinet Division: Vice Chancellor of Administration and Finance (Department of Public Safety)
Policy History: May 2016 (draft)
Effective Date: July 31, 2018

I. Purpose
To identify and train individuals designated as Campus Security Authorities (CSA’s) for crime reporting purposes. The function of a campus security authority is to report to the Department of Public Safety those allegations of Clery Act crimes that he or she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA.

II. Constraints
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Campus security authority definition citation 34 CFR 668.46(a)

III. Background
The Clery Act all universities to annually report statistics on specific crimes occurring within its Clery defined geographical area. These crime statistics are collected from three sources: the campus police or security department, local law enforcement agencies having concurrent jurisdiction and from campus security authorities. Ideally all members of a campus community would report crimes to the campus police department or another law enforcement agency having jurisdiction. In reality not all victims are comfortable doing so and would prefer to confide this information to someone they interact with on a regular basis, who appear to be in a position of authority or with whom they have developed a trust. Recognizing this, the university designates campus personnel as Campus Security Authorities whose function involves relationships with students and who have significant responsibility for student and campus activities.

IV. Definitions

Campus security authority: a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution.

A campus police department or a campus security department of an institution. If your institution has a campus police or security department, all individuals who work for that department are campus security authorities. A security department can be as small as one person.

Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). Included are individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, such as for sporting events or large, registered parties, or escort students around campus after dark (including other students).
Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. If you direct the campus community to report criminal incidents to anyone or any organization in addition to police or security-related personnel, that individual or organization is a campus security authority.

An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

Official of institution: any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

V. Procedures
To determine specifically which individuals or departments are campus security authorities one must carefully consider the function and role of each individual or office. Does their function involve direct relationships with students? Would a student reasonable assume a crime can be reported to this person? If someone has significant responsibility for student and campus activities, he or she is a campus security authority. It does not matter if the institution pays an individual in determining whether that individual should be a CSA. Examples of individuals who meet the criteria for being campus security authorities include:

- A dean of students who oversees student housing, a student center or student extracurricular activities.
- A director of athletics, a team coach or a faculty advisor to a student group.
- A student resident advisor or assistant or a student who monitors access to dormitories.

Examples of individuals who would not meet the criteria for being campus security authorities include:

- A faculty member who does not have any responsibility for student and campus activity beyond the classroom.
- Clerical or cafeteria staff.

VI. Implementation
The Clery Compliance Officer shall create and maintain a Master List of CSA's which includes name, job title, department and contact information. Although the list needs to be kept up to date, it is recommended it be thoroughly reviewed at the start of the fall semester when new staff begin and student organization advisors are assigned.

This list shall include all staff members of the following departments which have been designated by the University of Wisconsin-Superior for CSA purposes:

- Dean of Students Office
- Department of Public Safety
- Department of Residence Life
- Athletics Department

In addition the list must include anyone who acts as an advisor to a student organization.

Additional CSA's must be identified and included on the list based on the criteria previously discussed. This involves carefully reviewing university employee and volunteer rosters and determining if the role they play warrants being designated as a CSA. It may be necessary to research the actual role these people play on campus as job titles in themselves may not provide enough information on which to make a decision. When in doubt it is recommended the person be added to the list.

The Clery Compliance Officer shall arrange to receive notification of all employee status changes from the Department of Human Resources. New employees who are hired must be evaluated for CSA inclusion purposes. Individuals separating from the university shall be maintained on the list until the end of the academic year. It is important to regularly review and update the list of CSA's on campus.

Exemption for Pastoral and Professional Counselors
There are two types of individuals who, although they may have significant responsibility for student and campus activities, are not campus security authorities under the Clery Act:

**Pastoral counselor:** A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

**Professional counselor:** 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 the counselor’s license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

**Training**
All individuals designated as CSA’s are required to complete training on their role annually. This training is currently made available on the university website and includes a proficiency test which must be passed. Completed training certificates are sent to the Clery Compliance Officer for tracking purposes.

A group email is sent to all on the CSA Master List informing them they have been designated as CSA’s. A summary of their responsibilities should be included as well as the need for them to complete training. A link to the training should also be included.

An email needs to be sent to the CSA list members to remind them of their responsibilities and to ask them to forward any Clery Act crime reports they not have already submitted. It is recommended this email actually be sent twice a year, near the end of fall semester and near the end of spring semester.

**VII. Attachments**
None

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**Appendix C**

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I. **Purpose**
To identify areas under the university’s control for which crime statistics must be reported and to properly categorize the type of crimes reported.

II. **Constraints**

III. **Background**
How safe a campus is may be one of the factors potential students and their parents consider when deciding which institute of higher education to attend. Students, as well as staff and visitors, may want or need information to help form an opinion on personal and property safety. One of the intentions of the Clery Act is to give students and others information they can use to make this determination and the use of crime statistics is critical component. As such the Clery Act requires institutions to disclose statistics for specific reported crimes based on where the crimes occurred, to whom the crimes were reported, the types of crimes that were reported, and the year in which the crimes were reported. Crimes must be reported that occur on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that the university owns or controls. As such it is necessary to properly identify the university’s geographical reporting area for crime reporting purposes. The Clery Act identifies the types of crimes which must be reported.

IV. **Definitions**
Clery Act Geography: Physical properties, locations or buildings for which the university is required to report specific crimes which occurred on or within. These generally include on-campus properties, public property located
within or immediately adjacent to the campus, and non-campus buildings or property that the university owns or controls.

**Clergy reportable crimes:** Those categories of crimes which are mandatory to report to the United States Department of Education and which must be included in the Annual Report published by the university. The current categories of crimes are:

- **Criminal Offenses:** Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- **Hate Crimes:** Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;
- **VAWA Offenses:** Any incidents of Domestic Violence, Dating Violence and Stalking.
- **Arrests and Referrals for Disciplinary Action:** Weapon offenses (carrying, possession, etc.), Drug Abuse Violations and Liquor Law Violations.

**Non-campus buildings or property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Consideration must be given to include facilities used for institution sponsored trips away from campus for more than one night as these may qualify as non-campus properties depending on the circumstances.

**On-campus property:** any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

**Public property:** All property owned by a public entity, such as a city or state, that is located within the campus, or immediately adjacent to and accessible from the campus. This would include thoroughfares, streets, sidewalks, and parking facilities.

**V. Procedures**
The university’s geographical reporting area has been identified and mapped (see attachments). Ongoing review shall be conducted by the Compliance Coordinator to determine if any physical changes have occurred on, near or off campus which would warrant modifying the reporting area.

The Compliances Coordinator shall maintain contact with the Department of Athletics and the Office of International Programs with regard to away trips they have planned which may qualify for reporting purposes. If it is determined a trip meets the criteria, information is to be obtained for the purpose or collecting and reporting crime statistics for that location.

Department of Public Safety Officers are responsible for categorizing crime reports they receive. All reports are reviewed by the Officer assigned for Uniform Crime Reporting and by the Compliance Coordinator to ensure they alleged crime has been properly categorized for Clergy purposes.

All procedures used to identify the university’s geographical reporting area and for classifying crimes shall be conducted in accordance with the guidance provided by the most recent version of The United States Department of Education’s “The Handbook for Campus Safety and Security Reporting”.

**VI. Implementation**
The process for identifying the geographical reporting area and classifying crimes is ongoing.

**VII. Training**
The Public Safety Officer assigned for Uniform Crime Reporting and the Compliance Officer must be trained on their responsibilities and keep up to date on any changes in the law relating to their Clergy responsibilities.

**VIII. Attachments**
Clery Geographical Reporting Area: North Campus

- Commencing at the intersection of Belknap Street and Mortorelli Drive; west to Clough Ave; south on Clough Ave to N. 16th Street; west on N. 16th Street to Weeks Avenue; south on Weeks Avenue to N. 19th Street; east on N. 19th Street to Catlin Ave; south on Catlin Avenue to approximately N. 20th Street (just north of WITC); east to Mortorelli Drive; north on Mortorelli Drive to Belknap Street (starting point).

- The following locations within these boundaries are not subject to the disclosure requirements: Pilgrim Lutheran Church (820 Belknap St.), Burger King (724 Belknap St.) and the Newman Student Center (823 N. 16th St.).
Clery Geographical Reporting Area: South Campus

- Commencing at the intersection of Faxon Street and Catlin Avenue; south on Catlin Avenue to N. 28th Street; west on N. 28th Street to Lamborn Ave; north on Lamborn Avenue to N. 23rd Street; east on N. 23rd Street to Weeks Avenue; north on Weeks Avenue to Faxon Street; east on Faxon Street to Catlin Ave (starting point).

Appendix D

Policy Subject: Timely Warning and Emergency Notification Procedure
Cabinet Division: Vice Chancellor of Administration and Finance (Department of Public Safety)
Policy History: May 2016 (draft)
Effective Date: July 31, 2018

I. Purpose
To develop procedures to notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of students, employees or others.

II. Constraints
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
University of Wisconsin-Superior Emergency Response Plan, Annex B Mass Communication

III. Background
The university has an inherent obligation to protect its staff, students and others on campus. Should the university become aware of a potential threat to personal safety, it is important to communicate this information in a timely manner to all such that they may take appropriate action to protect themselves.

IV. Definitions

Emergency Notification: an alert sent to the campus community informing them of a situation presenting an imminent threat to safety such as approaching tornado, hurricane or other extreme weather conditions; a nearby chemical or hazardous waste spill; a gas leak or explosion; or an outbreak of meningitis, norovirus or other serious illness.

Immediate threat: any event or situation occurring on or near campus which presents a high probability of physical injury or death.

Timely Warning: an alert sent to the campus community informing them of a crime, which has occurred on or near campus, to enable people to protect themselves in a manner that is timely and will aid in the prevention of similar crimes. A Timely Warning would be issued for an active shooter or armed intruder event, a murder, an attempted murder, a physical assault, a sexual assault, arson, robbery or kidnapping. This type of warning would also be sent for any other crime or criminal activity deemed a potential threat to all or part of the campus community even if it is not a Clery Act identified crime such as a bomb threat, civil unrest, rioting or a terrorist incident.

V. Procedures

In accordance with the Clery Act the campus will send out a Timely Warning or Emergency Notification for any incident or situation which represents a serious and continuing threat to the campus community to allow it to take actions to prevent harm. The warning needs to be issued for any situation occurring on or near campus which may present a threat to safety. The type of warning issued will depend on the circumstances but will utilize the same means of communication in most instances. A warning should be issued as soon as pertinent information is available even if not all of the facts surrounding an incident are known at the time. The warning should contain information about the type of incident that has occurred as well as when and where it occurred. Additional information should be included if possible to include what actions individuals should take for personal safety. In all cases the Chancellor or Officer of the Day is to be notified of the event or situation as soon as is practically possible.

A Timely Warning will be immediately issued to the campus community upon the receipt and confirmation of a report by the Department of Public Safety, or a local law enforcement agency, of a Clery Act identified crime occurring on or near campus which is deemed to pose an immediate and/or continuing threat to part or all of campus.

The decision to issue a Timely Warning will be made by the Director of Public Safety, or his/her designee, when there is insufficient time due to the severity of the situation to confer with the Chancellor or Officer of the Day. On all other occasions the Director, or his/her designee, will provide information to the Chancellor or Officer of the Day who will authorize the notification if deemed necessary through the Public Information Office.

An Emergency Notification will be immediately issued to the campus community for any non-criminal event or situation which presents an immediate and/or continuing threat to the campus community. This type of warning would generally be issued for weather related dangers and natural or man-made disasters which threaten safety.

Emergency Notifications will be communicated to the campus community in the same manner as those issued for Timely Warnings. The decision to issue an Emergency Notification will be made by the Director of Public Safety, or his/her designee, when there is insufficient time due to the severity of the situation to confer with the Chancellor or Officer of the Day. On all other occasions the Director, or his/her designee, will provide information to the Chancellor or Officer of the Day who will authorize the notification if deemed necessary through the Public Information Office.

Notification Options

All emergency communications fall under the activation guidelines of the university’s Emergency Response Plan policy Annex B Mass Communication which authorizes the following:

• Timely warnings and Emergency Notifications will initially be communicated through the university networked fire alarm system if a threat is imminent. Verbal announcements will be transmitted via this system to individual buildings and/or outdoor areas via the Department of Public Safety office head-end panel provided personnel are available to do this. The warnings will contain specific information on the threat and recommended actions to take if
appropriate. In the event no one is available to issue a warning via this system, a SAFE Alerts notification will be the primary means of notification.

- Follow up notifications will be sent through the University’s SAFE Alerts system and via our networked fire alarm system whenever possible. All employees and students will receive an email notification; voicemail and voice notifications will go out to those who have opted to receive them.
- ALERTUS computer pop-up warnings/messages will appear on computer screens of users logged into the university network. This feature is integrated with the SAFE Alerts system.
- Other means of additional notification may also be employed if available including
  - The Douglas County Code Red/ONSOLVE program
  - Text messaging
  - Telephone calls

For situations likely to be prolonged, the university website and Weather/Emergency Hotline will be updated to keep the campus community informed. The local media, including the university radio station, may also be called upon to provide updated information by our Public Information Office.

VI. Implementation
All aspects of this policy are already in place. The respective committees who annually review Emergency Response Procedures and Clery Act Compliance are responsible for updating this policy as needed.

Appendix E
Policy Subject: Missing Student Notification Procedures
Cabinet Division: Dean of Students (Residence Life)
Policy History: September 1, 2015; revised June 4, 2018
Effective Date: September 1, 2015

I. Purpose
To provide a clear process for University of Wisconsin-Superior in the event that a Residence Hall student is found to be missing.

II. Constraints
In accordance with the “Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008),” the University of Wisconsin-Superior has developed the following missing student notification procedure.

III. Background
The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” commonly referred to as the “Clery Act,” requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and areas within the same reasonably contiguous geographic area of college campuses, and to provide other safety and crime information to members of the campus community. The Clery Act also requires campuses to have a “Missing Student Notification Procedure” for on-campus student housing facilities.

IV. Definitions
On-Campus Student: For the purpose of this procedure and per the Clery Act, “On-Campus Student” is the same as “Residence Hall Student” in this procedure.

Missing: For purposes of this procedure, a Residence Hall student is presumed missing if they are overdue in reaching home or campus for more than 24 hours past their expected arrival and a check of their residence supports that determination. A Residence Hall student may be considered missing if they are overdue in reaching home, campus or another specific location past their expected arrival, additional factors lead faculty/staff to believe they are missing, and Residence Life staff support that determination.

Residence Hall Student: For purposes of this procedure, a student who resides in UW-Superior Residence hall, or on-campus housing, under a housing contract and is currently enrolled at the college.
V. Procedures

Notification to Residence Hall Students:
- Through the Residence Hall electronic contract process (and published in the Residence Hall Handbook):
  - Residence Hall students, age 18 or above, are informed that they have the option to identify an individual (designated as a confidential contact) to be contacted by UW-Superior no later than 24 hours after the time that the student is determined missing.
  - Residence Hall students, under 18 years of age and not emancipated, are informed that UW-Superior is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined missing. If the Residence Hall student (under 18 and not emancipated) has provided a confidential contact, that individual will also be contacted by UW-Superior.
- Residence Hall students are informed that any missing student report will be referred immediately to UW-Superior’s Department of Public Safety.
- Residence Hall students are informed that Residence Life collects and maintains the confidential contact information in the housing contract process. This confidential contact information is only obtainable by the professionals in the Residence Life office and the Dean of Students Office and will only be disclosed if the student is determined to be missing. Each Residence Hall student is responsible for ensuring that the contact information is up-to-date and accurate.

Reporting:
If a student or university employee suspects that a Residence Hall student has been missing for 24 hours or more, they must report it to one of the following:
- Department of Public Safety, campussafety@uwsuper.edu, 715-394-8114
- Dean of Students Office, dos@uwsuper.edu, 715-394-8241 or 715-394-8243
- Residence Life Office, reslife@uwsuper.edu, 715-934-8538
- Any Residence Life staff member, see www.uwsuper.edu/reslife

Procedures for Following up on a Report and for Investigating Missing Students:
- When a report is received of a missing Residence Hall student, the Department of Public Safety will be immediately informed. The Dean of Students Office and the Residence Life Office will also be informed.
- Residence Life and Dean of Students Office will assist the Department of Public Safety in conducting a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing Residence Hall student.
  - Residence Life, Dean of Students staff, and Public Safety will work to verify the information and locate the student. This further gathering of information might include the following:
    - Calling student on cell phone,
    - Checking the student’s residence hall room,
    - Reviewing the class schedule and contacting professors about attendance in class,
    - Speaking with friends,
    - Checking Student I.D., fob access and meal plan usage,
    - Etc.
  - Residence Life will initiate a preliminary report through the Maxient system that will include the following information:
    - Date, time, and location last seen,
    - Contact attempts already made, and
    - General routine or habits of the individual reported as missing.
  - Residence Life will follow the appropriate procedure to notify the central staff on duty.
  - The central staff will then contact the professional Residence Life staff.
  - The professional Residence Life staff will notify the Dean of Students office and Public Safety.
    - If a determination is made by Public Safety that a student has been missing for at least 24 hours:
      - Department of Public Safety will then notify the Superior Police Department to report the person missing, which will initiate a missing person police investigation.
      - Within 24 hours determining that the student is missing, a university representative (Dean of Students staff or Director of Residence Life) will contact the missing student’s “confidential contact” on file. If the missing person is under the age of 18 and not emancipated, their parent/guardian will be contacted immediately.

Note: If the student is not a Residence Hall student, the Dean of Students Office will assist the Department of Public Safety in conducting a preliminary investigation in order to verify the situation and to determine the
circumstances which exist relating to the reported missing student. If Department of Public Safety determines that the student should be considered missing, it will contact the relevant outside law enforcement authority and provide the relevant information. All pertinent law enforcement agencies, including, if known, those operating in the student's normal routes of travel or hometown, will be notified and requested to render assistance; all law enforcement agencies involved will receive routine investigation status reports during the course of the investigation. If Department of Public Safety determines that student should be considered missing, the person making the initial report will be encouraged to make an official missing person report to local Law Enforcement.

VI. Implementation
This policy will be implemented and reviewed on an annual basis by the Dean of Students Office, Residence Life, and the Department of Public Safety.

VII. Attachments
None
circumstances which exist relating to the reported missing student. If Department of Public Safety determines that the student should be considered missing, it will contact the relevant outside law enforcement authority and provide the relevant information. All pertinent law enforcement agencies, including, if known, those operating in the student’s normal routes of travel or hometown, will be notified and requested to render assistance; all law enforcement agencies involved will receive routine investigation status reports during the course of the investigation. If Department of Public Safety determines that student should be considered missing, the person making the initial report will be encouraged to make an official missing person report to local Law Enforcement.

VI. Implementation
This policy will be implemented and reviewed on an annual basis by the Dean of Students Office, Residence Life, and the Department of Public Safety.

VII. Attachments
None

Renée Wachter, Chancellor  8/21/18
Date