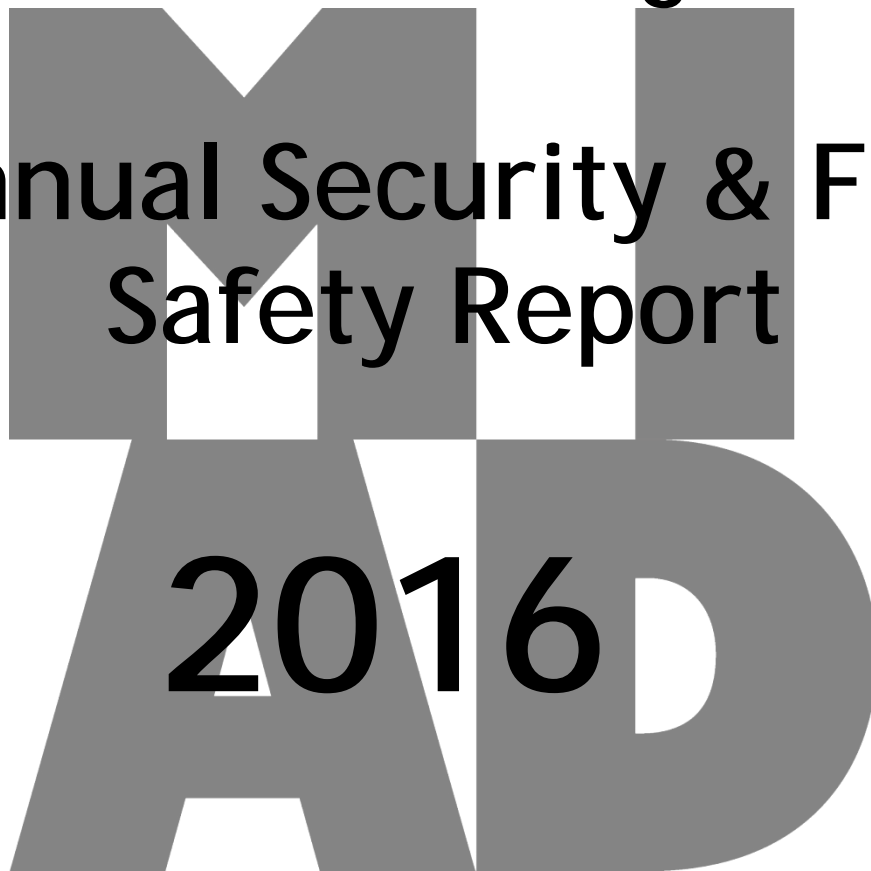


**Security & Safety Office**

**Milwaukee Institute of  
Art & Design**

**Annual Security & Fire  
Safety Report**



**MIAD Security Desk 414.847.3300**

Updated September 19, 2016 in compliance with the  
Jeanne Cleary Disclosure of Campus Security Policy and  
Campus Crime Statistics Act

**REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Office of Campus Security prepares this report annually to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, Student Services Office, the Disciplinary Committee and the Dean of Students Office. Each entity provides information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Office of Campus Security, designated campus officials (including but not limited to directors, deans, department heads, the HR Director, judicial affairs, advisors to students/student organizations, and local law enforcement agencies. These statistics may also include crimes that have occurred in private homes or businesses and is not required by law. The Dean of Students Office, Associate Dean of Students and Student Accessibility office inform students of procedures to report crime to campus security on a voluntary or confidential basis if it is in the best interest of the student.

Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Faculty and staff may obtain a copy from the web site. Copies of the report may also be obtained at the Campus Security Office located on the River Level of the academic building in room RL25B. All prospective employees may obtain a copy from Humane Resources in the Academic building room RL45. The report is also posted on the MIAD homepage along with other safety & security information.

**HOW AND FROM WHAT SOURCES CRIME STATISTICS ARE REPORTED**

The statistics in this report were acquired from Campus Security incident reports, the office of Student Services, The Office of Student Accessibility, and in cooperation with local law enforcement agencies, The Milwaukee Police Departments Compass web site and weekly crime incidents updates provided by the Milwaukee Police Department

The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities.

**MILWAUKEE INSTITUTE OF ART AND DESIGN CRIME STATISTICS**

<b>Criminal Offenses:</b>	<b>On Campus</b>			<b>Residence Hall</b>			<b>Public Property</b>		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0
Burglary	1	0	2	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
<b>ARRESTS:</b>									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations	0	0	0	0	0	0	0	1	0
<b>DISCIPLINARY REFERRALS:</b>									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations	0	0	0	0	0	0	0	0	0

**VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013**

	Year	On Campus	Residence Hall	Public Property
Domestic Violence	2013	0	0	0
Dating Violence	2013	0	0	0
Stalking	2013	0	0	0
Domestic Violence	2014	0	0	0
Dating Violence	2014	0	0	0
Stalking	2014	0	0	0
Domestic Violence	2015	0	0	0
Dating Violence	2015	0	0	0
Stalking	2015	1	0	0

**DEFINITIONS OF REPORTABLE CRIMES**

**Murder/Manslaughter** - Defined as the willful killing of one human being by another.

**Negligent Manslaughter** - Defined as the killing of another person through gross negligence.

**Forcible sex offenses** - Defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the persons will where the victim is incapable of giving consent. Including; forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.

**Non-forcible sex offenses** - Unlawful, non-forcible sexual intercourse, including incest and statutory rape.

**Robbery** - Defined as the taking or attempting to take anything of value from the car, 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** - Defined as 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 cause death or great bodily harm.

**Burglary** - The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle.

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

**Domestic Violence** - Domestic violence and emotional abuse are behaviors used by one person in a relationship to control the other. Partners may be married or not

married; heterosexual, gay, lesbian, living together, separated or dating. Examples of abuse include:

- Name calling
- Keeping a partner from calling their family or friends
- Withholding money
- Actual or threatened physical harm
- Sexual assault
- Stalking
- Intimidation

**Stalking** - Stalking has been prohibited by Wisconsin law since 1993. Stalking is engaging in a course of conduct (at least two occurrences that show a continuity of purpose), against a specific person that would make a reasonable person in that position fear bodily injury or death to himself or herself, a family member, or a member of his or her household. Relevant sections of the Wisconsin Statutes may be downloaded at [www.legis.wi.us/rsb/stats.html](http://www.legis.wi.us/rsb/stats.html).

**TITLE IX Policy Here**

## **MIAD SEXUAL OFFENSE POLICY AND PROCEDURE GUIDELINES**

*The following policy was adopted June 30, 2015 by MIAD Senior Management*

### **Applicable Federal Law**

This policy of the Milwaukee Institute of Art & Design (“MIAD”) addresses the requirements of Title IX of the Education Amendments of 1972 (“Title IX”), the federal law prohibiting sex discrimination in federally-funded education programs and activities. The Title IX prohibition against sex discrimination is as follows:

***No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.***

Discrimination on the basis of sex includes sex discrimination, sexual harassment, sexual assault, sexual violence, and sexual exploitation/misconduct (as those terms are defined below). Title IX prohibits sex discrimination in both the educational and employment settings. This policy applies to all members of the MIAD community, including students, faculty, staff, and contractors working for the college.

This policy also addresses the requirements of the Campus Sexual Violence Elimination Act, or *Campus SAVE Act* (SAVE), a 2013 amendment to the federal Jeanne Clery Act. The *SAVE Act* addresses sexual violence in the form of sexual assault, domestic violence, dating violence and stalking. *For the purpose of this document and MIAD’s handling of such cases, “Title IX” includes the concerns of the Campus SAVE Act.*

Other forms of harassment and discrimination not of a sexual nature will be dealt with under the same policies and procedures outlined below.

### **Policy Statement**

It is MIAD's policy to provide an educational, employment, and business environment free of all forms of discrimination or harassment. Discrimination or harassment based upon one's race, color, religion, national origin, sex, gender identity, sexual identity, age, genetic information, veteran status, or disability as defined in this policy and as otherwise prohibited by state and federal statutes is prohibited at MIAD. Sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, stalking and sexual exploitation/misconduct, are all forms of sex discrimination and are all prohibited at MIAD. This policy applies to all students, faculty, and staff, to other members of the MIAD community while on campus or interacting with MIAD students, faculty, or staff, and to contractors, consultants, and vendors doing business or providing services to the College.

### **Alleged or Suspected Violations of this Policy**

MIAD is committed to investigating all possible violations of this policy about which the College knows or reasonably should know (also referred to in this policy as "alleged or suspected violations of this policy"), regardless of whether a complaint alleging a violation of this policy has been filed. When the incident is between members of the MIAD community, the College will investigate the incident, regardless of where the alleged conduct occurred. MIAD's ability to investigate a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or provide consent for an investigation, the location of the alleged incident, and MIAD's access to information relevant to the suspected violation of this policy. MIAD is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

MIAD students, faculty, or staff who have a complaint against a MIAD student, faculty, staff member, or other individual involving allegations of harassment and discrimination, including but not limited to sexual discrimination, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, and discrimination or harassment based upon one's race, color, religion, national origin, sex, gender identity, sexual identity, age, genetic information, veteran status, or disability in violation of this policy should contact the Deputy Title IX Coordinator (Dean of Students). In addition to contacting the Dean of Students, individuals who have experienced sexual harassment or other acts of sexual assault may contact the proper law enforcement authorities such as the local police department.

### **Duty to Report**

In compliance with **Section 940.34 Wis. Stats.**, which states, in part: "*Any person who knows that a crime is being committed and that a victim is exposed to bodily harm shall summon law enforcement officers or other assistance or shall provide assistance to the victim,*" all MIAD employees, including student Residence Hall Advisors and

Mentors, are obligated to contact the law enforcement agency with jurisdiction over the college when the victim has been exposed to bodily harm.

### **Policy Coordinators**

Any inquiries regarding this policy should be directed to one or more of the Policy Coordinators identified below. These Coordinators will be available to meet with students regarding issues relating to Title IX (sexual assault & sexual harassment) and this policy.

#### ***Title IX Coordinator – The V.P. for Enrollment Management***

The V.P. for Enrollment Management is the Title IX Coordinator and is responsible for implementing and monitoring compliance of the policy on behalf of the college, including but not limited to, training, education, communication, and administration of procedures for the handling of complaints alleging violations of this policy.

#### ***Deputy Coordinators – The Dean of Students & Human Resources Director***

The Dean of Students and Human Resources Director are Deputy Coordinators and are responsible for implementing and monitoring policy compliance on behalf of the college, and administration of procedures for the handling of complaints alleging violations of this policy. The Dean of Students is responsible for complaints involving students and the HR Director is responsible for employee complaints. Both Coordinators are responsible for informing the V.P. for Enrollment Management (the Title IX Coordinator) of alleged violations and procedures implemented to address those violations. The Deputy Coordinators also assist alleged victims in making contact with law enforcement, assigning advocates, and coordinating referrals to counseling or other support resources available on campus or elsewhere.

#### ***Investigators – The Executive Director of Information Management & Registration and the Director of College Advising***

The Executive Director of Information Management & Registration and the Director of College Advising will serve as Investigators and are responsible for investigating alleged violations of this policy. Once notified by one of the Deputy Coordinators of a suspected violation of this policy the Investigators will then conduct an investigation to determine whether a violation may have occurred. If the Investigators determine a violation may have occurred they also recommend intervention(s). Investigators will follow the procedures outlined in this policy, while apprising the Deputy Coordinators and the V.P. for Enrollment Management of the status of their investigation.

#### ***Advocates – The Associate Dean of Students, Director of Residential Living & Student Engagement, and Student Accessibility Coordinator***

The Associate Dean of Students, Director of Residential Living & Student Engagement, and Student Accessibility Coordinator are Advocates who are responsible for supporting, advising, and assisting both the complainant and the accused throughout the adjudication process. The role of the advocate is to support and advise the complainant and the accused throughout the process to ensure both parties understand the proceedings and avail themselves of all information and support available to them.

### **Policy Jurisdiction**

This policy applies to all members of the MIAD community: students, faculty, staff, and contractors while on campus doing work for the College. MIAD degree seeking students, part time or full time, fall under the jurisdiction of this policy whether the incident occurs on or off campus. Non-degree seeking students (e.g., CEI, Pre-College, YOP, Continuing Education, etc.) fall under the jurisdiction of this policy only while they are on campus and/or participating in a program-related activity. All faculty and staff, both part time and full time, are under the jurisdiction of this policy whether they are on or off campus.

### **Definitions and Examples of Conduct Prohibited Under this Policy**

Prohibited conduct includes harassment and discrimination, including but not limited to sexual discrimination, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, and discrimination or harassment based upon one's race, color, religion, national origin, sex, gender identity, sexual identity, age, genetic information, veteran status, or disability. The acts listed below are included to clarify examples of acts that qualify as discrimination or harassment against those with protected status under Title IX and elsewhere. The listing of these examples does not preclude nor set aside the college's formal codes of conduct listed elsewhere in MIAD publications. Violations of MIAD's code of conduct that do not constitute a violation of this policy are addressed under the applicable MIAD Student Code of Conduct found in the *Student Handbook*, or other College policies.

#### **1. Consent for Sexual Contact**

All sexual interaction between students must be consensual. MIAD applies a "yes means yes" standard of consent. *Yes means yes* requires that spoken consent must be given for sexual interaction to be consensual. In some cases, however, consent may *never* be given, such as when an individual is asleep or unconscious, or when an individual's judgment is impaired by drugs or alcohol.

Students will be informed of the *Yes means yes* standard for consent in new student orientation, via the *Student Handbook*, via direct email of the Title IX polity to all students, via the *River Rat Review*, MIAD's on-line newsletter, and via a poster campaign conducted throughout the year. Ignorance of the policy will not be considered a defense for potential violations and it is the student's responsibility to ensure they understand their responsibilities under the policy.

#### **2. Discriminatory Harassment**

Discriminatory Harassment is defined as un-welcome verbal or physical conduct based on race, color, religion, national origin, sex, gender identity, sexual identity, age, genetic information, veteran status, or disability. Discriminatory harassment is behavior that has the purpose or effect of unreasonably interfering with the individual's work or educational performance, behavior that creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment, or behavior that unreasonably interferes with or limits one's ability to participate in or benefit from an educational program or activity.



### 3. **Sex Discrimination**

Sex Discrimination is defined as making a distinction in favor of, or against, a person on the basis of gender rather than on individual merit. In an educational setting, making a distinction on the basis of gender that deprives a person of the ability to participate in or benefit from the college's education program or activities is sex discrimination.

### 4. **Sexual Harassment**

Sexual Harassment is defined as unwelcome sex or gender-based verbal or physical conduct. Sexual Harassment occurs when behavior is sufficiently severe, pervasive, and offensive that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from MIAD's education program and/or activities, is potentially based on power differentials, creates a hostile environment, or involves retaliation.

Examples of sexual harassment include, but are not necessarily limited to, unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person's gender, sexuality or sexual experience. Sexual harassment may consist of repeated actions or may even arise from a single incident if sufficiently extreme. The complainant and the accused may be of any gender and need not be of different genders.

### 5. **Sexual Assault/Sexual Violence**

Sexual assault/sexual violence is a particular type of sexual harassment that includes non-consensual sexual contact, non-consensual sexual intercourse, rape, or other physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.<sup>1</sup> Sexual assault/sexual violence includes, but is not necessarily limited to, physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, domestic violence, dating violence, stalking or attempts to commit these acts.

**Non-Consensual Sexual Contact**<sup>2</sup> is defined as any intentional sexual touching, however slight, with any object or body part, by a person or persons upon another person or persons, which is without consent and/or by force.<sup>3</sup>

**Non-Consensual Sexual Intercourse**<sup>4</sup> is defined as any sexual intercourse, however slight, with any object or body part, by a person or persons upon another person or persons, which is without consent and/or by force.

**Domestic Violence** is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. Domestic violence includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking** is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

**Examples of behaviors prohibited at MIAD include, but are not limited to:**

- Invasion of sexual privacy
- Prostituting another student
- Non-consensual video or audio-recording or broadcasting or sharing of sexual activity
- Engaging in voyeurism
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals
- Sexually-based stalking and/or bullying or other forms of sexual exploitation
- Use or display of electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification in the classroom or any MIAD facility or the *Two50Two* apartments
- Sexual activity with someone whom one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug ingestion, unconsciousness or blackout)
- Sexual activity with someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of drugs.
- Sexual activity of any kind with anyone under the age of 18.

**Use of alcohol or drugs will never function as a defense for any behavior that violates this policy.**

#### **6. *Sexual Relations Between Students, Faculty And Staff***

MIAD seeks to provide and maintain the best possible learning and working environment for all members of our community. For this reason faculty members are prohibited from engaging in any sexual relationships with students to whom they are not married or in formal domestic partnerships, even when both parties believe that the relationship is consensual. This prohibition applies even if the student is not enrolled in the faculty member's class. Also prohibited, with the same exceptions, are sexual relationships between staff and students. Faculty and staff who violate this prohibition are subject to appropriate college adjudication processes and disciplinary action as defined in the faculty or staff handbooks or other applicable College policies.

The following guideline applies to all nonstudent employees who enter into sexual relationships. Because of the dynamics of power and authority between supervisors and workers, MIAD strongly discourages sexual relationships between supervisors and subordinate employees. Should a sexual relationship between supervisor and

subordinate develop it is required that the supervisor immediately report this to our Human Resources Director to shift supervisory responsibilities for the subordinate to another supervisor.

### **Report of an Alleged Policy Violation and Its Investigation**

**REPORTING** –A student, faculty member, or staff member who has a complaint against a student, faculty, staff member, or other individual involving a suspected violation of this policy or of retaliation should contact the Dean of Students. *Faculty and staff are required to report all suspected violations of this policy.* Although there is no specific time limit for reporting a suspected violation of this policy, an employee or student who believes that he or she has been subjected to conduct that violates this policy is encouraged to contact the Dean of Students as soon as possible after the alleged act to discuss the available options for proceeding.

**BODILY HARM** – If the Dean of Students receives a report of harassment or assault *involving bodily harm*, the Dean of Students will contact the local law enforcement agency with jurisdiction over MIAD. The report to law enforcement is made in compliance with **Section 940.34 Wis. Stats.**, which states, in part: “*Any person who knows that a crime is being committed and that a victim is exposed to bodily harm shall summon law enforcement officers or other assistance or shall provide assistance to the victim.*” The victim of sexual assault also may choose to file a criminal complaint against the alleged perpetrator. Any pending criminal investigation or criminal proceeding may have some impact on the timing of MIAD’s investigation, but MIAD will commence its own investigation as soon as is practicable under the circumstances. MIAD reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

**INVESTIGATION** – The Dean of Students will begin an investigation in partnership with law enforcement, MIAD investigators, and other College officials, as deemed appropriate by the College. *The investigation phase* will be completed within thirty (30) days of the filing of a complaint or the date on which the College becomes aware of a suspected violation of this policy. Audio or video recording of any proceedings are prohibited by any party other than the college throughout the investigation process.

As part of the investigation, the Investigator(s) will interview the complainant, the accused and any witnesses separately. To help ensure a prompt and thorough investigation, complainants are encouraged to provide as much of the following information as is possible, including the following:

- The name, department, and position of the person or persons allegedly causing the discrimination, harassment, or retaliation.
- A description of any relevant incident(s), including the date(s), location(s), and the presence and names of any witnesses.
- The alleged effect of the incident(s) on the complainant’s academic standing, educational benefits or opportunities, position of employment, salary, employee benefits, promotional opportunities, or other terms or conditions of employment.

- The names of other students or employees who might have been subject to the same or similar discrimination, harassment or retaliation.
- Any steps the complainant has taken to try and stop the discrimination, harassment, or retaliation.
- Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.

The accused will also be contacted by the Investigator(s) and is encouraged to provide as much information as possible in connection with the investigation.

**INTERIM PROTECTIVE MEASURES** – MIAD reserves the right to suspend or place on immediate administrative leave any member of the campus community accused of violating this policy, or to take any other interim measures the College deems appropriate, pending the outcome of an investigation and/or disciplinary proceedings. For students interim measures can include, but are not limited to, modifying course schedules, issuing a “no-contact” order, removal from College housing, interim suspension, and prohibiting the accused from being on MIAD or *Two50Two* property, among many other remedies deemed necessary to protect the complainant and the College community. For employees, such interim measures can include, but are not limited to, modifying work schedules and assignments, issuing a “no-contact” order, or placing an employee on paid or unpaid administrative leave.

**PROHIBITION AGAINST RETALIATION** – Retaliation exists when action is taken against a participant in the complaint process that (i) adversely affects the individual’s employment or academic status; and (ii) is motivated in whole or in part by the individual’s participation, or lack thereof, in the complaint process.

No individual involved in a complaint alleging a violation of this policy or participating in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Any acts of retaliation, as defined in this policy, shall be grounds for disciplinary action, up to and including expulsion/dismissal for students and termination/dismissal for faculty and staff. If any student, faculty, or staff member believes they have been the subject of retaliation, or is aware of retaliation against another MIAD community member, as a consequence of a sexual harassment or assault complaint, they should report the incident to the Dean of Students who will initiate an investigation of the complaint. The investigation, follow-up report, determination, and hearing (if appropriate) for retaliation complaints will follow the same procedures as outlined elsewhere in this document.

**CONFIDENTIALITY** – To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the College’s ability to conduct an investigation and take any corrective action deemed appropriate. While confidentiality cannot be guaranteed, care will be taken to keep investigation discussions appropriately limited to protect the complainant’s identity when requested. All records of the complaint, the investigation, and subsequent proceedings are confidential and will remain on file with the V.P. for Enrollment Management.

**THE RESOLUTION PROCESS** - The Dean of Students and Investigators will review the information gathered in the investigation process and determine next steps. The

**resolution process** typically includes the following elements, which may be modified by the College at its discretion to fit the circumstances of a particular case:

1. The Dean of Students and Investigation Team will be responsible for an **investigation** either alone or with one or more other school officials as deemed appropriate by the MIAD Title IX Policy Coordinator Team (identified on pages 2 & 3 of this document).
2. The Investigation Team will conclude the investigation and submit to the Dean of Students a **report** of the investigation and a **determination** of “violation” or “no violation” as well as the recommended corrective actions and remedies appropriate for the determination, as warranted. Unless one of the Policy Coordinators deems it necessary to question the original report, the determination, or the recommendation for corrective actions, or unless the recommendation determines a **hearing** is necessary, the Investigation Team’s report will stand as the **resolution**.
3. **Standard for Determining Responsibility.** The standard used to determine whether this policy has been violated is ***whether it is more likely than not*** that the accused violated this policy. This is often referred to as a “Preponderance of Evidence” standard.
4. Appropriate, corrective action/remedies by the College will serve to: (i) ***adjudicate*** the policy violation, (ii) ***prevent*** the recurrence of the violation, and (iii) ***address*** the consequences of the violation (in accordance with the *procedures* contained herein).
5. **Within seven (7) days** of the conclusion of the investigation, both the complainant and the accused will be informed in writing by the Dean of Students of the outcome of the investigation. The letter will state the ruling of “violation” or “no violation” of the policy and any corrective actions/remedies that will be put into place. This written notice will be issued concurrently to the complainant and the accused.

This process may be changed for reasons including, but not limited to the following:

- Allegations of sexual assault may not be resolved by mediation.
- Either the complainant or the accused may request, at any time during the investigation, that the case be resolved through the hearing process.
- The V.P for Enrollment Management determines the case is best resolved through the hearing process.

## **HEARING**

The hearing process applies (i) when either the complainant or the accused so requests, (ii) when investigators determine resolution is best served by a hearing, or (iii) in any matter when the College deems appropriate (e.g. termination, separation from the institution). See the “Disciplinary Procedures” section in the *Student Handbook* for detailed information on the hearing process. The salient elements of the Title IX hearing process are outlined below:

1. The hearing process will begin at the request of any party, complainant, accused, or investigator.
2. The College Judiciary Committee will be chaired by the Vice President for Academic Affairs (VPAA), a non-voting member and the appointed members of the Judiciary Committee. The voting membership of the Judiciary Committee is comprised of three faculty and two staff members appointed annually.
3. The complainant and the accused will both be requested to be present at the hearing to retell their version of the events in question. At no point in the hearing process will both the complainant and the accused be in the hearing simultaneously. The hearing will continue with or without the participation of all parties.
4. The College will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, audio recordings, etc.). Hearing records are confidential and will not be distributed.
5. **Within seven (7) days** of the conclusion of the hearing, both the complainant and the accused will be informed in writing by the VPAA of the outcome of the hearing. The letter will state the ruling of “violation” or “no violation” of the policy and any corrective actions/remedies that will be put into place. This written notice will be issued concurrently to the complainant and to the accused. The hearing process is typically completed within two to three weeks.
6. The College may disclose to the complainant information about any corrective actions/remedies taken that relate directly to the complainant (e.g., a “no contact” order). In no event will the complainant be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.
7. If there is a finding of policy violation, appropriate, corrective action/remedies by the College will be taken to:
  - I. **Adjudicate** the policy violation
  - II. **Prevent** the recurrence of the violation
  - III. **Address** the effects of the violation (in accordance with the procedures contained herein).

## APPEALS

Appeals to the College’s Judiciary Committee hearing decisions must be requested in writing to the VPAA within seven (7) days of receipt of a written outcome of an investigation or hearing. The salient elements of the Title IX appeal process are outlined below:

1. Either party may appeal the decision of the hearing in writing to the VPAA within seven (7) days of receiving the written notice.
2. Appeals must include relevant new information for consideration by the appeals committee. Acceptable appeals must be based on information that was unavailable at the time of the decision, or concerns about the level of

sanction imposed according to the policies of the College. Disagreement with the findings of a hearing is not sufficient grounds for appeal.

3. The VPAA provides the appeal request along with the documentation of all previous proceedings to the President of the College. The President will chair the Appeals Committee, which is comprised of the President and the Senior Staff members who have not otherwise been involved in the complaint.
4. The Appeals Committee provides the final decision on all Title IX appeals.
5. Neither the complainant nor the accused will be entitled to any additional hearing in connection with any appeal, but the Appeals Committee may request additional information from either party as deemed appropriate by the Committee. Both parties will be informed in writing of the outcome of any appeal within fourteen (14) days of the date by which all requested information is received unless the College determines that additional time is required.

### **RIGHTS OF COMPLAINANTS AND ACCUSED PARTIES**

Complainants and accused parties shall be provided with the following in connection with any hearing or other proceeding used to reach a decision regarding whether any violation of this policy has occurred.

#### ***Rights of Complainants***

- The opportunity/right to speak on one's own behalf;
- To be accompanied by an advisor or support person who may take notes and advise the complainant, but not otherwise participate;
- To present witnesses who can speak about the alleged conduct at issue;
- To present other evidence on one's own behalf;
- To review any written statement that will be offered by the accused at a hearing or proceeding prior to the time that it is offered (to the extent practicable and consistent with FERPA or other applicable law);
- To be informed of the outcome of the hearing or other proceeding;
- And to appeal the outcome of the hearing or other proceeding.

#### ***Rights of Accused Parties***

- The right to a written explanation of the alleged violations of this policy;
- The opportunity/right to speak on one's own behalf;
- To be accompanied by an advisor or support person who may take notes and advise the accused, but not otherwise participate;
- To present witnesses who can speak about the alleged conduct at issue;
- To present other evidence on one's own behalf;
- To review any written statement that will be offered by the complainant at a hearing or proceeding prior to the time that it is offered (to the extent practicable and consistent with FERPA or other applicable law);
- To be informed of the outcome of the hearing or other proceeding;
- And to appeal the outcome of the hearing or other proceeding.

### **Disciplinary/Corrective Actions for Violations of this Policy**

**Sanctions/Corrective Action.** Any violation of this policy involving MIAD students, faculty, and staff is subject to the College's Policies and Procedures. The College will take reasonable steps to prevent the recurrence of any harassment or other discrimination and to remedy the discriminatory effects on the complainant (and others, if appropriate).

**Examples** of the *range* of potential sanctions/corrective actions that may be imposed with respect to students may be found in the "Code of Conduct & Civility" section of the *Student Handbook*. Comparable information with respect to employees can be found in the *Faculty or Staff Handbook* and in the Human Resources documents of the College. MIAD may also take any other corrective action that it deems appropriate under the circumstances.

**Students** who are found to have violated this policy will be subject to disciplinary action up to and including expulsion or dismissal and with the additional provisions set forth in the "Rights" section of this policy.

**Faculty and staff** who are found to have violated this policy will be subject to disciplinary action up to and including discharge or termination and with the additional provisions set forth in the "Rights" section of this policy.

**Guests and other third parties** who are found to have violated this policy will be subject to corrective action deemed appropriate by the College, which may include removal from the campus and termination of any applicable contractual or other arrangements.

In instances where the College is unable to take disciplinary action in response to an alleged violation of this policy because a complainant insists on confidentiality or for some other reason, the College will nonetheless pursue other steps to limit the effects of conduct that violates this policy and prevent its recurrence.

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<sup>1</sup> Wisconsin Statute 940.225: Consent is words or overt actions indicating a freely given agreement, intelligent, knowing and voluntary, an affirmative (not the absence of a negative). Consent is not silence, a failure to fight back, or implied. Consent is null and void if: judgment is impaired by drugs or mental illness, someone changes her/his mind, someone under the age of 18 is consenting to sexual intercourse, someone under the age of 16 is consenting to sexual contact, or consent was given under pressure/coercion.

<sup>2</sup> Sexual contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

<sup>3</sup> Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion



<sup>4</sup> Sexual Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

For more information regarding stalking, domestic abuse, or restraining orders and injunctions, contact the Wisconsin Department of Health and Family Services, Domestic Abuse Division at (608) 266-9305 or the office of your County District Attorney.

**Hate Crimes** - Includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

**Larceny/Theft** - Includes pocket picking, shoplifting, purse snatching, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

**Simple Assault** - Unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, sever lacerations or loss of consciousness.

**Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism to Property (except Arson)** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the owner's consent or the person having custody or control of it.

### Categories of prejudice

**Race** - A preformed negative attitude toward a group of persons who possess common physical characteristics generally transmitted by descent and heredity that distinguish them as a distinct division of humankind.

**Gender** - A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Religion** - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation** - A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward and responsiveness to members of their own sex or members of the opposite sex.

**Ethnicity/National origin** - a preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

**Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Gender Identity** - A preformed opinion or attitude toward a group of persons because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth

## HOW TO REPORT CRIMINAL OFFENSES

### To Report a Crime:

Contact Campus Security at ext. 3301 or ext. 3300 from an inside line or by using the red emergency phones located on each floor of the Academic building. You may also contact security from an outside line at 414-847-3300. Any suspicious activity or person seen in parking lots or loitering around vehicles, inside buildings or around residential halls should be reported to the Milwaukee Police Department or to Campus Security. In addition you may also report a crime to the following areas:

- **Any security officer on patrol**
- **Tony Nowak** - Dean of Students  
414-847-3240
- **Jennifer Crandall** - Associate Dean of Students  
414-847-3344
- **Marianne Honrath** - Residence Hall Coordinator  
414-847-3246  
Any campus official or instructor.
- For off campus reporting contact the Milwaukee Police at 414-933-4444 (non-emergency) or 911 (emergencies only).

## VOLUTARY CONFIDENTIAL REPORTING

Students, faculty & staff who wish to do so may confidentially report a crime to the Dean of Students. The identity of the reporter will remain confidential but all reports will be investigated by the Dean of Students Office and Campus Security. With the permission of the reporter violations of the law will be referred to law enforcement agencies and when appropriate, to the College Disciplinary Committee for review. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued through e-mail announcements, posting of flyers in all campus buildings, in-class announcements or other appropriate means. The College does not include voluntary, confidential crime reports in its crime statistics.

## **SECURITY AND ACCESS**

During normal business hours, the College will be open to students, staff, faculty, employees, contractors, guests and invitees. During non-business hours access to College facilities is by admittance via the Campus Security Department or by Residence Life staff. In the case of periods of extended closings, the College will admit only those with prior authorization to all facilities. College housing is secure 24/7 and is only accessible to residents with access cards and their guests. Some facilities may have individual hours, which may vary at different time of the year. Examples are the academic building and the student union. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to posted schedules. Areas that are revealed to be problematic have security surveys conducted on them. Administrators from the Dean of Students Office, Physical Plant, Residence Life, and other concerned areas will review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities Management, Residence Life, Campus Security, Dean of Students and Maintenance will meet to discuss security issues of pressing concern.

## **MAINTENANCE OF CAMPUS FACILITIES**

The Milwaukee Institute of Art and Design maintains a strong commitment to campus security and safety. Exterior lighting, landscaping, and fire safety equipment is designed for safety and security and is inspected on a regular basis by security and facilities personnel. Security personnel survey exterior lighting during routine patrols. Malfunctions of exterior lighting are reported and repaired promptly. Maintenance personnel trim shrubs, bushes and tree branches from sidewalks and building entrances to enhance visibility and lighting.

## **CAMPUS SECURITY**

The MIAD Security Office is currently composed of the Director of Security and the contracted professional security service, Whelan Security Services. Security officers receive their authority from the MIAD Board of Trustees to maintain order on campus. While officers are not armed and do not make arrests, they gather information, maintain order, and ensure that all state and local laws and ordinances are adhered to on campus. They also have authority to contact local police and emergency services when necessary.

## **CAMPUS SECURITY ENFORCEMENT AUTHORITY**

MIAD Security Officers do not have police authority and contact local police when necessary. Campus security officers cooperate with local police agencies in the exercise of their duties and responsibilities. Local police respond when requested. It is the policy of Campus Security to encourage accurate prompt reporting of all crimes to Campus Security or to the appropriate local law enforcement agency. Security officers are stationed at the front entrance to the Jane Bradley Pettit Building during all hours that the building is open and at the Two 50 Two student apartments whenever the academic building is closed. Security officers patrol the entire campus including all parking lots and the areas immediately surrounding the campus.

## **LOCAL POLICE**

The Milwaukee Institute of Art and Design encourages cooperation with local police agencies to monitor and record information concerning criminal activity occurring away from the campus, involving MIAD students or MIAD recognized student organizations. Campus Security works in cooperation with local police regarding crimes involving our students or impacting the campus community and requests their cooperation by informing Campus Security of crimes reported to them that may warrant a timely warning to the campus community.

## **WORKING RELATIONSHIP WITH LAW ENFORCEMENT**

The MIAD Security Department maintains a close working relationship with the Milwaukee Police Department (MPD). MIAD security staff occasionally works with other law enforcement agencies in Milwaukee including the Milwaukee County Sheriff office. Security officers and officers from MPD communicate regularly about incidents that occur in and around the campus area. MIAD security works closely with investigators from MPD when incidents require resources, crime related reports and exchange of information as deemed necessary. There is no written memorandum of understanding between MIAD and The Milwaukee Police Department.

## **ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING**

Students, staff, faculty, guests and community members are encouraged to report all crimes and public safety related incidents to the Security office in a timely manner. To report a crime or an emergency contact MIAD security at extension 3300 or, from an outside at 414-847-3300. To report a non-emergency security or public safety matter call security at 414-847-3300. You may also contact the Milwaukee Police at 414-933-4444 (non-emergency), 911(emergencies only).

## **SECURITY AWARENESS PROGRAMS FOR STUDENTS AND EMPLOYEES**

The MIAD Security Department takes pride in being able to provide a safe and secure environment for all faculty, staff, students, and visitors. The Security Department's approach to crime prevention and the reduction of criminal offenses is proactive. MIAD Security makes use of a variety of innovative techniques and programs, striving to improve the level of service provided. While the security staff recognizes that crime can never be eliminated, we do know that incidents of crime can be reduced. In particular, security focuses on making faculty, staff, students and visitors more alert about what they can do to discourage criminal activity. To accomplish this goal, the Security Office conducts information presentations on crime prevention and awareness through new student orientation, sponsorship of personal safety and crime prevention seminars on campus, and development of proactive programs to reduce incidents of crime, including engraving programs, security surveys, newsletters, personal safety workshops, escort service, bike lock use, etc.

*Community cooperation - Your cooperation* is the key to crime prevention. Everyone benefits when you take the following precautions:

- Report all crimes and/or suspicious activities to the Security Office.
- Protect your personal property as you would your money.
- Mark valuable property with an identification number, such as your driver's license number.

A common theme of all awareness and crime prevention programs is to encourage students, staff and faculty to be aware of their responsibility for their own security and security of others. Information is disseminated to students and employees through crime prevention programs, security alerts, and articles in the student newspaper. When time is of the essence, information is released to the college community through security alerts posted throughout the campus, through computer e-mails and voice mail.

## **EMERGENCY PREPAREDNESS**

MIAD's Security Department works closely with the MIAD Safety Committee and other college partners as well as with emergency first responders to establish, test and practice campus policies and procedures, along with guidelines in critical incidents. The Security Department and Safety Committee along with Law Enforcement evaluates each drill to address the effectiveness of each drill and to address and make any changes necessary.

In 2014 MIAD security meet with members of the Milwaukee Police Departments Fusion Center and members of the Southeastern WI Threat Analysis Center (STAC) and did a Physical Site Assessment. Although MIAD is a very secure building and had good emergency plans in place MIAD has taken additional steps to ensure the safety of our campus.

In 2015 MIAD Security Department conducted two Emergency Lockdown drills with members of local police present. The campus security department works closely with

local law enforcement to coordinate efforts for campus evacuations and to improve the college's response to an evacuation if the need arises.

### **EMERGENCY NOTIFICATION SYSTEM**

In cases of immediate danger to the MIAD community and confirmation of an emergency MIAD security will immediately and without delay issue a timely warning to all enrolled students, faculty and staff. Emergency messages are sent via text alerts, voice messages using the public address system, postings throughout the building and also (if the user chooses) by email. The emergency notification system is used only in cases of unscheduled closings, emergencies, and other urgent and important situations. To ensure accurate phone numbers the list is purged at the end of each academic year and students, faculty and staff are invited to re-enroll at the beginning of the new academic year. The Emergency Notification System enrollment form can be found at [miad.edu/text alert \(http://www.miad.edu/textalert\)](http://www.miad.edu/textalert).

### **PROCESS USED TO CONFIRM EMERGENCY OR DANGEROUS SITUATIONS**

The Campus Security Department and/or other campus officials may become aware of a critical incident or emergency situation that potentially affects the health and/or safety of the campus community. Generally, Institutional Officials become aware of these situations when they are reported to the Campus Security Department or directly to an Institutional Official.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify The Director of Security or other Senior Staff Officials to issue an emergency notification. The campus's authorized representatives will immediately initiate all or some portions of the campuses Emergency Notification System. If, in the professional judgement of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the campus may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the campus will issue the emergency notification to the campus community without delay.

## **DETERMINING THE APPROPRIATE SEGMENT OR SEGMENTS OF THE CAMPUS COMMUNITY TO RECEIVE AN EMERGENCY NOTIFICATION**

Campus and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (the academic building, student apartment building, or surrounding areas) will receive the notification first. Senior Staff and the Director of Security and the Director of Communication will continually evaluate the situation and assess the need to notify any additional segments of the campus community.

## **DETERMINING THE CONTENTS OF THE EMERGENCY NOTIFICATION**

Speed and providing accurate information is extremely important in issuing emergency notifications. To ensure the quickness and to ensure that each message contains essential and accurate information, the mass notification system contains pre-scripted messages for the most probable or highest impact emergencies. The messages identify the situation, the location, and identify the immediate protective measures to be taken. The Director of Security will authorize the notification and will select the appropriate message. In cases where there are no pre-scripted messages in the system, the Director of Communications will craft a specific message. The goal is to ensure that the college community is aware of the situation and that everyone knows what steps to take to stay safe.

## **STATEMENT ADDRESSING TIMELY WARNINGS**

When Campus Security identifies or is notified of a serious incident on campus that presents a threat to the college community, notices and instructions will be communicated to all students, staff and faculty in an effort to prevent or limit exposure. The decision to make a timely warning is determined by factors such as the nature of the crime, the ongoing threat or danger to the college community and the risk of compromising law enforcement efforts. Timely warning announcements will include information necessary to promote the safety of the campus and to prevent similar crimes from occurring. Details provided in the timely warning will include information about the crime that triggered the warning, and steps or safety precautions that should be taken. Campus Security will also notify Senior Staff and other college officials who will distribute Campus Crime Alerts to those within the scope of their responsibility.

## **PROCEDURES USED TO NOTIFY THE MIAD COMMUNITY**

In the event of a situation that poses an immediate threat to the members of the MIAD community, the campus has various ways of communicating information quickly.

Some or all of these methods of communicating information may be activated in the event of an emergency. The methods of communication included SMS, voice messages, e-mail, Twitter, Facebook, and text alerts. MIAD may also use verbal communications using the buildings Public Address system, fire alarms, and postings on the MIAD website.

## **PROCEDURES FOR DISSEMINATING EMERGENCY INFORMATION TO THE LARGER COMMUNITY**

In the event that MIAD activates its emergency notification system in response to a situation that poses an immediate threat to members of the college community, the Director of Communications will notify the larger community of the situation and the steps the college has taken to address the situation. Primarily, the Director of Communications/news and media relations is responsible for updating notices on Twitter, Facebook and other social networking platforms and maintaining communications with the news outlets, the distribution of press releases and press conferences.

## **EMERGENCY EVACUATION AND RESPONSE DRILLS**

Each year MIAD conducts two emergency response and evacuation drills each semester for the purpose of notifying all students, staff and faculty of our emergency notification system, emergency procedures for sheltering and evacuation, also testing the procedures for emergency notifications and timely warnings systems.

## **STATEMENT ADDRESSING SEX OFFENDER REGISTRY**

Institutions of higher education must include a statement to the campus community explaining how to obtain information provided by the state concerning Registered Sex Offenders. The Wisconsin Department of Corrections maintains a Sex Offenders Registry at <http://offender.doc.state.wi.us/public/>. This site contains detailed program information and an offender search capability by offender name or by specific location.



## **CRIME PREVENTION PROGRAMS**

Crime prevention programs on theft and personal safety are sponsored by the security department throughout the year. Security personnel facilitate programs for staff, students, faculty and new employee orientation. In addition, starting in the Fall Semester programs for campus housing Residence Assistants and students will provide a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. Security also provides students with a very interactive workshop on personal safety and self-defense during student orientation. Safety & security workshops are mandatory for all new students. Safety escort service-provide escort service, particularly during evening and night time hours for persons walking on campus. Security also encourages bicycle lock use through high quality Kryptonite bicycle locks that can be checked out from the security desk.

**Tip:** To enhance personal safety, especially after evening classes, walk with friends or someone you know well, or use the escort service provided by the security department.

## **OFF CAMPUS CRIMINAL ACTIVITY**

MIAD does not have any off-campus student organization, however when a MIAD student is involved in an off-campus offense, Milwaukee Police have jurisdiction and will handle the incident. MIAD security may assist the police if asked to do so. Milwaukee police do sometimes communicate with MIAD security on serious incidents occurring on-campus or in the immediate areas surrounding our campus. MIAD operates no off-campus housing or off-campus student organizations facilities. However, many MIAD students live in the neighborhoods surrounding MIAD. While Milwaukee Police have jurisdiction in all off campus areas, MIAD security officers can and do respond to student related incidents that occur in close proximity to our campus.

## **ALCOHOL, DRUG, AND TOBACCO USE**

The Milwaukee Institute of Art & Design's Alcohol and Drug Program attempts to address not only policies and procedures for the legal use of such substances but also serves as a support mechanism for individuals who believe they are suffering from a substance abuse problem. While alcohol consumption is legal for persons over the age of 21, MIAD does not allow alcoholic beverages to be served to students on campus or while participating in educational endeavors such as field trips or off-site activities.

While tobacco use is legal for persons over the age of 18; MIAD is a smoke-free environment. Smoking is not allowed directly in front of the MIAD building.

The possession and/or use of illicit drugs are never permitted on campus. The manufacture, distribution, possession, or use of controlled substances is prohibited on MIAD property or as part of any of its student activities.

MIAD students should understand that civil laws become the Institute's laws, and MIAD reserves the right to refer violations to civil authorities from prosecution. Any

violation of these policies or civil laws is grounds for immediate disciplinary sanctions, up to and including dismissal and referral to Milwaukee police for legal prosecution. Disciplinary sanctions may also require the successful completion of an appropriate rehabilitation program.

**Note:** Announcements and/or advertisements that encourage alcohol or drug abuse or excessive alcohol consumption will not be permitted on campus.

### **ALCHOL AND DRUG TREATMENT PROGRAM- PROCEDURE**

A student's involvement with drugs can adversely affect academic performance, jeopardize personal well-being, and lead to an undermining of the professional and academic stature of the college. MIAD's goal is to maintain a healthy and efficient atmosphere free from the effects of drug use.

1. Students desiring confidential assistance for a drug, alcohol, or other personal problem should contact the Coordinator of Disability Services (Rm. RL100B X3347) who will facilitate a referral to the Substance Abuse Counselor at Marquette University's Counseling Center. Students are also encouraged to contact the MU Counseling Center directly at (288-7172).
2. When an instructor or staff member believes a student should be referred for treatment, the instructor or staff member first notifies the student that he/she believes a problem exists. The instructor or staff member then contacts the Coordinator of Disability Services to initiate the referral process.
3. If an incident occurs on campus that involves an individual who is violent because of alcohol or drugs, security should be contacted immediately. Security will dispatch the appropriate services.
4. Students who desire a substance-abuse support group are encouraged to contact the Coordinator of Disability Services.

### **FIRE SAFETY REPORT**

A fire on campus not only interrupts your education but it also destroys valuable property and expensive equipment and can injure or kill people. Smoke detectors and alarms warn of a fire while there is still time to escape. Never tamper with smoke detectors, fire alarms, or other fire safety equipment. Any occurrences of a fire on campus should be reported to The Milwaukee Fire Department (911) and/or Campus Security immediately at ext.3300. Campus Security shall be responsible for notifying the College President, Dean of Students and Director of Facilities.

The Milwaukee Institute of Art & Design uses several types of fire detection and notification systems including heat detectors, smoke detectors, pull stations, and horns and strobes lights. All MAID facilities have hard-wired fire alarm systems that report directly to a Central Monitoring Station. When an alarm is received the Milwaukee Fire Department is dispatched and security officers are dispatched immediately to determine the cause of the alarm. Fire alarm systems are monitored 24 hours a day; seven days a week by an off-site UL approved central monitoring station.

The Milwaukee Institute of Art & Design works closely with the city of Milwaukee Building Inspector, Fire Inspector, Residence life Office and The Dean of Students Office in conducting quarterly and annual safety inspections. Campus Security officers inspect fire extinguishers monthly. During Building renovations and construction, fire safety systems are upgraded as needed.

### **2013-2015 FIRE STATISTICS FOR ON-CAMPUS HOUSING FACILITIES**

*(Definition of Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner).*

#### **2013**

<b>Location</b>	<b>Cause</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Damage</b>
MIAD res hall	No reported fires	0	0	0
Café Dorm	No reported fires	0	0	0

#### **2014**

<b>Location</b>	<b>Cause</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Damage</b>
MIAD res hall	No reported fires	0	0	0
Café Dorm	No reported fires	0	0	0

#### **2015**

<b>Location</b>	<b>Cause</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Damage</b>
Two 50 Two	No reported fires	0	0	0

All residence halls and the academic building have full sprinkler and fire alarm systems in compliance with all applicable local, state and federal statutes, including smoke detectors in sleeping rooms and common areas, pull stations and carbon monoxide detectors.

Once activated, all residents are required to evacuate the residence hall immediately and proceed to the designated meeting area, contact Campus Security at ext 3300 or 414-847-3300 and call 911 and provide information on the nature of the emergency. Failure to evacuate is a violation of state law and MIAD policy.

Bi-annual drills & tests are run on the fire safety equipment to ensure that students, staff, and faculty are aware of the fire safety features of campus buildings and understand appropriate actions in the event of fire. Goals of fire safety training include:

- Know where fire extinguishers and pull stations are located and how to operate them.
- Find the building exits nearest your classroom, residential room, or office.
- Do not block access to fire extinguishers or fire exits.
- Report to Security, Housing Coordinator, or RA all fire extinguishers that are missing, damaged or have been discharged.

- Never tamper with smoke detectors or other fire safety equipment. Tampering with any fire equipment may result in suspension from the College and criminal prosecution.
- When the fire alarm sounds leave the building immediately.
- Take fire alarms seriously; you never know if the fire alarm was activated by an actual fire. If there is not a fire, practicing proper emergency response may save lives in the future.
- In case of fire or other emergency warranting building evacuation, follow emergency procedures detailed below:

***In case of fire or other emergencies warranting building evacuation:***

- Activate the fire alarm system.
- Stay calm, and then act.
- Leave the building quickly and calmly using the nearest safe exit and proceed to designated gathering area. (Catalano Square) east of the Student Union.
- Never use elevators, use the stairs.
- Crawl or stay beneath smoke.
- Feel the door, if the door is hot DO NOT open the door.
- If you cannot leave the room, stop the smoke from coming into the room by sealing cracks with tape, clothes, towels, ECT.
- Tie a wet cloth over your mouth and nose to aid breathing.
- Shout to others for help.
- Hang a sheet from the window to alert fire fighters that there is someone in the room.
- If your clothes catch fire do not run, STOP, DROP and ROLL to put out the flames or use a rug, coat or blanket to smother the flames.
- Never go back into the burning building for any reason.
- Cooperate with campus authorities and follow their instructions.

Smoking is prohibited in the private living quarters, lobbies, and public areas of the residence hall at all times as well as in the academic building.

Additionally, all flammable liquids are banned from the Residence Hall, except approved liquids for artwork, which may only be stored in the residence hall's flammable liquid locker. In addition, other fire hazards, including all appliances with exposed heating coils, microwaves, incense, fireworks, candles, and halogen lamps are prohibited. Furthermore, no item may be placed on top of or in contact with any radiator. Further, all electrical fixtures must be plugged into fused power-strips.

## **FIRE DRILLS AND EDUCATION**

The Department of Campus Security, together with the office of Student Services, conducts fire evacuation drills in all on-campus residence halls twice(2) times each semester. Fire safety educational information will be available to students and employees through the student handbook, Campus Security web page and Fire Safety Report. Basic instructions for evacuating campus residential facilities are provided during introductory meetings held at the beginning of each fall semester for students living on campus.

All campus security officers are trained annually in the proper operation of fire extinguishers to put out small fires. Officers also are trained in operational procedures for fire safety systems in all campus facilities. Additionally, MIAD security officers are trained in proper fire alarm response and notification of the Milwaukee Fire Department and other emergency services. Residence Hall Assistants receive training in building evacuation procedures, including assisting Campus Security officers who respond to fire alarms.