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## 2025 ANNUAL SECURITY AND FIRE SAFETY REPORT



2025

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## MESSAGE FROM MATC'S PRESIDENT

At Milwaukee Area Technical College, ensuring our students and employees are safe is our most important responsibility. Everyone who is part of our college community — and even those who are visiting — can help.

Report any safety incidents to MATC's Public Safety department. Details and our "Speak Up for Safety!" reporting form can be found on the Public Safety webpage at [matc.edu/public-safety](https://matc.edu/public-safety). In a life-threatening emergency, dial 414-297-6200 (76200 from an on-campus phone) or 911.

The 2025 Annual Security and Fire Safety Report reflects how we work to uphold our responsibility to keep MATC safe in partnership with the law enforcement agencies and community protective service departments that serve our campuses and locations. I want to thank everyone involved in this important effort.

If you have questions, I invite you to contact MATC Public Safety at its nonemergency number (414-297-6588) or email [publicsafety@matc.edu](mailto:publicsafety@matc.edu).

A handwritten signature in black ink, reading "A. Cruz". The signature is fluid and cursive, with the first letter of the last name being a large, stylized "C".

Anthony Cruz, Ed.D.

MATC President

REPORTING PROCEDURES FOR CRIMES AND CAMPUS EMERGENCIES

Policy statements contained in this report apply to all MATC campuses unless otherwise indicated.

Reporting Procedures

MATC encourages accurate and prompt reporting of all crimes and campus emergencies to the Public Safety department and the appropriate law enforcement agencies when the victim of a crime elects to. Public Safety will assist if a victim of crime is unable to make such a report. When reports are made directly to Public Safety, officers will assist in coordinating with local law enforcement or emergency services, as appropriate. Prompt reporting is crucial for ensuring safety, timely warning reports and the required annual statistical disclosures.

911 can be dialed from any campus phone to reach police, fire and emergency medical services. When 911 is called, Public Safety also must be notified.

In addition to reporting to the Public Safety department, crimes may be reported to any of the following campus security authorities:	
Public Safety Emergency Line	414-297-6200
Public Safety Nonemergency Line	414-297-6588
Director of Public Safety	414-297-7035
Director of Labor Relations	414-297-7688
Dean of Student Experience	414-297-6870
Judicial Affairs Officer	414-297-8177

Response to Reports

Public Safety will respond to and investigate all reports of crime or calls for assistance on MATC property and surrounding public property. Law violations will be referred to appropriate law enforcement agencies and when appropriate, to Judicial Affairs, Student Life or Labor Relations for review and internal disciplinary action, as warranted. Public Safety dispatchers are available 24 hours a day to answer your calls.

In response to a call, MATC Public Safety will take the required action, either dispatching an officer or asking the victim to report to the Public Safety department to file an incident report. Reported crimes will be investigated by Public Safety and fully documented. Public Safety reports may become a matter of public record. If assistance is required from local police, fire or EMS, Public Safety will contact the appropriate agencies. Public Safety and other MATC staff will offer victims of crime a wide variety of services as described in this document.

Speak Up for Safety

All members of the MATC community – students, faculty and staff – play an important role in creating and maintaining a safe environment that supports working and learning. The “Speak Up for Safety” campaign promotes a safe campus environment by providing another means for the MATC community to report situations of non-imminent danger, including observations of unusual or dangerous behavior or to communicate a concern, via an online incident report form. The form is accessible at:

[https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout\\_id=8](https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=8)



### **Anonymous Reporting**

For purposes of inclusion in the annual disclosure of crime statistics, reports may be filed anonymously, but students and employees are encouraged to provide contact information for follow-up purposes. Crimes or suspicious activity can be reported anonymously to the MATC Tip Line at 414-297-8477. The caller should leave a recorded message containing as much information as possible. Public Safety staff monitor this line 24 hours a day.

Additionally, anonymous reports can be submitted via the Speak Up for Safety online reporting form, which can be accessed at [www.matc.edu](http://www.matc.edu) or using the following link:

[https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout\\_id=8](https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=8)

The purpose of an anonymous report is potentially to help promote safety. In addition, MATC can keep an accurate record of the number of crimes, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics.

### **Voluntary Confidential Reporting**

MATC Public Safety reports are public records under state law; therefore, we cannot hold reports of crime in confidence. MATC does not allow voluntary confidential reporting to the MATC Public Safety department.

### **Pastoral and Professional Counselors**

MATC does not have campus “Pastoral Counselors.”

MATC “Professional Counselors,” when acting as such, are not considered campus security authorities for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. The professional counselors at MATC are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis to the MATC Public Safety department. They also are encouraged to share information about the option of anonymous reporting via the Speak Up for Safety online reporting form, which can be accessed at [www.matc.edu](http://www.matc.edu) or using the following link:

[https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout\\_id=8](https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=8)

MATC does not have a voluntary confidential reporting procedure and, therefore, professional counselors cannot notify their clients of that type of reporting option at MATC.

### **Daily Crime Log**

MATC Public Safety maintains a daily crime log, which includes a listing of all crimes reported to the department for the last 60 days. This log is available at each of the Public Safety offices, as well as on the MATC Public Safety webpage at:

<https://www.matc.edu/public-safety/index.html>

### **Timely Warnings**

In the event of a threat to the MATC college community, numerous and diligent efforts will be made to advise college community members. MATC takes seriously its duty to inform students, employees and campus visitors of threatening situations. As a result, alerts in the form of timely warning notices will be provided in an accurate and timely manner including information that can be used by college community members to best protect themselves from harm and to reduce chances of becoming victims.

In the event a crime is reported or a situation arises within the MATC Clery geography (on-campus, public property and non-campus property) that constitutes a serious or continuing threat in the judgment of the director of Public Safety or designee in his/her absence and in consultation with responsible authorities when time permits, a campuswide “timely warning” notice will be issued when the following criteria have been met:

- Public Safety becomes aware of a crime
- The crime can be classified as a Clery Act crime
- The crime occurred within the campus Clery geography
- The incident poses a serious or ongoing threat to the campus community

“Timely Warning Notices” may be posted for other crime classifications and locations, although not required by the law, at the sole discretion of MATC. Crime awareness and safety awareness messages may be posted when incidents don’t meet the above criteria, but notifying the campus community promotes safety efforts. Decisions will be made on a case-by-case basis in light of the facts surrounding a crime. Additional factors that may be considered include:

- The nature of the crime
- When and where the incident occurred
- When the incident was reported
- The amount of information known
- The possible risk of compromising law enforcement efforts

Timely warning notices WILL NOT include any information to identify the victim. Information that could compromise law enforcement efforts may also be withheld.

The decision to issue a timely warning notice is made in consultation with on-duty Public Safety command staff, who monitor all crimes reported to Public Safety, the MATC General Counsel, the chief marketing officer and the director of Public Safety. In an extreme emergency, the notification process can be implemented at the sole direction of the director of Public Safety or designee. The chief marketing officer or the director of Public Safety or their designees will write and distribute all timely warning messages.

When the decision to issue a timely warning has been made, the chief marketing officer or the director of Public Safety or their designees, will use one or more of the following communication tools to deliver messages to the college community:

- Mass notification system
- RaveAlert (text, voicemail and email)
- Email messages
- Phone system (reverse all-call)
- MATC website
- MATC social media tools
- Postings and signage in highly visible locations throughout campus
- Other methods deemed necessary or appropriate

Subsequent information will be provided to the entire MATC community, including any updates regarding the initial crime or any additional safety precautions.

Timely warning notices will be distributed as soon as pertinent information is available in a manner that withholds the names of victims as confidential and with the goal of aiding in the prevention of similar occurrences.

## SECURITY OF AND ACCESS TO CAMPUS FACILITIES

The Public Safety department is fully committed to ensuring a safe and secure campus environment throughout the district. For comments, questions and/or suggestions regarding programs or services, visit the Downtown Milwaukee Campus, Public Safety Center (Main Building, Room M274) or any regional campus administrative office.

### Access to Campus Facilities

The Public Safety department collaborates with various college departments, regional campuses and other personnel to determine the appropriate level of access granted throughout the college. Permission to enter college facilities during non-school hours requires prior approval by the individual’s academic dean and/or administrative unit head, as well as the Public Safety director.



Faculty, staff, students and guests may enter MATC buildings during normal business hours. After-hours access is granted through designated exterior doors via pre-authorization and with proper identification. Doors to each campus are secured based on business requirements of the individual locations.

### **Maintenance of Campus Facilities**

MATC Public Safety personnel routinely work with the Facilities department to identify and correct safety deficiencies relating to campus facilities, grounds, landscaping and lighting. Public Safety officers are required to report all identified safety hazards. These reports are forwarded to the Facilities department for corrective action.

Questions or concerns regarding campus facilities can be directed to the Facilities department at 414-297-6677 or through the Speak Up for Safety online report form:

[https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout\\_id=8](https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=8)

### **Security of Campus Facilities**

Public Safety personnel closely monitor facility security, both electronically and physically, via internal and external patrols. When MATC campuses are closed, all exterior doors are secured and an internal security monitoring system is activated. During these instances, entry into MATC buildings is restricted to individuals possessing appropriate authorization.

All MATC campuses are monitored by an internal fire protection system maintained around the clock by MATC Public Safety personnel.

### **Security and Maintenance of Campus Housing Facilities**

On-campus student housing is accommodated through individual leasing arrangements at the Westtown Green apartments. This facility is managed and maintained by a private on-site management company. Emergency maintenance can be reached at 414-336-1759. Access control is monitored by on-site management personnel.

### **Weapons Policy**

MATC's weapons policy prohibits the possession of dangerous or illegal weapons in any MATC building or at any related event. Signs are posted at all campus building entrances. Violations of this policy will be reported to the appropriate law enforcement authorities and the MATC Public Safety department. Anyone violating this policy is subject to disciplinary action up to and including expulsion for students and termination for employees.

Legal weapons maintained or possessed in a vehicle must be encased, unloaded (except for handguns), and stored out of sight in a locked vehicle. Any person in legal possession of a weapon in an area not prohibited is responsible for complying with all applicable local, state and federal statutes, rules and regulations. Employees and students must observe the policy of the employer or property owner at any alternative site visited for college business or for instruction.

## **MATC PUBLIC SAFETY**

### **Enforcement Authority**

MATC Public Safety personnel are granted the authority to enforce college policy and local, state and federal laws on all campus property, but are not certified law enforcement officers as defined by Wisconsin state statute 165.85 (2) (c). They do not have the power to make arrests. The local police agencies (Milwaukee police department, Mequon police department, Oak Creek police department and West Allis police department) possess primary law enforcement authority, including the powers of arrest and the responsibility for investigating alleged criminal offenses.

The MATC Public Safety department collaborates with local law enforcement agencies on matters concerning MATC and remains the designated lead agency on all internal security and safety matters. Reports requiring a law enforcement response are forwarded promptly to the appropriate law enforcement agency.

**Jurisdiction**

All MATC property falls under the jurisdiction of both the college’s Public Safety department and the various local law enforcement agencies serving those campuses.

**Working Relationship With Local Law Enforcement**

The MATC Public Safety department maintains a close working relationship with the local police agencies at each of the MATC campuses, including Mequon, Milwaukee, Oak Creek and West Allis police departments and the Milwaukee and Ozaukee County sheriffs. Written memorandums of understanding are in place with each jurisdiction to outline these roles, including the investigation of criminal incidents, between MATC and each agency.

**CAMPUS SECURITY AND CRIME PREVENTION PROGRAMS**

MATC encourages all students and employees to take an active role and to be responsible for their own safety and the security of others while on any MATC campus.

The MATC Public Safety department provides a variety of public safety programs and services to members of the campus community. Public Safety personnel regularly patrol the interior and exterior of the college campuses. Off-campus response by department staff is provided on a case-by-case basis. In all situations, Public Safety collaborates with local authorities to ensure the safety and security of MATC affiliated personnel and facilities.

The department strives to develop and maintain collaborative partnerships with all area law enforcement agencies and the various local field offices of state and federal law enforcement agencies. Public Safety also engages key public safety agencies, such as local emergency medical services, emergency management and fire departments in operational planning and incident response efforts.

The MATC Public Safety department offers a number of prevention-based security and safety awareness programs to the college community. These services are provided each semester at all campuses, in the form of training sessions, presentations, workshops, department meetings, classroom visits, services and safety devices.

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The following is a list of primary and ongoing safety awareness and crime prevention programs:

**Automated External Defibrillator (AED) Program**

Automated External Defibrillators (AED), located in select college areas, assist trained responders with cardiac emergencies. Public Safety department personnel are certified in Cardiopulmonary Resuscitation (CPR) and the use of AEDs.

**Bicycle Registration Program**

MATC Public Safety personnel assist students and employees with bicycle registration through local law enforcement. Public Safety personnel routinely inspect campus bicycle racks for proper security, and provide advice and information to bicycle owners to keep their property safe.

**Emergency Telephone System**

Emergency telephones are located both internally and externally on campus, including in classrooms, offices, corridors, select college parking lots, and in high-traffic exterior walkways. Interior emergency phones are strategically located throughout the campus building corridors and in all classrooms and offices. These phones offer a “soft key” feature that allows users to be directly connected to the Public Safety dispatcher with one-touch dialing.

Exterior emergency phones located in the parking lots are topped with a blue strobe light and are clearly marked "Public Safety." These phones are linked directly to the Public Safety Dispatch Center to allow for rapid emergency response. In addition, most of the external emergency phones are integrated with nearby surveillance cameras that permit remote visual monitoring of both the phone and surrounding parking areas.

### **Campus Emergency Response Team**

The MATC Campus Emergency Response Team (CERT) is a group of students and employees who have participated in training on specific campus emergency procedures, including crisis communications, fire, severe weather, active shooter and medical emergencies. CERT members learn how to keep themselves and others safe during a campus emergency. They also have the opportunity to participate in campus drills by serving as floor captains.

### **Campus Grounds, Landscaping and Lighting Evaluations**

Public Safety personnel routinely work with the Operations department to identify and correct safety deficiencies relating to campus facilities, grounds, landscaping and lighting. Public Safety officers are required to report all safety hazards. These reports are forwarded to the Operations department and the Environmental Health and Safety department to provide notification and request corrective action.

### **Public Safety Advisory Committee**

The Public Safety Advisory Committee meets quarterly to discuss safety concerns at all campuses. The committee is comprised of college stakeholders and includes students, faculty and staff.

### **Emergency Procedure Guides**

Emergency procedure guides and safety posters are located in all classrooms and labs. These guides allow for quick reference before or during a variety of emergencies. This guide is provided free of charge to community members and can be obtained by students and employees from any Public Safety office. An electronic version also is available at:

<https://www.matc.edu/public-safety/matc-district-emergency-procedures-guide.pdf>

### **Operation ID**

The Operation ID program allows students and employees to borrow engravers from any MATC Public Safety office for use to place identifying marks on personal property and equipment.

### **Presentations**

MATC Public Safety personnel conduct monthly security and safety workshops covering a wide range of topics including: campus-specific security procedures for fire, severe weather and active shooter situations, general crime prevention awareness and other specific safety topics as requested by community members. These presentations are announced via email from Public Safety. All members of the college community are invited to attend.

Public Safety is an active participant in MATC's various employee- and student-orientation programs, providing safety information to new members of the community.

### **Publications**

Crime prevention and safety brochures on a wide range of topics are given to campus community members at no cost and are available at any Public Safety office.

### **Public Safety Day**

Public Safety Day is a community resource and safety fair to provide information about a number of safety services available to students and employees from both Public Safety and community resource providers.

### **RaveAlert and Rave Guardian**

The college maintains a subscription to a third-party voice, email and text messaging service (RaveAlert) that enables college officials to create and distribute emergency messages to the college community. With the Rave Guardian mobile app, the college community can also send instant messages to Public Safety and direct messages instantly to an on-duty dispatcher.

### **Safety Escort Services**

Walking safety escorts are available to MATC faculty, staff, students and visitors. Upon request, Public Safety personnel will escort an individual to and from their destination within the service area. Arrangements for escorts are made by calling 414-297-6588 or visiting the District Emergency Response Center/Regional Public Safety Centers, or by approaching a Public Safety officer on patrol.

Riding safety escorts are available at the Downtown Milwaukee Campus. The campus shuttle service operates during normal business hours and provides escorts to and from campus parking lots and student housing facilities.

### **Speak Up for Safety**

All members of the MATC community, including students, faculty and staff, play an important role in creating and maintaining a safe environment that supports working and learning. The “Speak Up for Safety” campaign promotes a safe environment by providing another means for the MATC community to report situations of non-imminent danger, including observations of behavior or communications of concern, via an online incident report form accessible at:

[https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout\\_id=8](https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=8)

## **MONITORING OF CRIMINAL ACTIVITY AT NON-CAMPUS LOCATIONS**

MATC does not have any officially recognized non-campus locations for student organizations; therefore, we do not monitor student criminal activity that occurs outside of our campus geography.

## **POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

MATC policies and procedures, including Public Safety department enforcement practices, are consistent with applicable local, state and federal laws regarding the possession, use and/or sale of alcoholic beverages and illegal drugs.

### **Standards of Conduct**

MATC Policy A0300 – Drug-Free Campuses and Workplace prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance including but not limited to alcohol, prescription and illicit drugs at any college campus, evening center or other college premise; or while participating in officially sponsored college events off premise.

Violations of this policy will result in appropriate progressive disciplinary action up to and including: (a) expulsion of students in accordance with applicable civil, state and federal law and the MATC Student Code of Conduct; (b) termination of employment from MATC in accordance with applicable civil, state and federal law; and (c) referral for prosecution for violations.

Each college employee will, as a condition of employment, abide by this policy. In addition, any employee engaged in the performance of a federal grant or contract is required to notify his or her supervisor no later than five (5) days after any conviction under a criminal drug statute for a violation that occurred in the workplace.

### **Legal Standards**

State Law: The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of the regulations. A person convicted of manufacturing a controlled substance, delivering a controlled substance or possessing a controlled substance with an intent to manufacture or deliver, can be imprisoned for up to 30 years and fined up to \$1,000,000. Penalties vary according to the type of drug involved, the amount of drug confiscated, the number of previous convictions, and the presence of any aggravating factors. See Wis. Stat.s §961.41-50.

Wisconsin law also restricts the use of alcohol in certain situations such as procurement, dispensing or selling alcohol under the age of 21. See Wis. Stat.s §125.07. Penalties may include significant fines, required participation in a supervised work program and suspension of driver's license.

Federal Law: Pursuant to federal law, the United States Sentencing Guidelines establish mandatory minimum penalties for categories of drug offenses and provide for penalty enhancements in specific cases. See 21 U.S.C. §841-865.

MATC is committed to maintaining a drug-free work and campus environment in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. MATC policies further recognize the adverse impact that illicit drug use and alcohol dependency can have on the educational and working environment, including negative impacts on safety and security. Further, the Student Handbook and Code of Conduct, as well as the Employee Handbook, address college policies and resources surrounding drug and alcohol abuse. As a result, the college is committed to providing students and staff with information and resources to assist in identifying and addressing issues related to substance abuse.

MATC encourages employees and students with substance abuse problems or concerns to seek confidential counseling and/or referral services. The college will answer questions, sponsor campus programs and make referrals to proper agencies for students and employees seeking further assistance. Additionally, services are available to students and employees through one-on-one counseling assessment with our alcohol and other drug abuse (AODA) certified and/or licensed professional counselors (LPC).

Conscientious efforts to seek such help shall not in themselves jeopardize any employee's job or student's enrollment and will not be noted in the employee's file or student's record. On the following page is a list of drug and alcohol abuse resources.

## Student and Employee Resources

**Students:**

MATC Counseling and Psychological Services (CAPS), email [counseling@matc.edu](mailto:counseling@matc.edu) 414-297-8482

**Employees:**

Advocate Aurora Employee Assistance Program (EAP) [www.aurora.org/eap](http://www.aurora.org/eap) 1-800-236-3231

MATC Public Safety Emergency 414-297-6200

Non-Emergency 414-297-6588

**Community:**

Mental Health America of Wisconsin, [www.mhawisconsin.org](http://www.mhawisconsin.org) 414-276-3122

IMPACT alcohol and other drug misuse – Services include substance abuse assessments and related treatment referrals. 414-256-4808

211 IMPACT – Milwaukee County Community Resource Hotline. Point of access for Substance Abuse Disorder (SUD), mental health, family health and social services. 414-773-0211 (211)

Alanon Family Groups – Help for family and friends affected by another's alcohol dependence. 414-257-2415

Alateen – Young members, usually teens, affected by a family member's drinking. 414-257-2415

[www.aurora.org/eap](http://www.aurora.org/eap)

Alcoholics Anonymous Central Office - 24-hour hotline and meeting information. Support for those in and seeking recovery. 414-771-9119  
[www.aamilwaukee.com](http://www.aamilwaukee.com)

Aurora Health Care – Private pay and insurance. 414-454-6600

(Dewey Center for substance abuse treatment and psychiatric services available)

Rogers Behavioral Health – Private pay and insurance for treatment of substance and mental health issues. 414-865-2500 (Brown Deer)  
414-327-3000 (West Allis)

SAMHSA (Substance Abuse and Mental Health Services Administration) – AODA and mental health resources and data. [www.samhsa.gov](http://www.samhsa.gov)

**Alcohol on Campus**

MATC Policy F0601 prohibits the consumption of alcoholic beverages on MATC premises and/or at MATC sponsored events except those functions approved by the executive vice president of student success or the appropriate MATC administrator if the serving of alcoholic beverages is required as a component of a course curriculum in conjunction with an academic activity or for other non-student related functions, and then only in accordance with Wisconsin law. The unlawful manufacture, distribution, dispensing, possession, sale or use of illicit drugs and alcohol beverages by students or employees on MATC property, or as part of MATC activities, is prohibited. The MATC Public Safety department has primary responsibility for the enforcement of state underage drinking laws, as well as the enforcement of federal and state drug laws.



Violation of this policy by employees will result in appropriate action, up to and including termination from employment. Students who violate this policy will face disciplinary action, up to and including expulsion from MATC. In the event of a violation, an AODA assessment, participation in and/or completion of an appropriate rehabilitation program may be required.

### **Know Your Risks**

According to the National Institute on Drug Abuse (NIDA), addiction is when people who use drugs cannot stop taking a drug, even if they want to. People start taking drugs and alcohol for a number of reasons, including socialization, boredom, coping with a loss and loneliness; but no one plans to get addicted. When using drugs or alcohol continues, use quickly becomes abuse and the person becomes dependent on the drug just to feel normal. That is addiction and it can quickly take over a person's life.

Addiction is a disease, just as diabetes and cancer are diseases. Addiction is not simply a weakness or personality flaw, and people can enter recovery and maintain normal life activities. People from all backgrounds, rich or poor, can become addicted. Addiction can happen at any age, usually in adolescence or early adulthood, but older adults and those experiencing trauma or changes in their lifestyle are also vulnerable.

Here are some questions to ask yourself or someone you know. If the answer to some or all of these questions is yes, you might have an addiction.

- Do you think a lot about or plan events around drug and alcohol use?
- Did you ever try to stop or cut down on your use of alcohol or drugs but were unable to?
- Have you ever thought you did not fit in or have a good time without drugs?
- Did you ever use drugs or alcohol because you were upset or angry with other people?
- Have you ever used a drug without knowing what it was or what it would do to you?
- Have you ever taken one drug to get over the effects of another?
- Have you lost relationships, friendships and job opportunities related to your alcohol or drug use?
- Have you found yourself in dangerous situations or associated with people that do not meet your standards when sober?

(For more information, see NIDA's website, [www.easyread.drugabuse.gov](http://www.easyread.drugabuse.gov).)

If you believe you are at risk for addiction, or are addicted to drugs or alcohol, the college offers the resources outlined above. Please contact us.

### **Symptoms**

It is important to recognize the symptoms of drug and/or alcohol misuse. People with drug problems might act differently than they used to. They might:

- Spend a lot of time alone
- Lose interest in their favorite things
- Get messy – for instance, not bathe, change clothes or brush their teeth
- Be really tired and sad
- Be very energetic, talk fast or say things that do not make sense
- Be nervous or cranky (in a bad mood)
- Quickly change between feeling bad and feeling good
- Miss class, work or meetings/appointments
- Fall asleep during class or work
- Eat a lot more or a lot less than usual

People with an addiction usually cannot stop taking the drug on their own. They want and need more. They might try to stop taking the drug and then feel sick. Then they take the drug again to stop feeling sick. They keep using the drug even though it is causing terrible family, health or legal problems. They need help to stop using drugs. Drug treatment can help.

You can find more information on NIDA's Easy-to-Read Drug Facts webpage, Drug Treatment (<https://nida.nih.gov/publications/drugfacts/understanding-drug-use-addiction>).

### **Drug and Alcohol Awareness Plan**

The Drug Free Schools and Campuses Act (DFSCA) and implementing regulations require that the college conduct a biennial report regarding the review, evaluation and adaptation of its alcohol and other drugs (AOD) prevention program. While the college has taken a broad approach, as detailed above, to notify students and employees of policies, sanctions and resources to identify and address drug and alcohol misuse, MATC also is in the process of assessing these programs in order to identify improved methods of communication regarding AOD issues for students and employees. The college is examining its ability, from a staffing and financial perspective, to assign an Substance Abuse Disorder (SUD) coordinator tasked with the program and biennial evaluation. A complete description of these topics, as provided in MATC's annual notification to students and employees, is available online at:

<https://www.matc.edu/student-right-to-know.html>

## **HAZING PREVENTION AND RESPONSE**

MATC is committed to fostering a safe, inclusive and respectful learning and working environment. Hazing in any form is strictly prohibited.

### **Definitions**

For purposes of MATC policy violations, conducting investigations into allegations of hazing and reporting statistics on hazing incidents in the Annual Security and Fire Safety Report, MATC uses the following definitions:

'Hazing' means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:
- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal or Federal law.

'Student organization' means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

'Student' means all persons taking courses at MATC, both full and part time, or pursuing studies of any kind even if physical attendance on MATC property is unnecessary. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered students. Also, persons who are actively in the process of enrollment are considered students.

### State Law

Wisconsin State Statute 948.51 prohibits and defines 'hazing' as:

(1) In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.

(2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

Note: Hazing statistics will be added to the 2026 Annual Security & Fire Safety Report for the 2025 calendar year as required by the Stop Campus Hazing Act, which amended the Jeanne Clery Campus Safety Act on December 23, 2024.

### Reporting

Any person who experiences, witnesses or has information about a possible hazing incident is strongly encouraged to report it promptly. Reports may be made to:

- Title IX Coordinator
- Deputy Title IX Coordinator
- Judicial Affairs Officer
- Online via the MATC Reporting Form  
[https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout\\_id=8](https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=8)

### Investigation Process

MATC will investigate all complaints promptly and take appropriate disciplinary action. Retaliation against any person who makes a good faith report of hazing or cooperates in an investigation is strictly prohibited and will result in disciplinary consequences.

The standard of evidence used by the college during investigations into hazing incidents will be the preponderance of the evidence (more likely than not) standard.

MATC uses a combined approach to investigations involving hazing. Duties are shared by the Title IX Coordinator, Deputy Title IX Coordinator, Judicial Affairs Officer, Director of Labor Relations and/or an appropriate complaint officer as outlined in MATC Administrative Regulation and Procedure CC0202 Process for Reviewing Complaints.

For alleged incidents of hazing involving evidence of sexual discrimination and sexual harassment, the Title IX Coordinator or Deputy Title IX Coordinator will lead the investigation as outlined in Administrative Regulation and Procedure CC0200 Title IX Process for Resolving Complaints of Sex Discrimination and Sexual Harassment (see Appendix.) For all other alleged incidents of hazing, the procedures outlined in MATC Administrative Regulation and Procedure CC0202 Process for Reviewing Complaints will be followed.

### **Hazing Prevention Strategies**

MATC offers research-informed, college-wide hazing prevention and awareness programs designed to reach all students and employees. Programs include the following information:

- Information on college anti-hazing procedures
- Warning signs of hazing
- How to report incidents of hazing
- Investigation process
- Consequences for violation of college anti-hazing procedures
- Applicable laws on hazing

Primary prevention strategies intended to stop hazing before it occurs, include:

- Skill building for bystander intervention
- Ethical leadership information for student athletes and student organization members
- Promoting group cohesion strategies without hazing

### **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING**

MATC is committed to fostering a safe learning environment conducive to academic success for all students. All members of the MATC community share responsibility for maintaining this environment by following college policies and exemplifying respect for others. It is important that members of the MATC community recognize unfair treatment, including sexual misconduct, and speak up to prevent and reduce sexual and relationship violence in our college community.

MATC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. MATC will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

College policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest or visitor who acts to deny, deprive or limit the educational, employment, and/or social access, benefits and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the college's policy on nondiscrimination.

In accordance with Title IX and the Violence Against Women Act (VAWA) and consistent with MATC's commitment to human dignity, any type of sexual discrimination or other unlawful discrimination or harassment is taken seriously and is promptly investigated by the college. Sexual discrimination includes gender inequity, as well as all forms of sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence and dating violence. The college prohibits the crimes of domestic violence, dating violence, sexual assault and stalking and will take prompt action to eliminate sexual discrimination or misconduct, prevent its recurrence and address its effects.

Toward this end, MATC issues this statement of policy to inform the campus community of the programs addressing domestic violence, dating violence, sexual assault and stalking, as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking, which will be followed whether the incident occurs on or off campus when reported to a college official.

MATC has a comprehensive set of policies and procedures addressing sexual assault, sexual violence and sexual misconduct. All members of the MATC community should read and be familiar with these policies and procedures regarding response to incidents and any other form of unlawful discrimination or harassment. Policies are outlined in the following sections and the MATC procedure, *CC0200 Title IX Process for Resolving Complaints of Sex Discrimination and Sexual Harassment*, can be found in the Appendix.

Questions regarding sexual misconduct, including sexual assault, domestic violence, dating violence and stalking can be directed to the Title IX coordinator, deputy coordinators.

Chad Noel, Title IX Coordinator 1015 North Sixth Street, Milwaukee, WI 53233	414-297-7307
Daniel McColgan, Deputy Title IX Coordinator/Director of Employee Relations 700 West State Street, Milwaukee, WI 53233	414-297-7688
William Smith, Deputy Title IX Coordinator and Equity Officer 700 West State Street, Milwaukee, WI 53233	414-297-7275

### Definitions

The Clery Act and VAWA mandate that colleges provide domestic violence, dating violence, sexual assault and stalking definitions applicable in its jurisdiction, as well as those supplied by VAWA. While the definitions that follow have slight variations, they are provided for awareness purposes.

Pursuant to VAWA, incidents of domestic violence, dating violence, sexual assault and stalking are disclosed in MATC's annual campus crime statistics. These crime statistics are based on the definitions provided by the Clery Act, and can be found in the Campus Crime Statistics section at the end of this document.

### VAWA Definitions

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** – A felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual Assault** – An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Report (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person’s safety or the safety of others; or
- suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person’s property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### **Jurisdictional Definitions**

Wisconsin statutes recognize that sexual assault, domestic violence, dating violence and stalking are serious criminal offenses. It is important for all members of the MATC community to understand how these offenses are defined by law and to be aware of the penalties. The following definitions are partial excerpts from the applicable Wisconsin State Statutes.

### **Dating Violence – Wis. Stat. 813.12**

(1) (ag) “Dating relationship” means a romantic or intimate social relationship between two adult individuals but “dating relationship” does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship and the frequency of the interaction between the adult individuals involved in the relationship.

NOTE: Under Wisconsin law, dating violence is considered a form of domestic abuse.

### **Domestic Violence – Wis. Stat. 813.12 and Wis. Stat. 968.075**

813.12 Domestic Abuse restraining orders and injunctions.

(1)(am) “Domestic abuse” means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver’s care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2) or (3).
4. A violation of s. 940.32.
5. A violation of s. 943.01, involving property that belongs to the individual.
6. A threat to engage in the conduct under subd. 1., 2., 3., 4. or 5.



(b) "Family member" means a spouse, a parent, a child or a person related by blood or adoption to another person.

(c) "Household member" means a person currently or formerly residing in a place of abode with another person.

968.075 Domestic abuse incidents; arrest and prosecution.

(1) DEFINITIONS. In this section:

(a) "Domestic abuse" means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.

2. Intentional impairment of physical condition.

3. A violation of s. 940.225 (1), (2) or (3).

4. A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subd. 1., 2. or 3.

**Sexual Assault - Wis. Stat. 940.225**

(1) FIRST DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class B felony:

(a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.

(b) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.

(c) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

(2) SECOND DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class C felony:

(a) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

(b) Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.

(c) Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.

(cm) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.

(d) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.

(f) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.

(g) Is an employee of a facility or program under s. 940.295.

(2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.

(h) Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor

is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

(i) Has sexual contact or sexual intercourse with an individual who is on probation, parole or extended supervision if the actor is a probation, parole or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole or extended supervision agent or who has influenced or has attempted to influence another probation, parole or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

(j) Is a licensee, employee or nonclient resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.

(3) THIRD DEGREE SEXUAL ASSAULT. Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.

(3m) FOURTH DEGREE SEXUAL ASSAULT. Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

(4) CONSENT. "Consent", as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent is not an issue in alleged violations of sub. (2) (c), (cm), (d), (g), (h) and (i). The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11 (2):

(b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.

(c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

(5) DEFINITIONS. In this section:

(b) "Sexual contact" means any of the following:

1. Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s. 940.19 (1):

a. Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the use of any body part or object, of the complainant's intimate parts.

b. Intentional touching by the complainant, by the use of any body part or object, of the defendant's intimate parts or, if done upon the defendant's instructions, the intimate parts of another person.

2. Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant's instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.

3. For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant's body, whether clothed or unclothed.

(c) "Sexual intercourse" includes the meaning assigned under s. 939.22 (36) as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal opening either by the defendant or upon the defendant's instruction. The emission of semen is not required.

**Stalking – Wis. Stats. 940.32**

(1)(a) “Course of conduct” means a series of two or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

1. Maintaining a visual or physical proximity to the victim.
2. Approaching or confronting the victim.
3. Appearing at the victim’s workplace or contacting the victim’s employer or coworkers.
4. Appearing at the victim’s home or contacting the victim’s neighbors.
5. Entering property owned, leased or occupied by the victim.
6. Contacting the victim by telephone or causing the victim’s telephone or any other person’s telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
- 6m. Photographing, videotaping, audiotaping or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
7. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim’s family or household or an employer, coworker or friend of the victim.
8. Placing an object on or delivering an object to property owned, leased or occupied by the victim.
9. Delivering an object to a member of the victim’s family or household or an employer, coworker or friend of the victim or placing an object on, or delivering an object to, property owned, leased or occupied by such a person with the intent that the object be delivered to the victim.
10. Causing a person to engage in any of the acts described in subs. 1. to 9.

(cb) “Member of a family” means a spouse, parent, child, sibling or any other person who is related by blood or adoption to another.

(cd) “Member of a household” means a person who regularly resides in the household of another or who within the previous six months regularly resided in the household of another.

(d) “Suffer serious emotional distress” means to feel terrified, intimidated, threatened, harassed or tormented.

(2) Whoever meets all of the following criteria is guilty of a Class I felony:

(a) The actor intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household.

(b) The actor knows or should know that at least one of the acts that constitute the course of conduct will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household.

(c) The actor’s acts cause the specific person to suffer serious emotional distress or induce fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

**MATC Policy Definitions**

Consent is defined as follows:

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In Wisconsin, a minor (meaning a person under the age of 18 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 18 years old is a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

**Reporting Sexual Assault, Domestic Violence, Dating Violence and Stalking**

All students, employees and other members of the MATC community are encouraged to promptly and accurately report incidents of sexual assault, domestic violence, dating violence and stalking to the MATC Public Safety Department. As these crimes are considered a form of sexual harassment, the college’s Title IX policies and procedures may also apply, therefore Public Safety will notify the Title IX coordinator and/or deputy Title IX coordinators.

MATC Public Safety Department	414-297-6588 414-297-6200
Chad Noel, Title IX Coordinator 1015 North Sixth Street, Milwaukee, WI 53233	414-297-7307
Daniel McColgan, Deputy Title IX Coordinator/Director of Employee Relations 700 West State Street, Milwaukee, WI 53233	414-297-7688
William Smith, Deputy Title IX Coordinator and Equity Office 700 West State Street, Milwaukee, WI 53233	414-297-7275

In accordance with MATC Administrative Regulation and Procedure CC0200 Title IX Process for Resolving Complaints of Sex Discrimination and Sexual Harassment, the college will investigate and respond to any formal or informal complaint or notice of potential violation of the procedure that is received by the Title IX Coordinator, Deputy Coordinator, Director of Employee Relations or Student Complaints Officer.

MATC's Title IX Coordinator Chad Noel is responsible for overseeing and administering the investigation and resolution of complaints arising under the Equal Opportunity, Harassment and Nondiscrimination policy and is supported by Deputy Title IX Coordinator Daniel McColgan.

MATC's process for investigation and appeal of determinations is described in detail in the Appendix. This procedure will apply to all complaints involving students, staff, faculty or other members of the MATC community, including contractors. Redress and requests for responsive actions for complaints brought against nonmembers of the community are also covered by these procedures.

### **Filing a Complaint**

Any member of the community who believes that the policy for Equal Opportunity, Harassment and Nondiscrimination has been violated may file a complaint at any time from any location using the online reporting form found at:

[https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout\\_id=8](https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=8)

All complaints will be reviewed and tracked by the Title IX coordinator or designee.

Concerned individuals also may contact the Title IX coordinator or deputy coordinators directly. It is possible for employees to notify a supervisor, or for students to notify an administrative advisor or faculty member, or any member of the community may contact MATC Public Safety at any time. These individuals will in turn notify the Title IX coordinator and/or deputy Title IX coordinator.

All employees receiving reports of a potential violation of college policy related to sexual assault, stalking, dating violence and domestic violence are expected to contact the Title IX coordinator or a deputy coordinator within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy; specific information on any complaints received by any party will be reported to the Title IX coordinator and deputy Title IX coordinators but, subject to the college's obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report of a complaint.

In all cases, MATC will give consideration to the complainant with respect to how the complaint is pursued but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

### **Notice of Victim Rights**

Victims of sexual assault, stalking, domestic violence or dating violence have the right to receive assistance from the MATC Public Safety department in reporting such incidents to local law enforcement. Public Safety personnel will assist any person requesting assistance and conduct investigations as required. Victims may also be assisted by Student Life or the Title IX coordinator or deputy coordinator in reporting incidents to the MATC Public Safety department or local law enforcement.

Victims also have the right to decline to notify such authorities, however Public Safety personnel are required by Wisconsin state law to report all crimes to local law enforcement. Public Safety personnel will take reasonable steps to investigate and respond consistent with the victim's wishes, whenever possible.

Students and employees reporting victimization of sexual assault, stalking and domestic or dating violence (relationship violence) have the right to:

- Request information concerning MATC's investigation and grievance procedure (CC0200) for equal opportunity and be informed of the range of possible sanctions under the MATC Student Code of Conduct or applicable personnel and ethics policies.
- Receive all of the following information in writing;
- Explanation of procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the college will protect the confidentiality of victims and other necessary parties;
- Be assisted by campus authorities if reporting a crime to local law enforcement;

- Information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims, both within the college and the community;
- Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking;
- Options for, available assistance in and how to request accommodations and protective measures, including changes in academic, living, transportation and work situations to avoid a hostile environment;
- Information on how to obtain or enforce a temporary restraining order, injunction or other no contact directive

These rights will be afforded to victims whether or not they report the incident to the Public Safety department or local law enforcement, and victims will be provided with a written copy explanation of their rights and options, whether the offense occurred on or off campus.

### **Complainants and Respondents Rights**

- To be treated with respect by college officials
- To take advantage of campus support resources (such as counseling for students or employee assistance program services for employees)
- To experience a safe educational and work environment
- To refuse to have an allegation resolved through alternative dispute resolution procedures, such as mediation or other conflict resolution
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident
- To be free from retaliation
- To have complaints heard in substantial accordance with college procedures
- To full participation of the injured party in any investigation and hearing process whether the injured party is serving as the complainant or the college is serving as complainant
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible and the rationale for the outcome where permissible

### **Confidentiality**

Victims of sexual assault, domestic violence, dating violence or stalking have the right to confidentiality while seeking support services from MATC's counseling services and MATC's Employee Assistance Program (EAP) and any specific victim support services offered by the college, including victim advocacy.

MATC officials, depending on their roles at the college, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, trained counselors acting in a crisis counseling role and EAP resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless the reporting individual requested information to be shared.

All other campus resources will take action when you report victimization to them, while making efforts to afford as much privacy to the reporter as possible under the circumstances and sharing information on a need-to-know basis.

Complainants are encouraged to speak to college officials, such as the Title IX coordinator, Deputy Title IX Coordinator or Director of Employee Relations, to make formal reports of incidents of sexual misconduct. Complainants have the right, and can expect, to have complaints taken seriously by the college when formally reported, and to have those incidents investigated and properly resolved through the college policy and procedures.



Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the accused student/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant's rights and privacy.

### **Federal Timely Warning Obligations**

Victims of sexual misconduct should be aware that college administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

MATC will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C 13925(a)(20); and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the accommodations or protective measures.

### **Standard of Evidence**

In all MATC investigations of sexual assault or sexual harassment reports, the standard of evidence used by the college will be the preponderance of the evidence (more likely than not) standard. This standard will apply to all enforcement of college policies, procedures and codes of conduct involving discrimination, harassment, sexual assault and sexual misconduct.

### **Information Concerning Sexual Assault, Domestic Violence, Dating Violence and Stalking**

Victims should call the MATC Public Safety department or dial 911 for immediate help. Preserving physical evidence is especially important for any subsequent investigation.

#### **Guidelines to follow after a sexual assault include:**

- Get to a safe place as soon as you can.
- When an incident occurs on campus, contact the Public Safety department at 414-297-6200 or dial 911 for immediate assistance. If 911 is called, then the Public Safety department should be made aware of the incident as soon as possible.
- Try to preserve all physical evidence. Do not wash, use the toilet or change clothing if possible. If you do change clothes, put all clothing you were wearing at the time of the incident in a paper (not plastic) bag.
- Get medical attention as soon as possible to ensure you are physically well and to collect important evidence.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information and provide emotional support.
- Contact someone you trust to be with and support you.

#### **Guidelines to follow after domestic violence, dating violence or stalking include:**

- If injured, seek medical attention as soon as possible.
- Contact the Public Safety department at 414-297-6200 or 911 for immediate assistance.
- Document injuries with photos.
- Document dates and times. Keep a timeline of events, including arguments, threats, telephone calls, text messages, etc.
- Save any text messages, voicemails, emails or other physical evidence such as handwritten letters or

notes.

- Save screenshots of social media posts or instant messages.
- Tell a friend or family member what has occurred. Seek resources for support and assistance.

It is important to note that the preservation of evidence may strengthen investigations, which may result in a better chance of obtaining protective orders or holding the accused responsible. As time passes, evidence may dissipate or become lost or unavailable, thereby making more difficult the investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident. If the victim decides to report the incident to law enforcement or the college at a later date, this evidence will assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

If a victim chooses not to make a formal complaint regarding an incident, he or she nevertheless should consider speaking with an advocate who can provide information about legal rights and options, evidence preservation, obtaining restraining orders, creation of personalized safety plans and additional resources.

The following table lists resources for victims of sexual assault and relationship violence.

Milwaukee County		
Aurora Healing & Advocacy Services – Individual treatment, care and services to meet the unique needs of survivors of sexual assault.	<a href="https://www.aurorahealthcare.org/healing-advocacy-services#Start-Healing">https://www.aurorahealthcare.org/healing-advocacy-services#Start-Healing</a>	Call 414-219-5555  Text 414-219-1551
Sojourner Family Peace Center – Provides an array of support to families affected by domestic violence.	<a href="https://www.familypeacecenter.org">https://www.familypeacecenter.org</a>	414-933-2722
UMOS Inc. – A statewide, culturally specific, victim service agency providing confidential and comprehensive advocacy services to victims of domestic violence and sexual assault.	<a href="https://www.umos.org/social-services/">https://www.umos.org/social-services/</a>	414-389-6510
Community Advocates/Milwaukee Women's Resource Center – Provides crisis counseling, intervention, information and referrals to victims of domestic violence.	<a href="https://communityadvocates.net/what-we-do/need-help.html">https://communityadvocates.net/what-we-do/need-help.html</a>	414-671-6140
Impact 211 – A central access point for people in crisis to connect with free confidential assistance.	<a href="https://www.impactinc.org/impact-2-1-1/">https://www.impactinc.org/impact-2-1-1/</a>	Call 211  Text ZIP code to 898211  Offers online chat
Ozaukee County		
Advocates of Ozaukee – Provides domestic and sexual violence awareness, advocacy, safety and justice.	<a href="https://www.advocatesofozaukee.com">https://www.advocatesofozaukee.com</a>	262-284-6902 877-375-4034
National		

RAINN – Anti-sexual violence organization and sexual assault hotline.	<a href="https://www.rainn.org/index.php">https://www.rainn.org/index.php</a>	800-656-4373 Offers online chat
National Domestic Violence Hotline – Provides support, crisis intervention and referral services for survivors of domestic violence.	<a href="https://www.thehotline.org">https://www.thehotline.org</a>	800-799-7233
Love Is Respect – Resources for youth ages 13-26 to disrupt and prevent unhealthy relationships and intimate partner violence through inclusive and equitable education, support and resources.	<a href="https://www.loveisrespect.org">https://www.loveisrespect.org</a>	Call 866-331-9474 Text LOVEIS to 22522 Offers online chat

### Campus Disciplinary Procedures in Sexual Assault, Domestic Violence, Dating Violence and Stalking Cases

MATC procedures for college disciplinary action in cases of alleged sexual assault, domestic violence, dating violence and stalking can be found in the Appendix. These procedures provide for proceedings that:

- Are prompt, fair and impartial from the initial investigation to the final result;
- Are completed within reasonably prompt time frames designated by college policy, including a process that allows for the extension of time frames for good cause with written notice to the accuser and the accused of the delay and reason for it;
- Are conducted in a manner that is consistent with college policies and transparent to the accuser and accused, and includes timely notice of meetings at which the accuser or accused or both may be present, and provides timely and equal access to the accuser, the accused and appropriate officials to any information to be used during informal and formal disciplinary meetings and hearings;
- Are conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused;
- Are conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
- Provide the accuser and the accused with the same opportunities to have others present during any college disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor (any individual who provides the accuser or accused support, guidance or advice) of their choice;
- Do not limit the choice of the advisor or presence for either the accuser or the accused in any meeting or college disciplinary proceeding, however the college may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- Require simultaneous notification in writing to both the accuser and the accused of the result of any college disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking;
- Require simultaneous notification in writing to both the accuser and the accused of college procedures for the accused and the victim to appeal the result of the proceeding;

- Require simultaneous notification in writing to both the accuser and the accused of college procedures for any change to the result and when the result becomes final.

MATC policies addressing sexual harassment and other professional misconduct apply to students, staff and faculty. These policies, as applicable, may be used to hear and determine sanctions in cases of alleged sexual harassment offenses. Sanctions are provided in the Appendix.

### **Sexual Assault and Relationship Violence Awareness and Prevention Programs**

The college engages in comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end sexual assault, domestic violence, dating violence and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research, or assessed for value, effectiveness or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, and ongoing awareness and prevention campaigns for students and employees that:

- Identifies sexual assault, domestic violence, dating violence and stalking as prohibited conduct;
- Defines, using definitions provided both by the U.S. Department of Education as well as state law, domestic violence, dating violence, sexual assault and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Wisconsin and using the definition of consent found in MATC policy and procedures as well as the purposes of the MATC consent definition;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provides information regarding:
  - o Procedures victims should follow if a crime of sexual assault, domestic violence, dating violence and stalking occurs;
  - o How the institution will protect the confidentiality of victims and other necessary parties;
  - o Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community;
  - o Options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective orders; and
  - o Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking.

MATC's Title IX coordinator and deputy coordinators provide awareness programs in the form of presentations, workshops and training that take place throughout the year at student and employee orientations, departmental

meetings, employee in-service training sessions and student advisory board meetings. These presentations also provide information concerning college policies as well as resources, and discuss concerns related to equal opportunity issues, including sexual misconduct and sexual harassment prevention.

The programs listed below include a variety of strategies focused on educating new students and employees as well as current students and employees on the issues involving sexual assault, domestic violence, dating violence and stalking. Some of these programs may involve the distribution of educational materials, inviting guest speakers to campus, and providing programs and services to the college community.

### **Bystander Intervention**

The MATC Bystander Intervention program provides students and employees with the tools and knowledge to intervene before, during or after a situation of violence or oppression. The program is designed to give members of the college community safe and positive ways to engage in the prevention of sexual and relationship violence that may occur in the campus community. The program focuses on “The Five Ds” of intervention.

- **Direct** – This technique includes evaluating the situation for safety and when appropriate, directly confronting the issue by naming it and addressing the harasser. This action should be short and is not intended to create a debate or argument with the aggressor. Instead it should directly identify that a certain behavior is not okay or appreciated. It allows all involved to see that the victim is not alone and that negative behavior has not gone unnoticed.
- **Distract** – The aim of distraction is to derail an incident by interrupting it. Distraction is a subtle and creative way to intervene, by ignoring negative behavior and changing the subject to something unrelated. This technique gives everyone involved the chance to cool down, while gaining time and distance between the victim and aggressor.
- **Delegate** – Delegation is appropriate in those situations when intervening may not be a safe situation. The technique involves asking for assistance from a third party or someone in authority. This tool also can be used when distraction has been utilized.
- **Delay** – When it is not possible to intervene in the moment, delayed intervention is still a good tool. Checking on a victim after an incident lets them know they have support.
- **Document** – Be an engaged witness. Report any incident of sexual or relationship violence to appropriate college officials. Write down what was seen or heard, who assisted and what happened. These actions can assist the victim in obtaining services or assistance at a later date.

### **Denim Days**

MATC participates in and promotes the “Denim Day” sexual assault prevention campaign, which provides awareness to students and employees about the myths surrounding sexual assault.

### **Orientations**

Information about the awareness and prevention of sexual assault, domestic violence, dating violence and stalking is shared with new students and employees at orientations conducted by Student Life and Human Resources. College policies and procedures are discussed.

### **Student Resource Center**

MATC has partnered with a consortium of community-based organizations whose missions are to offer supportive services to students, thereby reducing and/or removing barriers to student success so they can reach their fullest potential academically, professionally and personally. The Student Resource Center is located at the Downtown Milwaukee Campus in Room S215 and offers resources for mental health and crisis counseling, food, employment, transportation and legal aid. Students can get more information or complete a Student Resource Center Intake/Referral Form at <https://www.matc.edu/student-life-resources/student-resource-center/index.html>.

### **Risk Reduction**

MATC includes risk reduction strategies in all of its presentations and programs, as appropriate. With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse & Incest National Network, [www.rainn.org](http://www.rainn.org)).

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

### **Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Is Reported**

MATC has procedures in place sensitive to victims who report sexual assault, domestic violence, dating violence and stalking. The procedures inform individuals of their right to file criminal charges, as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus. They also include additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, protective orders, transportation and working accommodations, if reasonably available. MATC will make such accommodations, at the victim's request and if they are reasonably available, regardless of whether the victim chooses to report the crime to the MATC Public Safety or local law enforcement. Students and employees should contact Title IX Coordinator Chad Noel, 414-297-7037, Deputy Title IX Coordinator/Director of Employee Relations Daniel McColgan, 414-297-7688 or Deputy Title IX Coordinator and Equity Officer, Will Smith 414-297-7275; to inquire about these accommodations.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the college, the procedures the college will follow are described on the next pages.



Incident Being Reported	Procedures MATC Will Follow
Sexual Assault	<ul style="list-style-type: none"><li>✓ Depending on when reported (immediate or delayed report) assist in providing victim with access to medical care</li><li>✓ Assess immediate safety needs of complainant</li><li>✓ Assist complainant with contacting local police if complainant requests</li><li>✓ Provide the complainant with contact information for local police department</li><li>✓ Provide complainant with referrals to off-campus mental health providers</li><li>✓ Assess the need to implement interim or long-term protective measures, if appropriate</li><li>✓ Provide the victim with a written explanation of the victim's rights and options</li><li>✓ Provide a "no trespass" directive to accused party if deemed appropriate</li><li>✓ Provide written instructions on how to apply for a protective order</li><li>✓ Provide a copy of the policy applicable to sexual assault to the complainant and explain time frames for inquiry, investigation and resolution</li><li>✓ Inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</li><li>✓ Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li></ul>
Stalking	<ul style="list-style-type: none"><li>✓ Assess immediate safety needs of complainant</li><li>✓ Assist complainant with contacting local police, if requested</li><li>✓ Provide complainant with contact information for local police department</li><li>✓ Provide written instructions on how to apply for a protective order</li><li>✓ Provide written information to complainant on how to preserve evidence</li><li>✓ Assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li><li>✓ Provide the victim with a written explanation of the victim's rights and options</li><li>✓ Provide a "no trespass" directive to accused party if deemed appropriate</li></ul>

Incident Being Reported	Procedures MATC Will Follow
Domestic Violence	<ul style="list-style-type: none"> <li>✓ Assess immediate safety needs of complainant</li> <li>✓ Assist complainant with contacting local police if requested</li> <li>✓ Provide complainant with contact information for local police department</li> <li>✓ Provide written instructions on how to apply for a protective order</li> <li>✓ Provide written information to complainant on how to preserve evidence</li> <li>✓ Assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>✓ Provide the victim with a written explanation of the victim's rights and options</li> <li>✓ Provide a "no trespass" directive to accused party if deemed appropriate</li> </ul>
Dating Violence	<ul style="list-style-type: none"> <li>✓ Assess immediate safety needs of complainant</li> <li>✓ Assist complainant with contacting local police if requested</li> <li>✓ Provide complainant with contact information for local police department</li> <li>✓ Provide written instructions on how to apply for a protective order</li> <li>✓ Provide written information to complainant on how to preserve evidence</li> <li>✓ Assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>✓ Provide the victim with a written explanation of the victim's rights and options</li> <li>✓ Provide a "no trespass" directive to accused party if deemed appropriate</li> </ul>

### Restraining Orders and No Contact Orders

MATC complies with Wisconsin law in recognizing restraining orders. Students and employees should provide a copy of any orders to Public Safety and the Title IX coordinator. A complainant may then meet with Public Safety or Title IX personnel to develop a Safety Action Plan, which serves to reduce risk of harm while on campus, or coming and going from campus. This plan may include, but is not limited to, walking escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. MATC cannot apply for a restraining order for a victim. The victim is required to apply directly for these services. In Wisconsin, the following services may be available to victims of sexual assault, domestic violence, dating violence or stalking.

Type of Order	Circumstances and Who Can Request	Where to File
Domestic Abuse Injunction	<p>If you are an adult, you may be able to file against any of the following people who have committed domestic abuse against you (the abuser must also be an adult):</p> <ul style="list-style-type: none"> <li>• a current or former spouse;</li> <li>• a parent;</li> <li>• an adult child;</li> <li>• a person related to you by blood or adoption;</li> <li>• a person with whom you currently live or formerly lived;</li> <li>• anyone with whom you have had a child, even if you were never married to him/her;</li> <li>• someone you are dating or have dated; or</li> <li>• a caregiver.<sup>1</sup></li> </ul> <p>You can also file for a domestic abuse injunction on behalf of a incapacitated adult who is the victim of domestic abuse if you are that adult's legal guardian.<sup>2</sup></p> <p>1 Wis. Stat. § 813.12(1)(am), (1)(b), (1)(c)</p> <p>2 Wis. Stat. § 813.12(5)(d)</p>	<p>You will need to file the court forms in the circuit court in any of the following counties:</p> <ul style="list-style-type: none"> <li>• where you live;</li> <li>• where you are temporarily living;</li> <li>• where the abuser (respondent) lives; or</li> <li>• where an incident of abuse took place (where the "cause of action arose").<sup>1</sup></li> </ul> <p>To file the forms, go to the clerk of court. The forms must be filed during business hours. Tell the clerk that you want to file for a domestic abuse injunction. You can ask for a temporary restraining order, a domestic abuse injunction, or both on the same form.</p> <p>1 Wis. Stat. § 801.50(5s)</p>

Type of Order	Circumstances and Who Can Request	Where to File
Harassment Restraining Order	<p>Anyone who is being physically or sexually abused, stalked, threatened, and/or harassed or intimidated repeatedly with no legitimate (valid) purpose by another person is eligible to file for a harassment order.<sup>1</sup></p> <p>If the victim of harassment is a minor (under age 18), the minor can file on his/her own or the minor's parent, step-parent or legal guardian can file on the minor's behalf.<sup>2</sup> The judge may appoint a guardian ad litem to represent the minor, but appointment of a guardian ad litem is not necessary for a child victim to petition for a harassment restraining order.<sup>3</sup></p> <p>1 See Wis. Stat. § 813.125(1)</p> <p>2 Wis. Stat. §§ 813.125(2)(b), 813.122(1)(b)</p> <p>3 Wis. Stat. § 813.125(2g),(2)(b)</p>	<p>You will need to file the court forms in the circuit court in any of the following counties:</p> <ul style="list-style-type: none"> <li>• where you live;</li> <li>• where you are temporarily living;</li> <li>• where the abuser (respondent) lives; or</li> <li>• where an incident of abuse took place (where the "cause of action arose").<sup>1</sup></li> </ul> <p>To file the forms, go to the clerk of court. The forms must be filed during business hours. Tell the clerk that you want to file a harassment restraining order.</p> <p>1 Wis. Stat. § 801.50(5s)</p>

The college may issue an institutional no contact order if deemed appropriate, or at the request of the victim or accused. If the college receives a report that such an institutional no contact order has been violated, the college will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence or stalking include:

Wisconsin Restraining Orders	<a href="https://www.doj.state.wi.us/ocvs/victim-rights/restraining-orders">https://www.doj.state.wi.us/ocvs/victim-rights/restraining-orders</a>
Victims of Abuse	<a href="https://www.womenslaw.org">https://www.womenslaw.org</a>

### Notification to Victims of Crimes of Violence

Upon written request, MATC will disclose to the alleged victim of a crime of violence or a nonforcible sex offense the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## REGISTERED SEX OFFENDERS

The Wisconsin Department of Corrections maintains a Sex Offender Registry at <https://appsdoc.wi.gov/public/>. The site contains detailed program information and an offender search capability by the offender's name or specific location.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The MATC Public Safety Department works in close collaboration with college partners and emergency first responders to establish, practice and test college emergency policies and procedures. Public Safety personnel maintain and update the MATC Emergency Management Plan on an annual basis. This plan is designed to be an all-hazards crisis management plan and complies with FEMA guidelines for Institutions of Higher Education, including planning, mitigation, and response and recovery actions.

### Drills and Exercises

MATC Public Safety conducts regular emergency drills at all four campuses, to test response procedures, and to train students and employees. Annually, eight drills are conducted at each campus, including two lockdown, one fire and one severe weather drill. Drills are conducted during day and evening classes.

Drill dates and times are announced and publicized, allowing the college community to both prepare for and practice campus evacuation procedures. They also allow Public Safety personnel to evaluate the effectiveness of emergency response procedures.

Additionally, the MATC Public Safety department and the MATC Crisis Response Team participate in exercises (tabletop or functional) as necessary to test and evaluate the MATC Emergency Management Plan.

Results of drills and exercises are documented, including strengths, weaknesses and plans for necessary corrective measures.

In conjunction with other emergency agencies, the MATC conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and if it was announced or unannounced.

The college publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

### Emergency Notification Process

In the event of a situation that poses an immediate threat to the college community, the MATC Public Safety department has various systems in place for communicating information. One or all of these systems may be utilized for emergency notification to some or all of the college community. In the event of an emergency, MATC will initiate and provide without delay immediate notifications to the appropriate segment(s) of the college community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors.

These college communication tools include the mass notification system, fire monitoring public address system, CISCO telephone system, RaveAlert, digital message boards and college email. (Face-to-face communication also may be used to notify the community.)

Public Safety personnel may become aware of dangerous situations by reports from automated fire and security systems, by campus community members to the MATC District Emergency Response Center, or upon discovery during routine patrol. The director of Public Safety or designee will be notified immediately.

The director of Public Safety or designee will confirm the dangerous situation, such as violence on campus, fire or

severe weather, that involves an immediate threat to the health or safety of campus building occupants and will direct Public Safety personnel to begin appropriate evacuation procedures.

Public Safety personnel will without delay and taking into account the safety of the college community determine the appropriate communication tool, determine the content of a notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The content of mass notification messages will be determined based on the observed or suspected details of an incident and will include information about the nature of the emergency, the affected area(s) and appropriate steps to take to ensure personal safety. The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information. Public Safety personnel have developed template messages addressing the most common emergencies, but live messages also can be delivered. The Public Safety department will use some or all of the systems described below to communicate the threat to the MATC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

After an emergency has been resolved, emergency notifications will be followed up with email messages to the entire college community. These follow-up messages will inform and advise the larger community regarding the nature of the incident, the college's response and resolution, and any necessary safety precautions. Follow-up information will be distributed using some or all of the identified communication systems.

Contact information, including email and phone numbers, will be automatically imported from student and employee personnel records into the RaveAlert system. Students and employees will have to log into the RaveAlert system only if they want to change or delete contact information. RaveAlert can be accessed at:

<https://www.matc.edu/getrave/index.html>.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community also can access emergency information via the MATC homepage and/or social media.

### **Evacuation Procedures**

Emergency response procedures are outlined in the MATC District Emergency Procedures Guide, which can be found in all classrooms and offices. Additional copies can be obtained from any Public Safety office, or online at:

<https://www.matc.edu/public-safety/matc-district-emergency-procedures-guide.pdf>

Evacuation procedures listed in the MATC District Emergency Procedures Guide are highlighted below:

#### **Fire**

##### **Before a Fire: Planning and Preparation**

- The nearest fire alarm pull station is located:
- The nearest fire extinguisher is located:
- The nearest back-up fire extinguisher is located:
- The nearest exit is:
- An alternative exit is:
- The designated relocation point for my location is:
- An alternate relocation point for my location is:
- Practice exiting your area by imagining you are in a dark and smoky environment, count the number of doorways, turns, etc.



- Report potential hazards and refer fire prevention questions to Public Safety at 414-297-6588

#### During a Fire: Response

If you observe fire or smoke, immediately contact Public Safety at 414-297-6200.

If no alarm has been activated, locate and pull the nearest fire alarm.

If Public Safety has announced an evacuation due to a fire emergency or if you feel your location is unsafe:

- Remain calm. Provide further instructions to students or employees.
- Organize groups and prepare for evacuation, taking a head count.
- Prepare to assist anyone with disabilities. Ask for volunteers.
- Leave all nonessential belongings behind.
- Stay together as a group.
- Close doors upon leaving the room. Turn off lights.
- Take predesignated routes to outside relocation points, in a calm and orderly manner.
- If predesignated routes are unsafe, re-evaluate and take alternate routes. Stay together.
- Move to the rear of the relocation point to allow space for those who may still be exiting the building.
- Upon arrival at the relocation point, take another head count.
- Notify Public Safety or first responders of anyone unaccounted for or left behind.
- Stay clear of any emergency vehicles that may be arriving on campus.
- Remain in the designated relocation point until the “all clear” has been given, or until you have been given instructions by authorized MATC personnel to leave campus.

You may attempt to extinguish the fire using a campus extinguisher if:

- You have notified Public Safety
- You have been trained
- The fire is small and contained

Remember PASS = Pull, Aim, Squeeze, Sweep

#### **Lockdown**

Before an Active Shooter Incident: Planning and Preparation

- Plan ahead by discussing procedures with students and employees.
- Whenever possible, keep doors in a locked position. Prop doors open for access, so they can be quickly closed in the event of an emergency.
- Evaluate all locations that you occupy on campus to determine how you would escape and where you would hide.
- Visualize the actions you would take if you were faced with this situation.

### During an Active Shooter or Violent Event: Response

In any active shooter or violence on-campus situation, you have three options: run, hide or defend. Only you can determine which option is best based on your situation and surroundings.

#### **Run**

If you observe violence on campus, or if Public Safety activates a lockdown, your first option is to run.

1. If you know where the hazard is and have a safe route to escape the building, you should run.
2. Warn other occupants as you leave the building.
3. Drop all belongings and keep your hands visible.
4. Once outside, get as far away from the building as possible.
5. Call 911 or contact Public Safety to notify them of what you observed.
6. DO NOT re-enter the building until you have been given the “all clear” by police or Public Safety.

#### **Hide**

If you do not know where the hazard is or do not have a safe route to escape the building, your second option is to hide.

1. Stay in your current location or seek the nearest safe location.
2. If it is safe to do so, gather anyone stranded in the corridors into your classroom or office.
3. Lock, secure and barricade doors and windows.
4. Turn off lights and computer monitors, silence cellphones, etc.
5. Assist others as appropriate.
6. Get out of sight – behind/under furniture, away from doors/windows.
7. Remain calm and quiet.
8. After the door has been closed, locked or barricaded, DO NOT open it.
9. Monitor campus communication systems for further information or instructions. Contact Public Safety at 414-297-6200 or call 911, if needed.
10. Stay in your safe place until the “all clear” announcement has been given or your current location becomes unsafe.

#### **Defend**

If you cannot run or hide and an active shooter has entered your room, your last option is to defend.

1. Fight back only as a last resort and when your life is in imminent danger.
2. Organize others and formulate a plan.
3. As a group, throw books, furniture and electronics. Find anything you can use as a weapon against the shooter.
4. Act as aggressively as possible to overpower or disarm the shooter.

5. Do not be a victim! Use the options you have practiced.

### **Remember**

- A lockdown may be implemented for a variety of reasons, including weapons or intruders on campus, hazards or police activity in or around the campus, a shooter on campus or a terrorist attack.
- Public Safety will provide as much information as possible, as soon as possible.
- You should be prepared to take the necessary actions based on what you observe. Do not hesitate!

### **Severe Weather**

#### **Before a Severe Weather Event: Planning and Preparation**

- The nearest severe weather shelter is:
- An alternate severe weather shelter is:
- The nearest exit route to the shelter is:
- An alternative exit route to the shelter is:

#### **During a Severe Weather Event: Response**

If you observe severe weather approaching, immediately contact Public Safety at 414-297-6200.

If Public Safety has announced an evacuation due to a severe weather emergency or if you feel your location is not safe:

1. Remain calm. Provide further instructions to students or employees.
2. Organize groups and prepare for evacuation, taking a head count.
3. Prepare to assist anyone with disabilities. Ask for volunteers.
4. Leave all nonessential belongings behind.
5. Stay together as a group.
6. Close doors upon leaving the room. Turn off lights.
7. Take predesignated routes to severe weather shelters, in a calm and orderly manner.
8. If predesignated routes are unsafe, re-evaluate and take alternate routes. Stay together.
9. Move to the rear of the severe weather shelter to allow space for those who may still be evacuating.
10. Upon arrival to shelter, take another head count.
11. Notify Public Safety or first responders of anyone unaccounted for or left behind.
12. Stay in the severe weather shelter until the "all clear" is given.

### **People With Disabilities**

All individuals at MATC, including those with disabilities, must prepare for emergencies before they occur. This includes reviewing the MATC Emergency Response Procedures and creating a personal plan.

Steps for creating personal emergency response plans:

1. At the beginning of each semester, faculty and staff should discuss the MATC Emergency Response Procedures with students and employees. Identify exits, two routes of evacuation, and relocation points for

fire and severe weather shelters.

2. Ask if anyone will need assistance in the event of evacuation. Do not assume that someone who appears to have a disability will need assistance, or that someone who appears not to have a disability will not need assistance.
3. Determine what assistance will be needed. There is no need to know what specific disability a person has, instead ask what will be needed to assist.
4. Request volunteers to serve as evacuation assistants.
5. Share this information and practice your plan during campus drills.

### **Suggested Guidelines for Assisting People with Disabilities During an Evacuation**

To Alert People With Visual Impairments:

- Announce the type of emergency.
- Offer your arm for guidance to lead them. Do not grasp their arm and do not push or pull them.
- Tell the person where you are going. Alert them to obstacles you encounter.
- Do not separate people with visual impairments from their guide dogs or mobility aids.
- When you reach safety, ask if further help is needed.

To Alert People With Hearing Limitations:

- Turn lights on/off to gain the person's attention.
- Offer visual instructions, including directions and gestures.
- Write a note listing the type of emergency and evacuation.

To Evacuate People With Mobility Limitations:

- Always consult with the person to determine the best carry options. Nonambulatory people have varied needs and preferences.
- In the case of fire, evacuate across a skywalk or bridge into a nonaffected building whenever possible.
- It is not recommended that wheelchairs be used to evacuate people with disabilities, as they are often too heavy to carry down the stairs.
- Offer the use of MATC evacuation chairs. The location of the nearest chair should be listed in the person's personal emergency plan.
- If no one is able to assist with the MATC evacuation chair, accompany the person to the nearest safe stairwell, well away from the emergency, where they can wait for assistance. These individuals will be the first priority of first responders.
- In the case of severe weather, accompany the person to the nearest interior room away from all doors and windows. Restrooms generally are a good option.
- Immediately notify Public Safety or first responders that someone needs assistance evacuating and give the exact location.

To request assistance with creating a personal plan, please contact:

- Public Safety 414-297-6588
- Student Accommodations 414-297-6750
- Human Resources 414-297-8960

### MISSING STUDENTS

If anyone has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify MATC Public Safety at 414-297-6200. Public Safety will generate a missing person report, contact the dean of Student Experience and initiate an investigation.

After investigating the missing person report, if the college determines the student is missing and has been missing for more than 24 hours, Public Safety will notify the local law enforcement agency with jurisdiction. The dean of Student Experience will notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the dean of Student Experience will notify the student's parent or legal guardian immediately after it has been determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify a confidential contact, who will be notified by the dean of Student Experience in the event the student is determined to be missing for more than 24 hours. This information is confidential, accessible by authorized campus officials and law enforcement only, and will not be disclosed outside of a missing person investigation. If a student has identified such an individual, the dean of Student Experience will notify that individual no later than 24 hours after the student is determined to be missing. Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.

Students who wish to identify a confidential contact can do so by contacting Dean of Student Experience Equan Burrows at 414-297-6870.

### FIRE SAFETY REPORT

MATC publishes the annual fire safety report together with the annual security report in accordance with the Higher Education Opportunities Act of 2008 and as part of its annual Clery Act compliance. This report contains information regarding the fire safety practices and standards for MATC on-campus housing, including statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. This report is available for review 24 hours a day on the MATC website at: <https://www.matc.edu/public-safety/index.html>.

A physical copy is available from any Public Safety office during normal business hours.

#### Fire Safety

MATC publishes a daily fire log together with the daily crime log. A daily crime and fire log is available for review 24 hours a day on the MATC website or in person at any Public Safety office during normal business hours. The daily crime and fire log includes information about fires that occur in residential facilities, including the nature, date, time, and general location. A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. If a fire occurs in a residential hall, community members should immediately notify 911. When calling, please provide as much information as possible about the location, date, time and cause of the fire. If anyone finds evidence of a fire that has been extinguished, and the person is not sure if the fire department has already responded, the individual should notify 911 immediately.

MATC takes fire safety seriously and has established fire safety programs for students living in on-campus residence halls. Fire evacuation plans have been developed for residence halls and copies of these plans are provided to

students during the move-in process. They also are posted in the Community Policy Handbook. MATC additionally has specific fire safety programs that target all campus community members, such as fire safety and fire extinguisher training. Fire safety training can be provided upon request by calling MATC Public Safety at 414-297-6588.

Residence Hall Fire Statistics

MATC currently has one residence hall, Westown Green, 925 North Martin Luther King Jr. Drive, Milwaukee, WI 53203.

The following statistics are collected and reported by the Public Safety department and are published on the Public Safety website at: <https://www.matc.edu/public-safety/index.html>.

Fire Statistics for Residential Facilities in 2024						
MATC On-Campus Housing Location	Total Fires	Fire Number	Cause of Fire	Fire-Related Injuries	Deaths Related to Fire	Value of Property Damage
Westown Green	0	none	none	none	none	none

Definitions

- Fire: Any instance of open flame burning or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- Fire-Related Injury: Any instance in which a person is injured as the result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters or any other individuals.
- Fire-Related Death: Any instance in which a person is killed as the result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or who dies within one year of injuries sustained as a result of the fire.
- Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including contents damaged by fire and related damages caused by smoke, water and overhaul. Property damage does not include indirect loss, such as business interruption.

Fire Safety Systems in MATC On-Campus Housing							
MATC On-Campus Housing Location	On-Site Building Fire Alarm Monitoring	Smoke Detection	Sprinkler System	Fire Doors	Fire Extinguisher	Evacuation Plans	Number of Fire Drills
Westown Green	Yes	Yes	Yes	Yes	Yes	Yes	0

Building Fire Alarm System

MATC on-campus housing facilities are equipped with an interior fire alarm system with detection throughout the buildings, including smoke detectors in each unit, vestibules and hallways; and carbon monoxide detectors in student rooms. The buildings are monitored by both a 24-hour on-site monitoring service and a private off-site fire monitoring service that reports all alarms directly to the local fire department. However, never assume that the fire department has been notified because you hear a fire alarm or smoke detector sounding in the building. Always notify 911 in the event of a fire or fire alarm.



### Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinkler heads that, when triggered by the heat of a fire, automatically discharges water to extinguish the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

### Fire Safety Policies and Procedures

Students are provided with a fire safety and evacuation plan during the move-in process. Plans and emergency evacuation maps are posted in all common areas of the building.

Information included in the plan includes means of egress, description of fire suppression systems, basic fire prevention and preparedness measures, evacuation instructions, and residence hall fire safety policies.

### Emergency Fire Safety and Evacuation Instructions

#### To Report a Fire

If you discover a fire in a campus building, **IMMEDIATELY** pull the nearest fire alarm as you exit the building and follow Evacuation of Building procedures. To report a fire, call 911.

In the event of a fire, follow the directions of fire department and security personnel. If no first responders are on the scene and there is an emergency situation, you may be required to decide on a course of action to protect yourself and the other members of your room or suite.

This Fire Safety Plan is intended to assist you in selecting the safest course of action in such an emergency. No Fire Safety Plan can account for all possible factors and changing conditions, so you may have to decide the safest course of action under the circumstances.

#### In the Event of a Fire

Fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Follow these procedures in the event of a fire:

- Stay calm and do not panic
- Pull the fire alarm
- Leave the building immediately using the nearest emergency exit
- Close doors behind you
- Call 911 when safe to do so and then contact Public Safety at 414-297-6200
- Assemble in a designated area
- Re-enter the building only when instructed by officials

### Residence Hall Policies Regarding Portable Electrical Appliances, Smoking and Open Flames

A complete list of residence hall rules and policies concerning portable electrical appliances, smoking and open flames in resident housing is published in student housing lease and Community Policy Handbook.

### Prohibited Electrical Appliances and Items

Prohibited items include:

	Westtown Green
Items with an open flame or heating element	Prohibited
Bonfires, fire pits, barbecues and cooking grills	Prohibited
Candles or kerosene lamps and heaters	Prohibited
Flammable or combustible liquids	Prohibited
Fireworks, firecrackers or other explosives	Prohibited
Live-cut Christmas trees, wreaths and decorations	Prohibited
Gas appliances	Prohibited

### Smoking Policy

Smoking is prohibited in all areas of the Westtown Green facility. This includes the use or possession of a cigar, cigarette, e-cigarette, hookah, vaporizer or pipe containing tobacco or a tobacco product that is burning, lighted, vaporized or ignited regardless of whether the person using or possessing is inhaling or exhaling the smoke from each product.

### Plans for Future Improvements in Fire Safety

MATC collaborates with housing staff to assess and upgrade fire safety equipment in an ongoing process to ensure it meets National Fire Safety Association (NFSA) standards. There are no current plans for improvement. Future improvements will be made as needed as part of the ongoing assessment process.

## CAMPUS CRIME STATISTICS

### Annual Disclosure of Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current students and employees, and notice of its availability to prospective students and employees. Information is compiled from the contents of the MATC Daily Crime Log, a thorough review of all Public Safety department incident reports for the applicable calendar years, information provided by Campus Security Authorities and information provided by local law enforcement agencies.

Campus Security Authorities are officials of the college who are members of the Public Safety department with responsibilities for campus security; any member of the college designated as an individual to whom students or employees should report criminal offenses, including Student Life, Human Resources and Title IX coordinators or deputy coordinators; or any individual who has a significant responsibility for student and campus activities.

The purpose of this report is to inform current and potential MATC community members of all reported crimes, arrests and referral statistics for the three most recent years that occurred on campus, in certain off-campus buildings, or property owned or controlled by MATC, and on public property within or immediately adjacent to and accessible from the campus.

The responsibility to prepare and distribute the Annual Security and Fire Safety Report rests with the director of Public Safety or designee. This will be accomplished in coordination with a multidisciplinary team composed of members from various departments, including but not limited to: Student Success, Student Life, Human Resources, Public Safety, General Counsel, Title IX and Athletics.

The final Annual Security and Fire Safety Report will be distributed by October 1 of each calendar year, unless extended by the U.S. Department of Education. The final document will be posted electronically on the MATC Public Safety webpage. An email notice announcing the availability of the report will be delivered to all current students and employees, at least three times per year, including October 1 of each calendar year and at the beginning of each

subsequent semester. Email notices also will be sent to all current students and employees if the Annual Security Report is updated at any point during the year. The email will include a brief summary of the contents of the report and a direct link to the report.

Prospective students will be notified of the availability of the Annual Security and Fire Safety Report via a link on the MATC Student Right to Know webpage, located at: <https://www.matc.edu/student-right-to-know.html>.

### Campus Environment

Crime statistics in this report reflect incidents that occurred on individual MATC campuses. Each MATC campus includes the buildings and property owned and/or controlled by the college, facilities used in direct support of or in relation to educational purposes, and public sidewalks and streets immediately adjacent to the campus.

For the purpose of this report, the following campus locations are included:

#### On-Campus Locations

Downtown Milwaukee Campus, 700 West State Street, Milwaukee, WI 53233

Education Center at Walker's Square, 816 West National Avenue, Milwaukee, WI 53233

Mequon Campus, 5555 West Highland Road, Mequon, WI 53092

Oak Creek Campus, 6665 South Howell Avenue, Oak Creek, WI 53154

West Allis Campus, 1200 South 71st Street, West Allis, WI 53214

West Allis Campus Child Care Center, 865 South 72nd Street

#### On-Campus Student Housing

Westtown Green, 925 North Martin Luther King Jr. Drive, Milwaukee, WI 53203

#### Non-Campus Locations

Photovoltaic Educational Laboratory, 810 East Capitol Drive, Milwaukee, WI 53211

### Definitions

The following is a list of Clery Act definitions that may help in understanding the statistics included in this report:

#### Crimes

**Aggravated Assault:** The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

**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.

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

**Consent:** The words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.

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

**Domestic Violence:** A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her age, or because of temporary or permanent mental incapacity.

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

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

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

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

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence, and/or putting the victim in fear.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

**Stalking:** Engaging in a course of conduct (either directly, indirectly or through a third party) directed at specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

## Hate Crimes

A hate crime is: any crime reported in the annual statistics, other crime involving bodily injury, and any of the following crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability. (Note: The following additional crimes are reported in the annual statistics only if the crime is considered a hate crime.)

**Larceny-Theft:** The unlawful taking of, carrying, leading or riding away property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**Simple Assault:** An 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 injury, severe laceration 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 of Property:** To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## Arrests and Referrals for Disciplinary Action

Included in the statistics are the number of arrests and referrals for disciplinary action for the following offenses:

**Drug Abuse Violations:** Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances, and equipment or devices utilized in their preparation and or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Weapons – Carrying, Possessing, etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

## Hazing

Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:

whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;

causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;

causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;

causing, coercing, or otherwise inducing another person to perform sexual acts;

any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;

any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and

any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal or Federal law.

## Geography

**On-Campus:** 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. Also, any building or property that is within or reasonably contiguous to the area identified in the first part of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**On-Campus Student Housing:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**Non-Campus 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.

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

**Crime Statistics and Campus Geography Maps**

The following tables reflect the specific crime statistics mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as compiled by the MATC Public Safety department. Campus geography maps are included to clarify the location of these crime statistics.

Unfounded Crimes

- 2024: No unfounded crimes.
- 2023: No unfounded crimes.
- 2022: No unfounded crimes.

Hate Crimes

- 2024: No hate crimes.
- 2023: No hate crimes.
- 2022: No hate crimes..



### CRIMINAL OFFENSES MILWAUKEE CAMPUS 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS LOCATIONS	PUBLIC PROPERTY
MURDER, NON- NEGLIGENT MANSLAUGHTER	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
RAPE	2024	2	1	0	0
	2023	1	1	0	0
	2022	0	1	0	2
FONDLING	2024	2	2	0	0
	2023	2	1	0	0
	2022	1	0	0	0
INCEST	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
STATUTORY RAPE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ROBBERY	2024	1	1	0	2
	2023	0	0	0	2
	2022	1	1	0	2
AGGRAVATED ASSAULT	2024	2	0	0	7
	2023	2	2	0	5
	2022	1	0	0	5
BURGLARY	2024	0	0	0	0
	2023	1	0	0	0
	2022	0	0	0	0

Chart continues on next page.

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS LOCATIONS	PUBLIC PROPERTY
MOTOR VEHICLE THEFT	2024	15	0	0	27
	2023	3	0	0	36
	2022	13	0	0	70
ARSON	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

### ARRESTS AND DISCIPLINARY REFERRALS MILWAUKEE CAMPUS 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS LOCATIONS	PUBLIC PROPERTY
ARRESTS: WEAPONS- CARRYING, POSSESSING, ETC.	2024	0	0	0	11
	2023	0	0	0	0
	2022	0	0	0	1
DISCIPLINARY REFERRALS: WEAPONS- CARRYING, POSSESSING, ETC.	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ARREST: DRUG ABUSE VIOLATIONS	2024	0	0	0	1
	2023	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2024	6	5	0	0
	2023	1	1	0	0
	2022	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2024	0	0	0	0
	2023	2	2	0	0
	2022	0	0	0	0

VAWA OFFENSES MILWAUKEE CAMPUS 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS LOCATIONS	PUBLIC PROPERTY
DATING VIOLENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DOMESTIC VIOLENCE	2024	4	0	0	8
	2023	7	6	0	0
	2022	9	6	0	7
STALKING	2024	4	0	0	0
	2023	2	0	0	0
	2022	3	1	0	0

### CRIMINAL OFFENSES MEQUON CAMPUS 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER, NON- NEGLIGENT MANSLAUGHTER	2024	0	0
	2023	0	0
	2022	0	0
MANSLAUGHTER BY NEGLIGENCE	2024	0	0
	2023	0	0
	2022	0	0
RAPE	2024	0	0
	2023	0	0
	2022	0	0
FONDLING	2024	0	0
	2023	0	0
	2022	0	0
INCEST	2024	0	0
	2023	0	0
	2022	0	0
STATUTORY RAPE	2024	0	0
	2023	0	0
	2022	0	0
ROBBERY	2024	0	0
	2023	0	0
	2022	0	0
AGGRAVATED ASSAULT	2024	0	0
	2023	0	0
	2022	0	0
BURGLARY	2024	0	0
	2023	0	0
	2022	0	0

Chart continues on next page.

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MOTOR VEHICLE THEFT	2024	0	0
	2023	0	0
	2022	0	0
ARSON	2024	0	0
	2023	0	0
	2022	0	0

### ARRESTS AND DISCIPLINARY REFERRALS MEQUON CAMPUS 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS- CARRYING, POSSESSING, ETC.	2024	0	0
	2023	0	0
	2022	0	0
DISCIPLINARY REFERRALS: WEAPONS- CARRYING, POSSESSING, ETC.	2024	0	0
	2023	0	0
	2022	0	0
ARREST: DRUG ABUSE VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	1
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0

VAWA OFFENSES MEQUON CAMPUS 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
DATING VIOLENCE	2024	0	0
	2023	0	0
	2022	0	0
DOMESTIC VIOLENCE	2024	0	0
	2023	0	0
	2022	0	0
STALKING	2024	0	0
	2023	0	0
	2022	0	0



**CRIMINAL OFFENSES OAK CREEK CAMPUS 2022-2024**

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER, NON- NEGLIGENT MANSLAUGHTER	2024	0	0
	2023	0	0
	2022	0	0
MANSLAUGHTER BY NEGLIGENCE	2024	0	0
	2023	0	0
	2022	0	0
RAPE	2024	0	0
	2023	0	0
	2022	0	0
FONDLING	2024	1	0
	2023	1	0
	2022	0	0
INCEST	2024	0	0
	2023	0	0
	2022	0	0
STATUTORY RAPE	2024	0	0
	2023	0	0
	2022	0	0
ROBBERY	2024	0	0
	2023	0	0
	2022	0	0
AGGRAVATED ASSAULT	2024	0	0
	2023	0	0
	2022	0	0
BURGLARY	2024	0	0
	2023	0	0
	2022	1	0

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MOTOR VEHICLE THEFT	2024	1	0
	2023	0	0
	2022	0	0
ARSON	2024	0	0
	2023	0	0
	2022	0	0

### ARRESTS AND DISCIPLINARY REFERRALS OAK CREEK CAMPUS 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS- CARRYING, POSSESSING, ETC.	2024	0	0
	2023	0	0
	2022	0	0
DISCIPLINARY REFERRALS: WEAPONS- CARRYING, POSSESSING, ETC.	2024	0	0
	2023	1	0
	2022	0	0
ARREST: DRUG ABUSE VIOLATIONS	2024	0	0
	2023	0	3
	2022	1	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0

VAWA OFFENSES OAK CREEK CAMPUS 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
DATING VIOLENCE	2024	0	0
	2023	0	0
	2022	0	0
DOMESTIC VIOLENCE	2024	0	0
	2023	2	0
	2022	0	0
STALKING	2024	0	0
	2023	4	0
	2022	0	0

**CRIMINAL OFFENSES WEST ALLIS CAMPUS 2022-2024**

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER, NON- NEGLIGENT MANSLAUGHTER	2024	0	0
	2023	0	0
	2022	0	0
MANSLAUGHTER BY NEGLIGENCE	2024	0	0
	2023	0	0
	2022	0	0
RAPE	2024	0	0
	2023	0	0
	2022	0	0
FONDLING	2024	0	0
	2023	0	0
	2022	0	0
INCEST	2024	0	0
	2023	0	0
	2022	0	0
STATUTORY RAPE	2024	0	0
	2023	0	0
	2022	0	0
ROBBERY	2024	0	0
	2023	0	0
	2022	0	0
AGGRAVATED ASSAULT	2024	0	0
	2023	0	0
	2022	0	0
BURGLARY	2024	0	0
	2023	0	0
	2022	0	0

Chart continues on next page.

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MOTOR VEHICLE THEFT	2024	0	0
	2023	1	2
	2022	5	1
ARSON	2024	0	0
	2023	0	0
	2022	0	0

### ARRESTS AND DISCIPLINARY REFERRALS WEST ALLIS CAMPUS 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS- CARRYING, POSSESSING, ETC.	2024	0	0
	2023	0	4
	2022	0	0
DISCIPLINARY REFERRALS: WEAPONS- CARRYING, POSSESSING, ETC.	2024	0	0
	2023	0	0
	2022	0	0
ARREST: DRUG ABUSE VIOLATIONS	2024	0	6
	2023	0	4
	2022	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0

VAWA OFFENSES WEST ALLIS CAMPUS 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
DATING VIOLENCE	2024	0	0
	2023	0	0
	2022	0	0
DOMESTIC VIOLENCE	2024	0	0
	2023	0	0
	2022	5	0
STALKING	2024	0	0
	2023	0	0
	2022	0	0



## CRIMINAL OFFENSES EDUCATION CENTER AT WALKER'S SQUARE 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER, NON-NEGLIGENT MANSLAUGHTER	2024	0	0
	2023	0	0
	2022	0	0
MANSLAUGHTER BY NEGLIGENCE	2024	0	0
	2023	0	0
	2022	0	0
RAPE	2024	0	0
	2023	0	0
	2022	0	0
FONDLING	2024	0	0
	2023	0	0
	2022	0	0
INCEST	2024	0	0
	2023	0	0
	2022	0	0
STATUTORY RAPE	2024	0	0
	2023	0	0
	2022	0	0
ROBBERY	2024	0	0
	2023	0	5
	2022	0	0
AGGRAVATED ASSAULT	2024	0	4
	2023	0	2
	2022	0	0
BURGLARY	2024	0	0
	2023	0	0
	2022	0	0

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MOTOR VEHICLE THEFT	2024	2	0
	2023	0	4
	2022	0	2
ARSON	2024	0	0
	2023	0	0
	2022	0	1

### ARRESTS AND DISCIPLINARY REFERRALS EDUCATION CENTER AT WALKER'S SQUARE 2022-2024

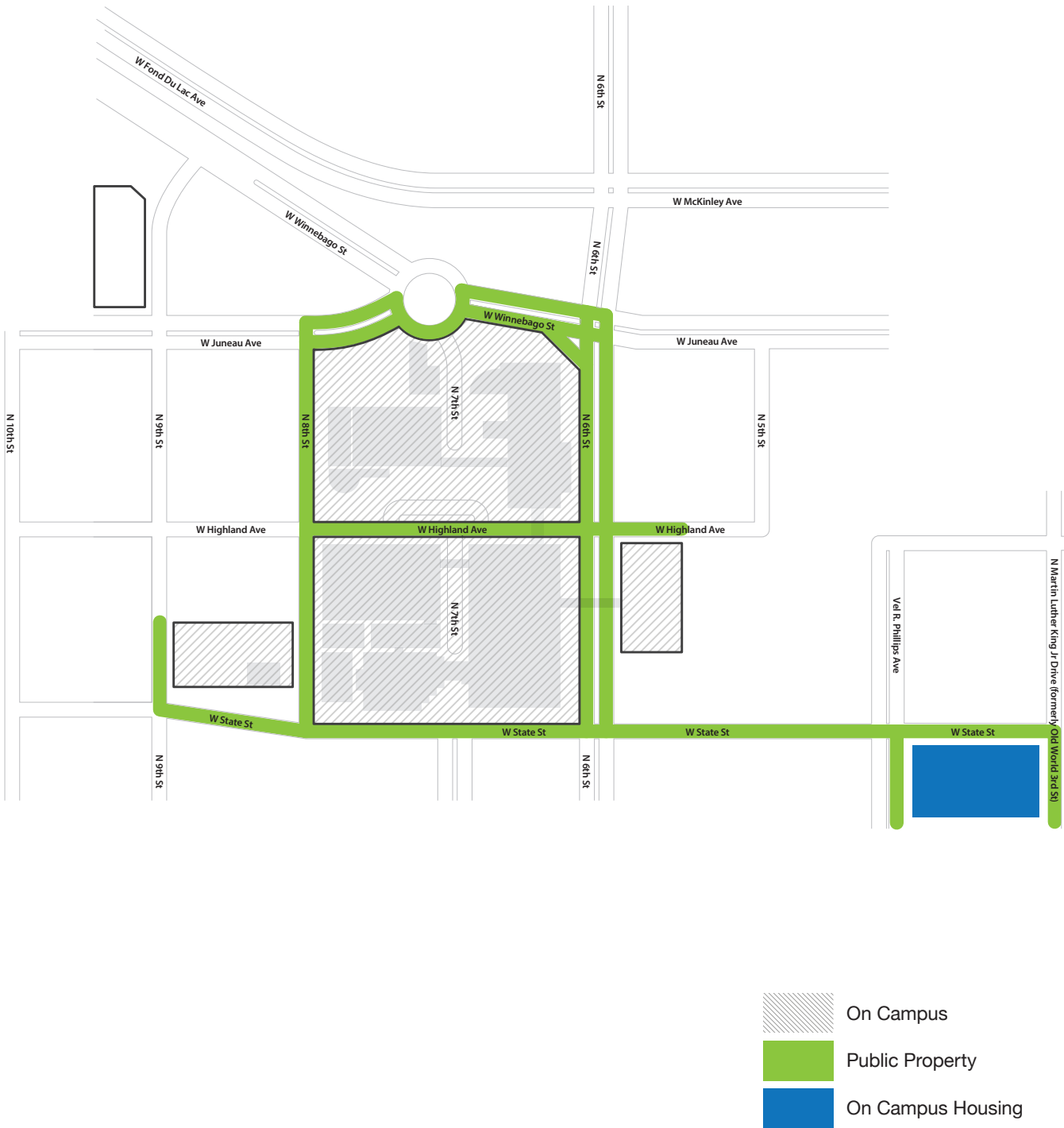
OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS- CARRYING, POSSESSING, ETC.	2024	0	0
	2023	0	0
	2022	0	0
DISCIPLINARY REFERRALS: WEAPONS- CARRYING, POSSESSING, ETC.	2024	0	0
	2023	0	0
	2022	0	0
ARREST: DRUG ABUSE VIOLATIONS	2024	0	2
	2023	0	0
	2022	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2024	0	0
	2023	0	0
	2022	0	0

VAWA OFFENSES EDUCATION CENTER AT WALKER’S SQUARE 2022-2024

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
DATING VIOLENCE	2024	0	0
	2023	0	0
	2022	0	0
DOMESTIC VIOLENCE	2024	0	2
	2023	1	0
	2022	0	1
STALKING	2024	0	0
	2023	0	0
	2022	0	0

CRIME STATS BY CAMPUS

# Downtown Milwaukee Campus



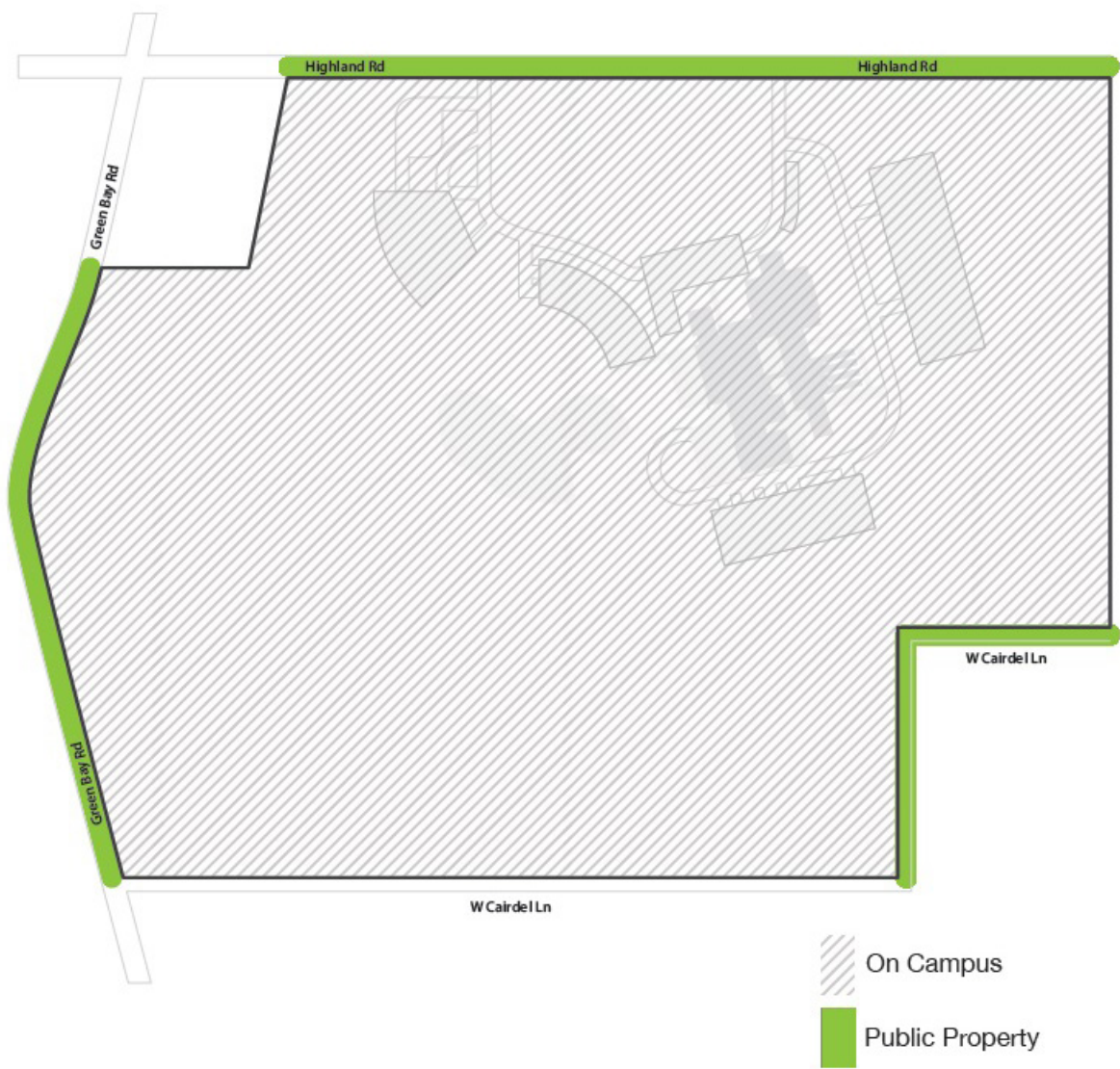
CRIME STATS BY CAMPUS

Photovoltaic Educational Lab



CRIME STATS BY CAMPUS

# Mequon Campus



CRIME STATS BY CAMPUS

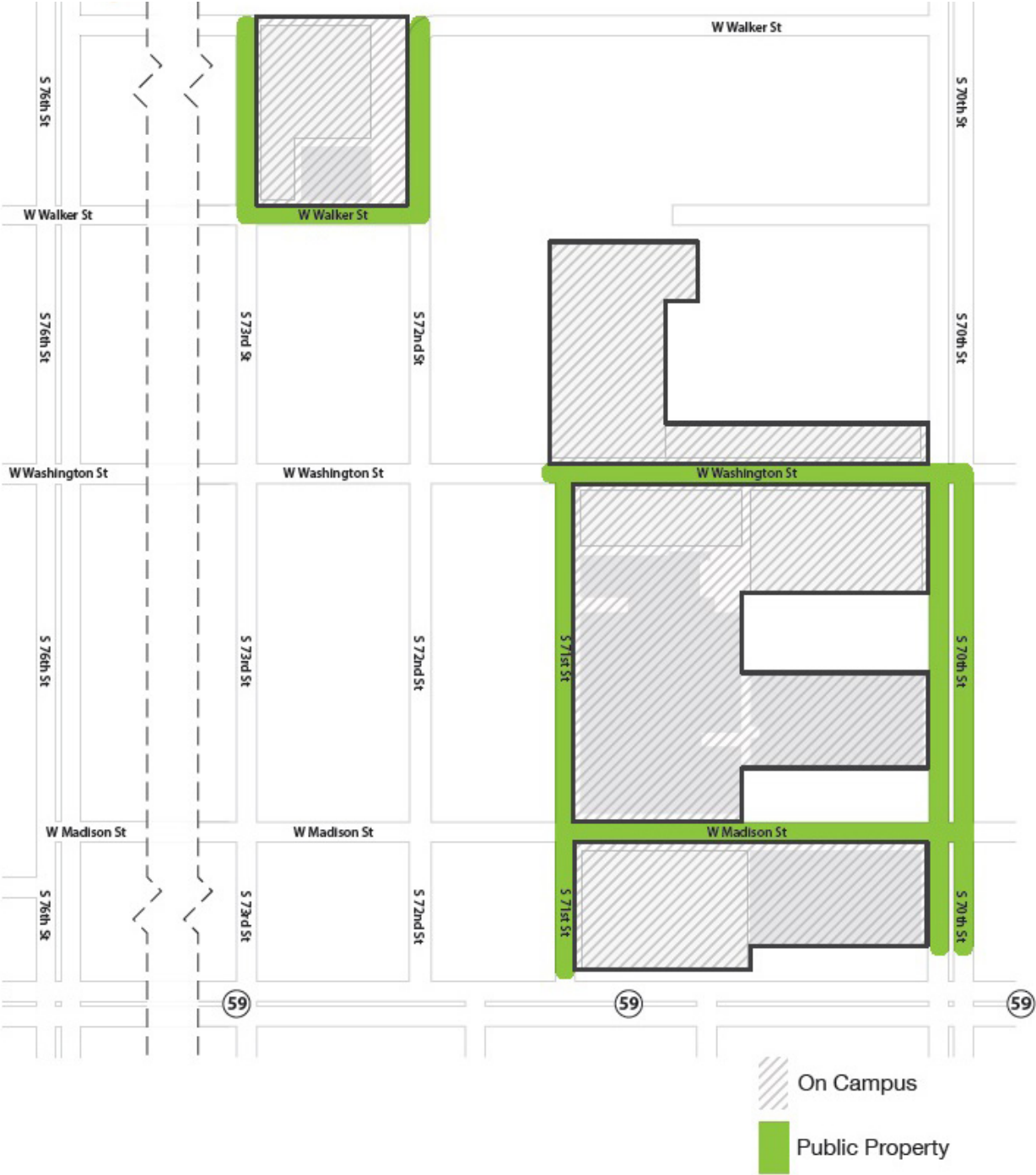
# Oak Creek Campus





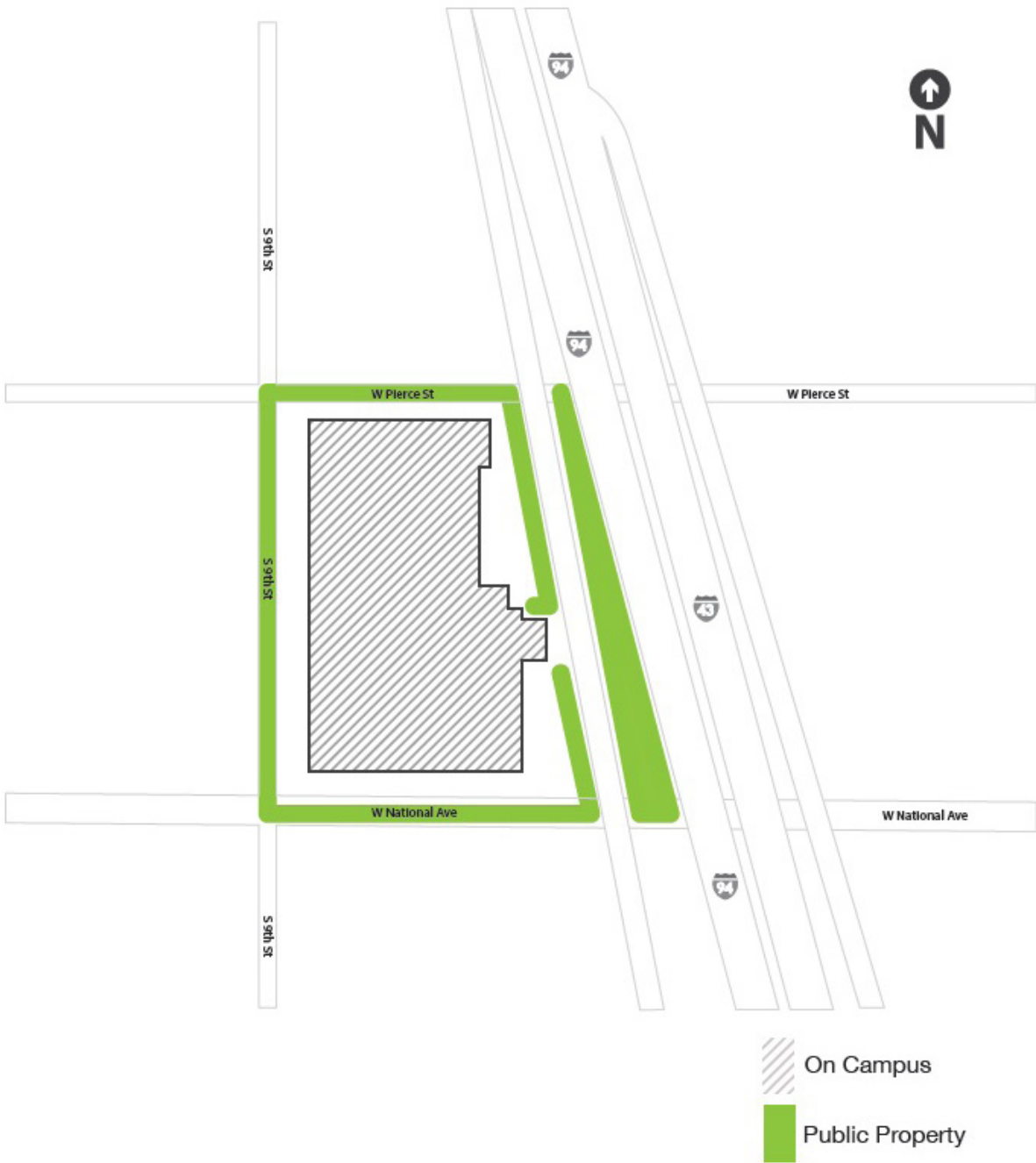
CRIME STATS BY CAMPUS

# West Allis Campus



CRIME STATS BY CAMPUS

MATC Education Center  
at Walker’s Square



**APPENDIX: TITLE IX PROCESS FOR RESOLVING COMPLAINTS  
OF SEX DISCRIMINATION AND SEXUAL HARASSMENT.**



## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: Title IX Process for Resolving Complaints of Sex Discrimination and Sexual Harassment	Code: CC0200
Policy Reference: C0200, C0201, C0202	Reviewed: 06/01/25
	Effective: 07/01/25

### **Overview**

MATC has adopted this Title IX Resolution Process ("Resolution Process") to address reports of conduct that reasonably may constitute sex discrimination or sexual harassment. This Resolution Process applies equally to employee and student parties.

MATC will take reasonable steps to protect the privacy of the parties and witnesses during this Resolution Process. These steps will not restrict the ability of the parties to obtain and/or present evidence, consult with their family members, confidential resources, advisors, or otherwise prepare for or participate in this Resolution Process.

MATC prohibits retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

MATC will treat complainants and respondents equitably. MATC presumes that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of this Resolution Process.

MATC requires that any Title IX Coordinator, Investigator, or Decision-maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

MATC employees are required to cooperate with this Resolution Process. Student witnesses and witnesses from outside the MATC community cannot be required to participate, but are encouraged to do so. No individual will be disciplined for making a report or participating in the Resolution Process in good faith.

### **1. Reporting Responsibilities**

With the exception of employees designated as Confidential Employees and Responsible Employees, all employees who receive a report or notice of conduct that may constitute sex discrimination or sexual harassment are encouraged to share that information with the Title IX



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Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations, and otherwise keep the disclosure in confidence.

**A. Responsible Employees:** Must forward reports of sex discrimination and sexual harassment to the Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations. Responsible Employees are:

- Academic advisors, student services specialists, retention coaches, and career coaches
- Deans, associate deans, and department chairs
- Public safety officers
- Athletic coaches and athletic department staff

1. **Reporting Requirements:** Responsible Employees must promptly report the following information to the Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations:

- the names of the complainant and respondent, if known
- a description of the incident including the nature of the conduct
- the date, time, and location of the incident
- any other relevant details known at the time of the report

Reports may be submitted through any of the following channels:

- MATC's online reporting form (Maxient)
- direct email, phone call, or meeting with the Title IX Coordinator, Deputy Coordinator, or Director of Labor Relations
- MATC Public Safety, who will forward the report to the Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations

2. **Institutional Accountability** Failure by Responsible Employees to forward reports of sex discrimination and sexual harassment may result in disciplinary action, up to and including termination.

**B. Confidential Employees:** By virtue of their licensure and professional role are not required to forward reports of sex discrimination and sexual harassment. Confidential Employees at MATC are (1) licensed mental health counselors, and (2) the Ombudsperson.

Confidential Employees must explain to the person making the report: (1) that they are a Confidential Employee and not required to report sex discrimination and sexual harassment; (2)



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how to make a complaint and contact the Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations; and (3) that the Title IX Coordinator may be able to offer and coordinate supportive measures.

## 2. Formal Complaint

Whether or not a formal complaint has been filed, when a report of sex discrimination or sexual harassment reaches the Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations, they will promptly attempt to contact the alleged victim or complainant to offer and discuss the availability of supportive measures and explain the process for filing a formal complaint. To initiate this Resolution Process, a formal complaint of sex discrimination or sexual harassment must be submitted in writing and signed by a complainant indicating their wish for MATC to proceed under the Resolution Process to investigate the conduct alleged. For formal complaints of sex discrimination, MATC will follow the process outlined in **Administrative Regulation and Procedure CC0202, Process for Reviewing Complaints**.

A formal complaint must:

- be a document – can be electronic
- be signed by the complainant or signed by the Title IX Coordinator
- be made by a complainant who is participating in or attempting to participate in an education program or activity at the time of filing
- must allege sexual harassment or sex discrimination against a respondent
- must request that MATC investigate the allegation of sexual harassment or sex discrimination

## 3. Collateral Misconduct

If during the course of this Resolution Process, MATC becomes aware of conduct that falls outside the scope of MATC's Title IX Policy that may violate other MATC policies, such collateral misconduct may be resolved concurrently with or separately from the underlying complaint as determined by the Title IX Coordinator in consultation with appropriate MATC officials. Dismissal of allegations from the Resolution Process does not preclude MATC from addressing those same allegations under other policies.



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The Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations, as appropriate, will document all decisions regarding collateral misconduct, including referrals or coordination of related disciplinary processes.

#### **4. Initial Evaluation of Reported Conduct**

Upon receiving a report in any form of potential sex discrimination or sexual harassment, the Title IX Coordinator or designee will conduct an initial evaluation of the conduct reported, typically within five (5) business days.

The purpose of this evaluation is to:

- determine whether the reported conduct, if substantiated, could constitute a violation of MATC's Title IX Policy
- assess whether the alleged conduct occurred within MATC's education program or activity
- confirm whether a formal complaint has been submitted or whether the complainant wishes to submit one
- offer supportive measures to the complainant, regardless of whether a formal complaint is filed

Supportive measures are non-disciplinary, non-punitive services designed to preserve or restore equal access to MATC's programs and activities. Supportive measures may also be made available to the respondent after notification of a formal complaint.

If it is determined that the conduct could constitute sex discrimination, but not sexual harassment, and a formal complaint is filed, MATC will follow the process outlined in **Administrative Regulation and Procedure CC0202, Process for Reviewing Complaints**.

#### **5. Title IX Coordinator's Decision to Initiate a Complaint**

When a complainant refuses to submit a formal complaint of sexual harassment, the Title IX Coordinator may initiate a complaint only after determining that the alleged conduct presents an imminent and serious threat to the health or safety of a complainant or other person, or that





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the conduct as alleged prevents MATC from ensuring equal access based on sex to its education program or activity. In making this determination, the Title IX Coordinator will consider factors including, but not limited to:

- the complainant's request not to proceed
- any reasonable safety concerns expressed by the complainant
- the potential risk of additional acts of sexual harassment
- the severity of the alleged conduct, including whether it could warrant suspension or removal of a respondent
- the age and relationship of the parties, including whether the respondent is an employee
- the scope of the allegations, including any indication of a pattern or multiple individuals affected
- the availability of evidence to support an investigation
- whether MATC could effectively stop the alleged discrimination and prevent its recurrence within its Resolution Process

The complainant's wishes will be given significant consideration. However, if the Title IX Coordinator determines that initiating a complaint is necessary to address institutional safety or compliance concerns, the complainant must be notified before any formal action is taken. MATC will also take steps to support the complainant and address any identified safety concerns. The rationale for initiating a complaint in such circumstances will be documented.

## **6. Dismissal**

The Title IX Coordinator may dismiss a formal complaint of sex discrimination or harassment, in whole or in part, at any time during the Resolution Process.

### **A. Mandatory Dismissal of Sexual Harassment**

MATC must dismiss a formal complaint if:

- the alleged conduct would not constitute sexual harassment even if proved
- the conduct did not occur within MATC's education program or activity



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- the conduct did not occur against a person in the United States<sup>1</sup>

MATC may still address the conduct through other applicable policies. MATC must provide written notice of the dismissal and the reasons to both parties and their advisors promptly after the decision is made, typically within five (5) business days.

### **B. Discretionary Dismissal**

MATC may dismiss a formal complaint when:

- the complainant notifies the Title IX Coordinator in writing that they wish to withdraw the complaint or any allegations contained within it
- the respondent is no longer enrolled or employed by MATC
- specific circumstances prevent MATC from gathering evidence sufficient to reach a determination as to the formal complaint

The Title IX Coordinator will provide written notice to both parties of the dismissal and the reasons for it promptly after the decision is made, typically within five (5) business days.

### **C. Supportive Measures**

Regardless of dismissal, MATC will offer appropriate supportive measures to the parties and take other reasonable steps to ensure access to its educational programs and activities is not denied on the basis of sex.

## **7. Emergency Removal / Administrative Leave**

MATC may temporarily remove a respondent from its education program or activity on an emergency basis when an individualized safety and risk assessment determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

This determination will be made by MATC's Behavioral Intervention Team (BIT) who will notify the Title IX Coordinator of the decision. The Title IX Coordinator or designee will provide the

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<sup>1</sup> A hostile environment may still exist in a program or activity even if some of the conduct occurred outside of the United States.



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respondent with written notice and an opportunity to challenge the decision immediately following the removal.

#### **A. Opportunity to Challenge**

A respondent subject to emergency removal may challenge the decision within two (2) business days of receiving the notice. Upon request, the Title IX Coordinator will meet with the respondent and their Advisor (if applicable) to review the removal and determine whether it should be modified or lifted.

Emergency removal does not replace the Resolution Process, which will proceed separately.

#### **8. Emergency Removal of Employee**

MATC may place non-student employees on administrative leave, with or without pay, pending the outcome of the Resolution Process when circumstances warrant separation to protect the health, safety, or well-being of individuals involved or to maintain the integrity of the investigation.

Administrative leave is typically with pay and is not disciplinary in nature.

#### **9. Countercomplaints**

MATC permits the filing of counter-complaints during the Resolution Process. All counter-complaints will be assessed by the Title IX Coordinator to determine whether they are submitted in good faith and arise from the same or related circumstances as the original complaint.

Counter-complaints that are deemed retaliatory or frivolous will not proceed and may be addressed as a separate violation of MATC policy.

If accepted, a counter-complaint may be investigated concurrently with, or separately from, the initial complaint, depending on the facts and circumstances.

If, during the course of an investigation, new allegations are identified that were not included in the original Notice of Investigation and Allegations (NOIA), the Title IX Coordinator will provide both parties with written notice of the additional allegations before proceeding further.



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#### **10. Notice of Investigation and Allegations (NOIA)**

Upon receipt of a formal complaint (within 5 business days), and prior to commencing an investigation, the Deputy Title IX Coordinator, Director of Labor Relations, or designee will provide written NOIA to both the complainant and the respondent. The NOIA must include a copy of this Resolution Process.

Amendments or updates to the NOIA must be issued if new allegations arise during the investigation that warrant inclusion.

The NOIA will include the following information:

- Identity of the parties if known
- Allegations: A clear description of the conduct that may constitute sexual harassment
- Date, time, and location of the alleged incident(s) if known
- Specific policies implicated / offenses
- Link to or copy of Resolution Process
- A statement that each party may inspect and review all evidence gathered during the investigation prior to the investigation report being finalized
- The name(s) of the investigator(s) assigned to the matter
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility is made at the conclusion of this Resolution Process
- A reminder that retaliation is strictly prohibited and will be addressed through disciplinary action if it occurs
- An explanation of the expectations regarding the privacy and confidentiality of information shared during the process
- Advisor Information: Notice that both parties may be accompanied by an Advisor of their choice who may be, but is not required to be, an attorney
- A caution against knowingly making false statements or submitting false information during the process
- Information about how to request disability-related accommodations to participate in the Resolution Process
- Instructions for each party to preserve any evidence that may be directly related to the allegations



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The NOIA may be delivered in person, by mail, or by email to the parties' official MATC email addresses or other designated contact methods. Delivery is considered effective once sent by any of these methods.

MATC may delay the issuance of the NOIA for good cause, including the absence of a party, a party's advisor, a witness, concurrent law enforcement activity, or the need for language assistance or to accommodate disabilities. Any such delay shall be documented.

#### **11. The Role of an Advisor**

Each party may have an Advisor of their choice present at any meeting, interview, or proceeding during this Resolution Process. The Advisor may be, but is not required to be, an attorney. Each party is required to have an Advisor at the live hearing. If a party has not identified an Advisor prior to the hearing, MATC will provide one at no cost.

At no point during this Resolution Process is the Advisor allowed to speak on behalf of the advisee. However, at the hearing, the Advisor is the only person permitted to cross-examine witnesses. Furthermore, the Advisor is expected to comply with MATC's conduct policies at all times.

MATC recognizes that a student party may have an Advisor that is not their Advisor of choice and reserves the right to obtain written consent from the student party for communications with their appointed Advisor. Any Advisor who fails to comply with these expectations may be removed.

#### **12. Investigation**

Formal complaints of sexual harassment shall be investigated promptly, thoroughly, and impartially with target completion within sixty (60) business days from receipt of the formal complaint. Reasonable delays are allowed for good cause in accordance with this Resolution Process and shall be documented when they occur.

The burden to gather evidence sufficient to determine whether a policy violation occurred rests with MATC.



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### A. Investigation Steps<sup>2</sup>

The investigation will generally include the following steps, not necessarily in this order:

- Identify the parties and begin a strategic investigation plan, including a witness list, evidence list, and interview schedule
- Provide both parties the opportunity to be accompanied by an Advisor of their choice at all meetings or interviews, with sufficient written notice regarding the date, time, location, participants, and purpose
- Allow both parties to present relevant fact and expert witnesses and to submit evidence
- Seek evidence from other sources, e.g., security footage, card swipes, law enforcement records, medical records
- Conduct interviews with the parties and witnesses and perform follow-up interviews as necessary
- When credibility is a factor, ask questions to assess credibility
- Provide each party and their Advisor a copy (in electronic format or hard copy) of all evidence obtained that is directly related to the allegations in the formal complaint, including evidence MATC does not intend to rely on in making its determination, and allow at least 10 business days for the parties to review the evidence and submit a written response<sup>3</sup>
- Caution all parties and Advisors not to redisclose information obtained through this Resolution Process<sup>4</sup>
- Consider the responses and incorporate any determinative elements or additional relevant evidence into the final report
- Document the rationale for any modifications made during finalization

### B. Interview Recording

If interviews are recorded, the following procedures apply:

<sup>2</sup> An Investigation Checklist is available for additional reference. Ask the Title IX Coordinator.

<sup>3</sup> Consider using a virtual platform that restricts printing, downloading, sharing, and screenshotting & remind parties of their obligations. Maybe sign an NDA. Documents may also be watermarked so that if they are shared it can be determined who shared it.

<sup>4</sup> Consider an NDA, but be consistent in application.



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- All participants will be notified in advance if a meeting or interview is being audio- or video-recorded
- Unauthorized recording by parties or Advisors is not permitted
- Recordings will be made available for inspection and review as part of the evidence review period prior to finalizing the investigation report

Recordings are maintained as part of the investigative file and are subject to MATC's recordkeeping policies.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx, etc.), or, in limited circumstances, by telephone. MATC will take appropriate steps to ensure the security/privacy of remote interviews.

Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), although this is not preferred.

### **C. Final Report**

The final investigation report shall summarize the allegations and relevant evidence and be sent to each party and the party's Advisor, if any, at least ten (10) business days before a hearing. The parties have that time to review and submit a written response and prepare for the hearing.

### **13. Informal Resolution Option**

MATC has discretion to decide if informal resolution is appropriate.

Informal resolution cannot be used to resolve allegations that an employee sexually harassed a student.

#### **A. Conditions for Participation**

- Written consent from both parties
- Either party may withdraw from the informal process at any time prior to resolution and resume the Resolution Process





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- The parties may not reinitiate the Resolution Process based on the same facts once an agreement is reached
- The Title IX Coordinator or designee will sign off on any informal resolution agreement in addition to the parties
- Informal resolution can be conducted by anyone with training and no conflict of interest or bias

## B. Notice Requirements

Before initiating the informal resolution process, both parties will receive written notice explaining:

- the allegations at issue
- the nature and structure of the informal resolution process
- their right to withdraw and return to the Resolution Process
- any consequences of agreeing to a final resolution, including loss of the right to a hearing and appeal

## C. Informal Resolution Options

MATC offers several forms of informal resolution tailored to the needs of the parties and the nature of the allegations. These may include:

- Supportive Resolution: The Title IX Coordinator meets with the complainant to determine appropriate supportive measures designed to restore or preserve the complainant's access to MATC's education programs. If the respondent has been notified of the complaint, similar measures may be extended to the respondent
- Educational Conversation: The Complainant may request the Title IX Coordinator to meet with the respondent to address the behavior in question and explain MATC's expectations. These conversations are voluntary, non-disciplinary, and non-punitive. The respondent is not required to attend or respond. Remedial actions may still be implemented to reinforce policy expectations.
- Accepted Responsibility: At any point in the process, the respondent may agree to accept responsibility for all or part of the alleged conduct. If so, the Title IX Coordinator may facilitate a resolution that includes agreed-upon restrictions, remedies, or sanctions.



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Once accepted and finalized in writing, the resolution is binding and not appealable. If agreement cannot be reached the Resolution Process resumes.

- Alternative Resolution: These approaches may include restorative practices, supported dialogue, indirect interventions, educational programming, or tailored remedies. Some outcomes are agreement-based, while others result from facilitated conversation. All parties must consent, and direct interaction is optional.

The Title IX Coordinator or designee will oversee all informal resolution proceedings and ensure they remain fair, equitable, and free from coercion.

#### **14. Live Hearing / Sexual Harassment Cases**

A live hearing is required for before a determination of responsibility can be made relating to a formal complaint of sexual harassment. After the investigation report has been finalized the Title IX Coordinator or designee will submit a referral to the Wisconsin Dept. of Admin. Division of Hearings and Appeals (“the Department” or “Decision Maker”) for the appointment of an Administrative Law Judge to preside as the hearing examiner at a due process hearing consistent with Title IX, Wis. Stat. §227, and MATC policy. The Department will use the **preponderance of the evidence** standard to determine responsibility. The preponderance of the evidence means the greater weight of the evidence (more than 50%), and indicates the evidence shows the claim is more likely true than not.

The Department will schedule and hold a telephone pre-hearing conference within 10 business days of MATC’s referral to the Department. The topics typically discussed at a pre-hearing conference include:

- rights and responsibilities of the parties and identifying who will attend
- the order of the hearing and rules of decorum
- prohibited questions and relevancy
- evidentiary questions to be considered prior to the hearing
- witnesses to be called
- logistics and other procedural details, e.g., using Zoom, taking breaks, etc.
- the written decision and possibility of sanctions



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### A. Impermissible Evidence

During the hearing, the Decision Maker will determine what evidence is relevant and admissible. Examples of impermissible evidence include, but are not limited to:

- Privileged Information: A party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional. . . made or maintained to a party – without the party's written consent
- Prior Sexual History of the Complainant (Rape Shield): Information about the complainant's prior sexual behavior is not admissible at hearing unless:
  - it is offered to prove that someone other than the respondent committed the alleged conduct, or
  - it relates to prior sexual conduct between the complainant and respondent and is offered to prove consent
- Harassing or Unclear Questions: Questions that are unclear, harassing, or duplicative may be excluded. Parties may be asked to reframe or clarify excluded questions.

### B. Written Decision of Responsibility

The written determination will be provided to both parties simultaneously. It will also indicate when the determination becomes final. If no appeal is filed, the determination is final on the date the appeal period expires. If an appeal is filed, the determination is final on the date of the appeal outcome.

If the respondent is found responsible, the Title IX Coordinator or designee will:

- coordinate the implementation of any sanctions
- oversee the provision of remedies to the complainant and others impacted by the prohibited conduct
- monitor for compliance and continued access to the education program or activity

## 15. Appeals

Either party may appeal the determination regarding responsibility or the dismissal of a formal complaint or allegations therein on the following bases: (1) a procedural irregularity that affected the outcome of the matter; (2) discovery of new evidence that was not reasonably available at



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the time the determination regarding responsibility or dismissal was made that could affect the outcome; or (3) the Title IX Coordinator, investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or against a party that affected the outcome.

#### A. Filing an Appeal

- An appeal of a dismissal must be submitted in writing within five (5) business days of receipt of the notice of dismissal.
- An appeal of a determination of responsibility must be submitted in writing within fifteen (15) business days of receiving the written report.
- All appeals shall be submitted to the Title IX Coordinator as identified in MATC policy C0201, Title IX Policy Against Sex-based Discrimination and Other Forms of Sexual Misconduct.
- The Title IX Coordinator will promptly notify the other party in writing of the appeal and the nonappealing party will have fifteen (15) business days from the notice of appeal to provide a written response.

Appeals will be decided by a trained, impartial Appeal Decision-maker who did not participate in the case in a meaningful manner. The Appeal Decision-maker must not have any conflict of interest or bias. MATC reserves the right to add additional bases for appeal that will apply to the parties equally.

#### B. Appeal Decision

The Appeal Decision-maker will issue a written decision that includes the rationale for the result. The decision will be provided simultaneously to both parties and is final.

### 16. Sanctions

#### A. Student Sanctions

Factors to consider when determining sanctions and responsive actions include, but are not limited to:

- Nature, Severity, and Circumstances: The seriousness of the violation and the context in which it occurred



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- Disciplinary History: May only be considered after a finding of responsibility and where there is an allegation of a pattern of similar misconduct
- Impact on Complainant and Community: The effect of the violation on the Complainant and the broader MATC community
- Need for Sanctions: The necessity of sanctions to stop the discrimination, prevent recurrence, and remedy its effects

Common sanctions for students include:

- Reprimand: A formal statement that the conduct was unacceptable and a warning that further violation of any MATC policy, procedure, or directive will result in more severe sanctions/responsive actions.
- Required Counseling: A mandate to meet with and engage in either MATC-sponsored or external counseling to better comprehend the misconduct and its effects
- Restrictions: A student may be restricted in their activities, including, but not limited to, being restricted from contact with persons, locations, programs, participation in certain activities or extracurriculars, study abroad, or from holding leadership in student organizations.
- Probation: Sanction for a specified limited period of time that may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate. Subsequent violations of any MATC policy or directive may be regarded as a violation of the terms of probation
- Suspension: Separation from the institution or its facilities for a definite period of time, typically not to exceed two years, after which the student is eligible to return. Eligibility may be contingent upon the satisfaction of specific conditions noted at the time of suspension or upon a general condition that the student is eligible to return if the Title IX Coordinator determines it is appropriate to re-enroll the student. The student is typically required to vacate MATC property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator or other appropriate official. During an institution-wide suspension, the student is banned from all MATC property, education programs, and activities unless they receive prior written approval from the Title IX Coordinator or appropriate institutional official. This sanction may be enforced with a trespass action if necessary.



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- Expulsion: Permanent separation from MATC. The student is banned from MATC property and the student's presence at any MATC sponsored activity is prohibited. Expulsion may also be enforced with a trespass action.
- Revocation of Degree: While very rarely employed, MATC reserves the right to revoke a degree previously awarded from MATC for fraud, misrepresentation, and/or other violation of MATC policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- Other: MATC may assign any other sanctions as deemed appropriate.

## B. Student Group and Organization Sanctions

- Warning: An official notice to a student organization that the conduct is in violation of MATC policy and that the continuation of such conduct may result in further disciplinary action
- Probation: A period of observation and review during which the student organization must demonstrate compliance with MATC standards, and may include the suspension of benefits and privileges, including but not limited to, social event privileges, MATC funds, honors and awards eligibility, and new member recruitment. The term of probation will be determined at the time it is imposed, but usually for no longer than one year.
- Suspension: Termination of student group or organization recognition and/or MATC support for a definite period of time not to exceed two years and/or until specified criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in MATC activities regardless of where they occur. Re-recognition is possible, but not guaranteed, and will only be considered at the end of the suspension period provided all re-recognition criteria have been met and the group or organization gets clearance from the Title IX Coordinator or designee.
- Expulsion: Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- Any other action as deemed appropriate

## C. Employee Sanctions

- Written Warning: An official notice to the employee regarding the violation and the expectation for future conduct



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- Performance Improvement Plan/Management Process: A detailed plan outlining the expected improvements in behavior, performance, or adherence to policies, including timelines and consequences for failing to meet plan objectives
- Enhanced Supervision, Observation or Review: Increased oversight of the employee by a supervisor or other designated individual
- Required Training or Education: Completion of specific training programs or educational sessions focused on understanding and preventing discrimination, harassment, and retaliation
- Probation: A period during which the employee's performance and conduct will be closely monitored and evaluated to ensure compliance with MATC policies and expectations
- Denial of Pay Increase/Pay Grade: Withholding scheduled pay increases or adjustments to pay grade
- Demotion: Reduction in job rank, title, or responsibilities
- Transfer: Reassignment to a different position or department within MATC
- Shift or Schedule Adjustments: Changes to the employee's work schedule or shift to prevent further issues or conflicts.
- Delay of (or referral for delay of) Tenure Track Progress: Postponement of tenure review or progress
- Assignment to New Supervisor
- Restriction of Stipends, Research, and/or Professional Development Resources: Limiting access to additional compensation, research opportunities, or professional development resources
- Suspension/Administrative Leave without Pay: Temporarily removing the employee from their duties without pay pending the outcome of the Resolution Process
- Termination
- Other Actions: MATC may impose other sanctions as deemed appropriate

## 17. Pregnancy or Related Conditions

MATC does not discriminate on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. Individuals affected by pregnancy or related conditions are entitled to the same access and support as those with temporary medical conditions. An employee who learns of a student's pregnancy or related condition must refer that individual to Student Accommodations and provide the student with the Title IX Coordinator's contact information to ensure that reasonable accommodations and support are offered to the student.



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### A. Student Support

When a student notifies MATC of pregnancy or a related condition, the Title IX Coordinator or designee will:

- inform the student of their rights under Title IX and provide a copy of MATC policy C0200, Equal Opportunity, Harassment and Nondiscrimination
- offer reasonable modifications to academic requirements as needed to ensure equal access to the education program or activity
- permit voluntary medical leave for the duration deemed necessary by the student's health care provider
- ensure reinstatement to the same academic status the student held before the leave began
- accommodate medically necessary absences and missed coursework

Reasonable documentation may be requested to support requests for accommodation.

### 18. Reasonable Extensions of Time

MATC will use its best efforts to complete the Resolution Process within the timeframes outlined herein. However, extensions may be necessary for good cause, including the absence of a party, a party's Advisor, a witness, or concurrent law enforcement activity, or the need for language assistance or to accommodate disabilities, among other reasons. In such cases, the Title IX Coordinator will provide written notice to the parties explaining the reason for the delay and the anticipated timeline for completion.

### 19. Recordkeeping

MATC will maintain all records related to this Resolution Process for a period of at least seven (7) years from the conclusion of the matter. Records to be maintained include materials used to train the Title IX Coordinator, Deputy Title IX Coordinator, Director of Labor Relations and staff generally.





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**20. Accommodations and Support**

MATC provides reasonable accommodations and support for individuals with disabilities to ensure equal access to the Resolution Process. Requests for support should be directed to the Title IX Coordinator. Accommodations may include:

- Interpreter Services: Provision of sign language interpreters or other interpreters
- Assistive Technologies: Assistive technologies such as screen readers or other devices
- Physical Access: Ensuring physical access to meeting and hearing spaces

**21. Special Considerations for Minors**

MATC operates programs that may include participation by individuals under the age of 18, including dual enrollment, early college, and childcare-related offerings. Accordingly, MATC may adopt procedures or supportive measures that are age-appropriate for minors, provided such modifications are applied equitably to both the complainant and respondent. These measures are designed to preserve access to the Resolution Process while supporting the developmental needs of younger participants.

Examples of age-appropriate measures may include the use of trauma-informed interview practices, involving support persons, or coordinating with K-12 program liaisons. These accommodations will not compromise either party’s rights under this Resolution Process.

**B. Parental and Guardian Participation**

A minor’s parent or legal guardian may participate in the Resolution Process to the extent they have a legal right to act on behalf of the student. This may include filing a complaint, accessing records, attending meetings or hearings, or responding to findings.

Participation by a parent or guardian may require appropriate documentation, such as a FERPA (the Family Educational Rights and Privacy Act of 1974) release, court order, or other proof of authority. MATC may request such documentation before granting access to confidential records or allowing parental decision-making within the process.



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**C. FERPA and Eligible Students**

In accordance with FERPA, minor students enrolled at MATC are considered “eligible students” once they begin attending a postsecondary program, regardless of age. As such, FERPA rights transfer from the parent to the student upon enrollment. MATC will communicate directly with the student unless the student has provided written consent for parental involvement or unless another legal basis for parental access applies.

If a student turns 18 while participating in the Resolution Process, all rights under FERPA and Title IX belong to the student as an adult, so a valid release authorizing continued parental involvement may be required. MATC may request updated documentation if a student’s legal status changes during the process.

Office of Responsibility: Office of General Counsel







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**DOWNTOWN MILWAUKEE**  
700 West State Street

**MEQUON**  
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**OAK CREEK**  
6665 South Howell Avenue

**WALKER'S SQUARE**  
1816 West National Avenue

**WEST ALLIS**  
1200 South 71st Street

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act. MATC is accredited by the Higher Learning Commission, Commission on Institutions of Higher Education, the national standard in accrediting colleges and schools for distinction in academics and student services.