



# **Campus Security and Fire Safety: Statistics, Reports & Policies**

**January – December 2022**

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1. Welcome
2. Health Screening
3. Business
4. Female Clark

5. Male Clark
6. Lamb Hall
7. Cook Hall
8. Glanville

9. Thank You
10. Outdoor Store
11. Exit

## **General Security Operations**

The vision of Shepherds College was birthed from the already existing work of Shepherds Ministries in Union Grove, Wisconsin. Shepherds College is now “the country’s leading three-year post-secondary educational program for students with intellectual disabilities.”

The Shepherds College campus consists of 11 primary buildings. The Wood Center, the main College building, is home to College staff and faculty offices, most of the classrooms, and both male (south) and female (north) dorms. Functions such as maintenance, vehicle garaging, and the Marketing, Human Resources, and Business Offices are housed in other campus buildings.

All campus buildings are provided with ample outdoor lighting year-round to permit ease of sight at night. Roadways leading to every building are well lit, paved, and maintained for access year-round. All of the campuses have sufficient access to permit the largest of emergency response vehicles. This is true even for the center entrance, just west of the main entrance, which has a gated entrance.

### **Security provisions include personnel responsibilities, electronic supervision, and mechanical systems.**

- Staffing patterns provide supervision at all times while students are on campus. During the school year, someone is working at all hours of the day. There is one awake staff as well as 4-5 Emergency
  - Response Staff (ERS) who remain in the dormitories and other living areas, ready to be awakened when an emergency arises.
- Residential, academic, and office spaces are monitored by electronic security systems. These systems are armed in the evenings during sleeping hours to protect against both escape and unauthorized access. The system includes a combination of door alarms (perimeter) and occupancy sensors. Staff members have coded access to the system to provide access and flexibility when needed.
- All buildings are protected by a door lock system that includes a security hierarchy permitting different levels of staff access. Outside doors are all equipped with locks and are regularly locked by staff when buildings are unoccupied and during sleeping hours. Main entrance doors have fob access, providing a heightened degree of security. Independent apartments on campus are accessible by student occupants with authorized keys. All keys issued – to staff and faculty as well as students – are tracked.

### **Security considerations are used in the maintenance of campus facilities:**

- Shepherds College employs a full-time maintenance staff. These individuals are subject to the same security requirements for employment as all staff members found in Wisconsin State Code DHS 83. Maintenance personnel also supervise all contractual vendors while they are on campus. Contractual vendors are permitted on campus only during regular business hours, except in cases of emergency.
- Volunteers coming to Shepherds Campus undergo a review from the Shepherds Marketing and/or Human Resources departments. All volunteers are supervised by Shepherds staff members.

## **Campus Police Operations**

Shepherds College operates no campus police authority of its own. All Police authority on-site is conducted officially by the Racine County Sheriff’s Department, which is the local police entity having jurisdiction. Sheriff patrols are assigned to the local Union Grove community, with an office in the local Village Hall. At least one deputy is on duty, available at all times, with daily routes of local inspection and observation.

Racine County is a participant in the **911<sup>1</sup> Emergency Call Center** systems, with dispatching control nearby in the Town of Yorkville.

Emergency response to the Shepherds campus has historically been very prompt. The Sheriff’s deputies are usually on-site in less than two minutes when an emergency call is made. The local fire department is a volunteer department that works closely with the surrounding townships. While Shepherds has never had a major fire, the Fire Department and EMTs will arrive at our campus in less than five minutes in response to a summons for health and safety reasons.

†**Reportable Crimes Statistics** (See section beginning on p. 20 for explanations/definitions and more information.)

Criminal Offenses							
Offense	Calendar Year	Hate Crime	Category (if Hate Crime)	Geographic Location			
				OnCampus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Murder/NonNegligent Manslaughter	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0
	2022	0	----	0	0	0	0
Negligent Manslaughter	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0
	2022	0	----	0	0	0	0
Robbery	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0
	2022	0	----	0	0	0	0
Burglary	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0
	2022	0	----	0	0	0	0
Aggravated Assault	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0
	2022	0	----	0	0	0	0
Motor Vehicle Theft	2019	0	----	0	0	0	0
	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0
Arson	2019	0	----	0	0	0	0
	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0

Violence Against Women (VAWA) Offenses

Domestic Violence	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0
	2022	0	----	0	0	0	0
Dating Violence	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0
	2022	0	----	0	0	0	0
Stalking	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0
	2022	0	----	0	0	0	0

*\*\* In our efforts to continue to improve and comply with reporting, we reconsidered how we are interpreting reporting qualifications and the numbers reported for 2020 are updated from previous reports.*

### Sex Offenses

*PLEASE NOTE: Shepherds College exclusively serves a student population of adults with intellectual or developmental disabilities. Many of our students have guardians in place which frequently correlates with the inability to legally consent to sexual interactions. This status, when combined with our students' disabilities causes our school, out of an abundance of caution, to self-identify as a mandatory reporter on all matters related to sexual interaction that are reported to our faculty or staff. Reports are submitted for each incident to the local sheriff's office and the county office of protective services and as we learn of these incidents our staff respond with urgency to correct the behavior in question. With input from legal counsel, the numbers reported are our best determination of the events that have taken place on our campus and their frequency, while recognizing that actions included in this report: 1) are in many cases the result of our students not being able to legally consent to sexual activity, meaning interactions are included in this report without regard to willing participation, and 2) may unintentionally misrepresent the offenses that have taken place on our campus due to the unreliability of the sources of these reports due to our students' disabilities which for many impacts their ability to recall events accurately. It should be noted that as soon as these incidents were brought to the attention of Shepherds College, staff action was taken to address and correct the concerning behaviors.*

Offense	Calendar Year	Hate Crime	Category (if Hate Crime)	Geographic Location			
				On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Rape	2020	0	----	0	5**	0	0
	2021	0	----	0	11	0	0
	2022	0	----	0	2	0	0
Fondling	2020	0	----	5**	10**	0	0
	2021	0	----	0	7	0	0
	2022	0	----	0	0	0	0
Statutory Rape	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0
	2022	0	----	0	0	0	0
Incest	2020	0	----	0	0	0	0
	2021	0	----	0	0	0	0
	2022	0	----	0	0	0	0

*\*\* In our efforts to continue to improve and comply with reporting, we reconsidered how we are interpreting reporting qualifications and the numbers reported for 2020 are updated from previous reports.*

Other Crimes						
Offense	Calendar Year	Category	Geographic Location			
			On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Larceny-Theft	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
∞Simple Assault	2020	N/A	0	3**	0	0
	2021	N/A	0	2	0	0
	2022	N/A	0	4	0	0
Intimidation	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	00
Destruction/Damage/Vandalism of Property	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	1	0

∞ Instances of verbal and physical aggression are addressed with internal disciplinary procedures as well as behavior plans and collaboration with parents/guardians. Though aggression can cause or threaten physical harm, the log of incidents does not indicate any malicious intent. When an incident is serious enough to involve law enforcement and/or results in a student dismissal, it will be reported here.

\*\* In our efforts to continue to improve and comply with reporting, we reconsidered how we are interpreting reporting qualifications and the numbers reported for 2020 are updated from previous reports.



Arrests / Disciplinary Offenses							
Offense	Year	Arrest	Disciplinary Referral	Geographic Location			
				On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Liquor Law Violations	2020	0	0	0	1**	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
Drug Abuse Violations	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
Weapons: Carrying, Possessing, etc.	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0

\*\* In our efforts to continue to improve and comply with reporting, we reconsidered how we are interpreting reporting qualifications and the numbers reported for 2020 are updated from previous reports.

## Fire Safety Statistics: Shepherds College Buildings

(See section beginning on p. 23 for Fire Safety Mechanisms, Training and Instructions.)

<b>Men's and Women's Dorms (All Wood Center)</b>	2020	2021	2022
Number of Fires in Building Fires / Building Fires	0	0	0
Number of People With Fire-Related Injuries	0	0	0
Number of Fire-Related Deaths	0	0	0
Value of Property Damage Related to Fires	0	0	0
<b>Glanville</b>	2020	2021	2022
Number of Building Fires	0	0	0
Number of People With Fire Related Injuries	0	0	0
Number of Fire Related Deaths	0	0	0
Value of Property Damage Related to Fires	0	0	0
<b>Olsen</b>	2020	2021	2022
Number of Building Fires	0	0	0
Number of People With Fire Related Injuries	0	0	0
Number of Fire Related Deaths	0	0	0
Value of Property Damage Related to Fires	0	0	0
<b>Clark Apartments</b>	2020	2021	2022
Number of Building Fires	0	0	0
Number of People With Fire Related Injuries	0	0	0
Number of Fire Related Deaths	0	0	0
Value of Property Damage Related to Fires	0	0	0
<b>Lamb Hall</b>	2020	2021	2022
Number of Building Fires	N/A	0	0
Number of People with Fire Related Injuries	N/A	0	0
Number of Fire Related Deaths	N/A	0	0
Value of Property Damage Related to Fires	N/A	0	0
<b>Cook Hall</b>	2020	2021	2022
Number of Building Fires	N/A	0	0
Number of People with Fire Related Injuries	N/A	0	0
Number of Fire Related Deaths	N/A	0	0
Value of Property Damage Related to Fires	N/A	0	0

## Security Methods in Use

### Personal Awareness

Police and security forces are hard at work, but public safety is the responsibility of **all individuals**. We encourage staff and students alike to actively participate in the awareness and practice of safe habits. This awareness includes the important reminder to be alert for suspicious behavior, abandoned vehicles, unauthorized individuals, strange packages, or unusual odors.

***If you see something, say something!***

In particular, Shepherds employees have a responsibility to keep our student body safe. Strange behavior or suspicious activity should be reported to **Charge Person** (usually the Manager on duty) and then additional authorities immediately. **If you see something, say something!** It is of utmost importance that all staff be continually aware of the safety and security of their immediate environment.

Here at Shepherds College, staff and faculty receive regular training that promotes awareness of a safe environment – physically safe as well as emotionally safe. As paid care and training support staff, all are obligated to note and report any alteration to regular routines which could be a security issue. We aim to keep our student body safe both individually and collectively.

We also expect our students to be aware and practice safety in daily tasks, classes, and <sup>2</sup>Field Experiences, living areas, and Student Life activities. Students are made aware of practices and procedures related to campus safety through the Student Handbook, student Orientations, Assessments, and specific classes. For example, in Personal and Professional Development, students learn about safety measures to avoid theft and harassment, as well as how to handle personal safety and sexual offenses. They are made aware that they can call the Sheriff directly to report crimes committed.

***Remember: your community is safer when you are involved and alert!***

### Student Observations and Communications

Security is improved whenever we are closely involved with the daily activities and opportunities in which our students are involved. When students pay attention to who/what they have seen, what they have heard, what they have felt, or what they have smelled on campus, a staff or faculty member's arena of responsibility gains valuable, exponential input. If the student(s) share something they noticed, staff and faculty members are responsible to check it out. Those observations may be misinterpretations, but they could also represent something out of the ordinary that may need to be discovered and dealt with!

It is encouraged to record these observations on paper to aid in your communication with **Charge Person**. Even the smallest piece of data can lead to a timely intervention or a safe choice! As mentioned above, safety is everyone's responsibility, and we are committed to the safety of our students.

### Community Warnings

Occasionally, an unsafe situation may be forewarned by someone, not on campus. Information received by any of the following sources needs to be communicated to **Charge Person**, so that concerns may be reduced by the actions of staff members.

- Direct Observation by arriving individuals – Staff or visitors may relay information about events observed on the way to campus, or that they have heard or seen on the news/media.
- Official Contact by Law Enforcement Personnel – Local Sheriff's Deputies may bring warnings to campus to initiate an alert.
- Media alert – Local or national news stations can deliver information – warnings about weather, criminal activity, or environmental issues – that require emergency response.

## **Campus Electronic Security Systems**

Some of the Shepherds campus buildings are equipped with security alarm systems designed to detect nonpermitted access to a building perimeter. These systems are mostly activated at night or during vacant-building periods. In most cases, all exit doors and some interior doors are integrated into this system, creating a limited access environment. An alert to this system causes a building-wide alarm to sound. The alert also signals a phone call to an outside monitoring agency who will call Shepherds with information regarding the system breach.

Buildings that contain a Security System are:

- Findley Center
- Clark Apartments
- Wood Center (including dorms)
- Lamb and Cook Halls
- Glanville and Olsen Homes
- Miter Center (Tech Center)

There are cameras in/around every campus building, monitoring activity both internal and external.

## **Area-specific mini-security systems**

Some internal doors are equipped with locally operated access alarm systems. These systems are purposed to keep individual areas secure in a larger, accessible building. These are usually key-armed and used at specific times to alert local personnel of unauthorized access or egress by students.

## **Lock and Key**

The lock-and-key system at Shepherds is a hierarchal security method to permit the greatest access to the greatest authority and vice versa. All personnel are equipped with a key set necessary for their regular duties. If access to other areas becomes necessary, additional keys can be issued (and signed out). All outside doors and a majority of interior doors contain locking devices. A fob system has been added to select main entry doors, providing a heightened degree of security.

## **Securing Buildings**

Empty buildings should be locked and secured. Security systems should be armed by the last person out. Daytime security is most important in the most remote campus buildings.

## **Security Alerts**

**Emergency Alert System** – We currently use our TEAMS channel for emergencies as an organization.

### **Initiating a Security Alert**

A security alert occurs when a significant personal threat to student safety arises, prompting immediate responses on the part of the Shepherds staff members.

Shepherds College will, without delay, and considering the safety of the community, determine the content of the security alert. Staff members will then 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.

If we receive notice or warning of impending or possible danger, the **Charge Person** or other responsible staff member will issue the proper warning.

Warnings can be issued through any or all of the following means:

- E-mail
- Page
- Text alert
- Social Media, including Microsoft Teams

When tests of these systems are conducted, they will be documented.

**When a front-line staff member (i.e. Student Life staff, Instructor, or Advisor) becomes aware of a situation, he/she must determine if it is a “911” situation\* or not. If it is a “911” situation, they first quickly initiate alarms and any necessary protective actions, then contact 911, then report to the Charge Person.**

\*These 911 situations include but are not limited to:

- Fire
- Emergency Medical Alert
- Emergency Security Alert, such as:
  - Unknown or suspicious person(s) on campus (which may require investigation)
  - Unwelcome or barred individual(s) on campus
  - Active Unsafe Security Threat or Incident
  - Emergency Building Alert
- Emergency Building Alert  
(Natural gas leak, electrical discharge, bomb threat or suspicious item, etc.)

**If the situation is not a “911” situation, the front-line staff member should contact the appropriate Charge Person. The Charge Person will determine what action should be taken, then notify the appropriate person or agency (Nursing, Advisor, Dean, etc.).**

- If it is determined that the Sheriff should be notified, the **Charge Person** will do so, then notify the appropriate Dean/Director.
- If the situation is non-medical, the Advisor will determine along with the appropriate Dean if the situation should be referred to the Racine County Sheriff’s Department (unless already enacted).
- If the situation is criminal, then immediate steps should be taken to protect or aid any students involved, whether witnesses or victims.
- If the situation is medical (unless a result of a reportable crime), Nursing will oversee any follow-up.

## Alarm or Alert Response

### Charge Person

Any security alert will prompt the **Charge Person** or other staff members to investigate the cause of the alarm activation. Alerts may come in various forms: actual alarms, phone calls, pages, or word of mouth. An investigation shall be immediate, and at the site as soon as possible. Whether the staff member comes to the site alone or with aid depends on:

- location/remoteness of the alert,
- number of responders,
- time of day or night, and
- other need-based information

**If you feel your safety is at risk, or that anyone at Shepherds is at risk of personal harm,  
call law enforcement personnel immediately (911)!**

### Community Police Involvement

The Racine County Sheriff's Department has assigned patrols to the Village of Union Grove. These officers and the Wisconsin State Patrol are the only entities with arresting authority on the Shepherds campus, with few exceptions. The Deputies will most often be the first responders in an emergency and will need to communicate with the appropriate staff member as soon as possible upon arrival to campus.

In expectation of police arrival in an emergency:

- **Assign** a staff member to meet the arriving officer(s) at the main campus entrance.
- When the law enforcement officer arrives on campus, **identify** yourself as a staff member. ○ If possible, have your staff ID badge visible.
  - Try to keep your own hands empty and visible.
- **Direct** him or her to the **Charge Person** and the active alarm site.
- Supply **information** regarding the alarm in a **concise, complete** manner.
  - If possible, use objective directions such as "north side" and "third door".
  - State whether the emergency is a fire, medical need, security threat, etc.
- Be ready to **defer** to the officer's recommendations and authority.

Don't be afraid to inform the officer if you feel his/her actions will create danger for our student body or difficulty for his/her team. Remember, the officer is depending on your information so that important safety decisions can be made!

## Critical Incident

A "critical incident" is an event that causes an unusually intense stress reaction. The distress that people experience after a critical incident will limit their ability to cope, impair their ability to adjust, and negatively impact the work environment. This level of distress will reveal itself in every individual differently, making the impact of every incident-specific and unique.

A critical incident is not in itself a reportable crime and maybe a "no-fault" incident. It may be a precursor or possible indicator of something more serious, such as acting out in a criminal mode.

Examples of traumatic events that can produce such criminal reactions include:

- Worrisome information (bad news)
- Abuse or neglect – (**see HR Policy #106**)
- A violent or threatening incident in the work setting
- Injury
- A natural or man-made disaster that affects the workers' ability to function in the workplace
- A colleague's or friend's death or serious illness
- Suicide in the community

**Critical Incident Stress Debriefing (CISD)** is a process that prevents or limits the development of posttraumatic stress in people exposed to critical incidents. Professionally conducted debriefings help people cope with and recover from an incident's aftereffects. CISD enables participants to understand that they are not alone in their reactions to a distressing event and provides them with an opportunity to discuss their thoughts and feelings in a controlled, safe environment. Optimally, CISD occurs within 24 to 72 hours of an incident.

It is important to note that Shepherds does not currently employ any licensed Counselors for such psychotherapy. Advisors can discuss the incident(s) with the affected students and families and might recommend that professional counseling is sought.

At work, in class, and residential areas, some people in distress may turn personal problems or trauma into disruptive, violent actions. Whether this behavior presents a major threat or simply makes others uncomfortable, it is important to identify and prevent crises before they escalate.

It is vitally important for students, faculty, and staff to play a role in campus security. Be aware of the signs of a person in crisis who might be displaying behaviors that could include chronic depression or mood swings, perceptions of injustice, isolating behavior or hostility, or frequent allusions to violence.

## **Campus Violence**

The following criminal acts are no different from other crimes, except that each requires a quick response or intervention to limit or halt any continuing or escalating harm to any individual. These criminal situations may result from stress issues, but they may also be a result of planned malice. Regardless of the reason, these violent acts are listed here so a proper response can be put into action.

- Harassment / Discrimination
- Sexual Assault / Rape / Child Molestation
- Bomb Threat / Suspicious Item
- Kidnapping / Hostage / Extortion
- Menacing Person(s) / Weapon(s) Threat / Active Shooter

As mentioned regarding Personal Awareness, students learn safety measures to implement in case of (and to help prevent) an act of violence. With coaching, students develop constructive plans to prepare themselves.

Response to these situations may involve a level of personal risk. These responses are intended to limit criminal action while limiting risk exposure. If you feel your safety is at risk, or that anyone at Shepherds is at risk of personal harm, call law enforcement personnel immediately (911)!

## **Harassment / Discrimination**

Any form of harassment, including verbal, physical, written, or mental abuse, will not be tolerated. Sexual harassment will not be tolerated. Shepherds believes that all students and staff have the right to live, learn and work in a safe environment, where people treat each other with respect. Words or actions that are threatening, offensive, or intimidating, including words related to race, color, religion, national origin, sex, age, disability, physical status, veteran status, or any other physical characteristic, will not be tolerated. Any threat or act of physical violence is also prohibited. This policy applies to all employees, consultants, contractors, vendors, volunteers, temporary staff, and students at Shepherds. Any violation of this policy will result in disciplinary action.

**EMERGENCY ACTIONS:** what to do if you are harassed or discriminated against or harassment/discrimination is reported to you.

- Immediate Intervention – Any observation of harassment or abuse should prompt an immediate intervention and the Dean/Administrator should be notified.
- Report – Individuals victimized or witnessing suspected harassment or abuse should report it to the Shepherds Human Resources Department. Students will likely start by reporting such to their Advisors.



## **Sexual Assault / Rape / Child Molestation**

Shepherds will not tolerate sexual assault of any kind, including that of date- or acquaintance- rape. Sexual assault is defined as sexual contact without consent. A member of the Shepherds community charged with sexual assault can be disciplined under the Shepherds code of conduct and may be prosecuted under Wisconsin criminal statutes. Even if the criminal justice authorities choose not to prosecute, Shepherds can pursue disciplinary action. This disciplinary action could result in dismissal from Shepherds.

**Call 911!** Immediate reporting of a sexual assault is imperative for both the apprehension of the offender and for the collection of evidence that is vital to the support of the complaint. Even if a victim decides not to file charges, a report should be completed. Secure, trusted personnel should be notified to facilitate this process with the Racine County Sheriff's Department as well as to secure a crime scene if the assault has taken place on campus. Shepherds College will, upon written request, disclose to the alleged victim any crime of violence (as that term is defined in section 16 of title 18, United States Code), or [[Page 122 STAT. 3309]] a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense concerning such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Shepherds College will change a victim's academic and living situations after an alleged sex offense and provides options for those changes if those changes are requested by the victim and are reasonably available.

The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought about alleging a sex offense.

Shepherds College will impose dismissal from school as a sanction against crimes of sexual assault.

Information about registered sex offenders living near campus can be found here:

<http://offender.doc.state.wi.us/public/>

Counseling for victims of sexual assault can be made available upon request. Requests should be made through the student's Advisor.

## **Bomb Threat / Suspicious Item**

When a bomb threat is received:

### **EMERGENCY ACTIONS -**

If there is a threat of an immediate explosion, evacuate all people from the premises at once by pulling the fire alarm and barricading access to the alleged explosion site.

If the caller indicates there is time before the bomb will go off:

- Try to get as much information as possible about the location, description of the bomb, and the caller.
- Have a second person contact 911 and initiate an evacuation. Evacuate all people from the premises at once by pulling the fire alarm and barricading access to the alleged explosion site.

When a suspicious item is discovered:

### **EMERGENCY ACTIONS -**

If you find an item you suspect is a bomb, DO NOT touch, move or disturb the item. Call 911 immediately, and initiate an evacuation. Keep everyone away from the area until help arrives.

### **Kidnapping / Hostage / Extortion**

Any of these crimes involves the unlawful use or removal of individuals, their assets, or their information to obtain leverage in the illegal acquisition of benefit to the perpetrator. Each of these crimes is highly stressful and any can escalate to personal injury crimes. If one becomes aware of a criminal situation involving kidnapping, hostage, or extortion, follow the emergency action provided here:

**EMERGENCY ACTIONS: Direct Intervention** ○ Remain calm. Cooperate with

the person. Make no sudden movements.

- If safe to do so, alert other employees/students that an emergency/danger is present or imminent, and quietly leave the area.
- Call 911 when safe to do so.
- Call the Manager on duty, if they are not already aware.

If you receive a telephone call regarding a kidnapping, hostage, or extortion situation:

- Keep the caller on the line to get as much information as possible.
- Write down all information. ○ If you receive a ransom note, minimize additional handling of the note until it can be delivered to authorities.
- Call the Manager on duty
- Call 911 upon advisement from the Manager on duty

### **Menacing Person(s) / Weapon(s) Threat / Active Shooter**

In this type of situation, you must remain calm and take immediate action, especially when students are under your direct care. The key is to be aware of your environment and any possible dangers. If you suspect menace or a potential active shooter situation, you must quickly determine the most reasonable way to protect your own life and those under your care. If you are in harm's way, you will need to decide rapidly what the safest course of action is based on the scenario that is unfolding before you.

An **Active Shooter** is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, even before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

#### **EMERGENCY ACTIONS**

- **Activate:** Through appropriate media, send an all-user message to begin an appropriate response.
- **Evacuate:** If there is an accessible escape path, attempt to evacuate the premises at risk. Make sure to leave belongings behind and keep hands visible. When the police arrive, *continue* to keep your hands empty and visible so as not to be mistaken as a threat.
- **Hide:** If evacuation is not possible, you should find a place to hide where the active shooter is less likely to find you. Block entry to your hiding place and lock the doors. Use heavy items to barricade yourself if possible. And remember to remain quiet and silence your cell phone or pager.
- **Act:** As a last resort, and only when your life is in imminent danger, a staff member might attempt to incapacitate or distract the shooter.
- **Call 911** as soon as it is safe to do so.

## Reportable Crimes

All students, faculty, and staff are encouraged to make prompt and accurate reports of crimes to the proper person. All reports can, whether by students or staff/faculty, be made on a voluntary and confidential basis. The proper person is defined as follows:

### For Students:

- **During the school/workday: Academic Advisor – or Supervisor at <sup>2</sup>Field Experience**
- **During the evening: the Student Life Supervisor**

### For Faculty/Staff:

- **Notify both the Charge Person as well as the Administrative staff, if not the same person.**

All of the following crimes committed on Shepherds Campus will be reported to local authorities by the Shepherds administration. It is the responsibility of the Racine County Sheriff's department to conduct criminal investigations and follow-up if charges are to be levied. These crimes, as they occur, will be reported in a general nature to remaining staff promptly, and will be added to an annual report of such crimes, available to all constituents. All reported crimes will be described in an annual report, created by Shepherds, required by law under "the Clery <sup>3</sup>Act." The Campus Safety Officer (or Clery Act Compliance Officer) will maintain and publish an annual report of all crimes required by the Clery Act to be reported.

### These <sup>4,5</sup>crimes include:

Murder / Non-negligent Manslaughter: The willful (non-negligent) killing of a human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime.

Negligent Manslaughter: The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Forcible Sex Offense: Any sexual act directed against another person, forcibly and/or against that person's will – or not forcibly or against the person's will, \*when the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity, or because of his/her youth.

- Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will as defined above\*.
- Forcible Sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will as defined above\*.
- Sexual Assault with an Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will as defined above\*.
  - An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- Forcible Fondling is the touching of the private body parts of another person for sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will as defined above\*.

Non-Forcible Sex Offense: Unlawful, non-forcible sexual intercourse.

- Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person, whether by force, the threat of force, violence, and/or by putting the victim in fear. (Cyber-Crimes, while not specifically reportable, are considered criminal and will be so delivered to the attention of local authorities)

**Aggravated Assault:** An unlawful attack by one person upon another to inflict 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. To be defined as aggravated assault, the intended injury – when a gun, knife, or other weapon is used, which could, or probably would result in a serious injury if the crime were completed – does not have to be completed; aggravated assault is defined as the intent of injury as well as the resulting injury.

**Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony; breaking-and-entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned; this includes joy-riding)

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, aircraft, or personal property of another. (Fires of suspicious origin or fires of unknown origin are not reported in this category.)

**\*Hate Crime:** A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on the following six categories, which are reportable under the Clery Act:

- race
- sexual orientation
- gender
- ethnicity/national origin
- religion
- disability

Crimes reportable under the Clery Act which can be considered Hate Crimes if the offender was motivated by bias are the following:

- the offenses listed above
- Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- 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 accused having custody or control of it.

Alcohol, Tobacco, and Illegal Drugs - To promote the virtues of sobriety and self-control, Shepherds College (and Shepherds College) prohibits the use of alcohol, tobacco (in any form), and illegal drugs on campus and during ministry-related functions. It is illegal to purchase, possess, or distribute alcohol, tobacco, and illegal drugs on campus property by anyone. Violation of this policy will result in disciplinary action from Shepherds College as well as state and local authorities.

#### State and Local Penalties

- **Alcohol:** Subject to the discipline policies set forth below. Additionally, individuals under the age of 21 can be subject to fines under WI State Statutes.
- **Tobacco:** Subject to the discipline policies set forth below. Additionally, someone found to be smoking indoors is considered to violate WI State Statute 101.123 as well as the Village of Union Grove Ordinance 70-7 and can result in a fine not less than \$100 and not more than \$250.
- **Illegal Drugs:** Subject to the discipline policies set forth below. Additionally, someone found to possess, consume, or distribute illegal drugs will be turned over to the proper authorities and are subject to local, state, and federal penalties. See Village of Union Grove Ordinances 70-3 and 70-4; WI State Statute Chapter 961.

A student's eligibility might be suspended if the offense occurred while you were receiving Federal Student Aid (grants, loans, or work-study). When you complete the FAFSA, you will be asked whether you had a drug conviction for an offense that occurred while you were receiving Federal Student Aid. If the answer is yes, you will be provided a worksheet to help you determine whether your conviction affects your eligibility for Federal Student Aid.

If your eligibility for Federal Student Aid has been suspended due to a drug conviction, you can regain eligibility early by completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If you regain eligibility during the award year, notify your Financial Aid Office immediately so you can receive any aid for which you are eligible.

If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for Federal Student Aid, and you might be liable for returning any financial aid you received during a period of ineligibility.

#### Drug, Alcohol, and Tobacco Use Education:

Each year, Shepherds College provides information about the dangers of alcohol, illegal drugs, and tobacco use to each enrolled student and staff member by the end of September. The information provided was prepared by the Central Racine County Health Department. Upon request, copies are available from the Administrative Office.

#### **Collecting Crime Statistics**

Shepherds College collects the crime statistics required under the Clery Act through several different methods.

Shepherds College maintains records of all reported crimes in the Crime Incident Report. The person preparing the annual Campus Safety and Security Report collaborates the stats and data with the appropriate Dean, Manager, etc. Any reports of incidents from campus security authorities are filed and maintained with the crime statistics for the applicable reporting period. As mentioned in the table of reportable crimes (pp. 6-8), offenses and misdemeanors are addressed within the internal Shepherds College structure. Offenses that are serious enough to involve local police authorities are reported, but thus far, no police charges have been filed.

Shepherds College works with the Racine police to obtain records of all reported crimes which have taken place on the Shepherds College campus or the public properties adjacent to the Shepherds College campus.

## **Missing Student or Escape**

Front-line staff members should always be aware of how many students are in their care, and where students have gone if not immediately visible. Staff members communicate with each other when students leave the given classroom, living area, etc. Both on and off-campus, staff members have many practices in place to ensure all students are present and accounted for.

## **Emergency Evacuation**

Types of emergency evacuation include:

- Security
- Fire
- Weather
- Environmental

Evacuations can involve lockdown procedures as well as off-campus evacuation, depending on the severity of the situation.

### **Fire Safety Education and Training:**

SC staff members are required to pass a Fire Safety Training Course.

After initial Orientation, an annual Fire Safety review course is required for all staff.

All students are taught the fire evacuation process within 72 hours of arrival to campus, as well as each time they move to a new living area. They are assessed regarding their self-preservation skills in fire and weather emergencies. This process includes the use of walk-through drills, announced drills, and unannounced drills to ensure the student's grasp of fire evacuation processes. The drilling practice permits staff members to develop and implement any supports the student may need to accomplish an accurate and fast evacuation. Students are required to evacuate buildings within two minutes. If students cannot meet this timeframe, a written evacuation support plan will be put in place.

Fire drills are conducted throughout the school year. A minimum of six drills are performed in each school year with at least one in each area of occupancy including but not limited to housing, academic areas, lunchrooms, and recreation areas. At least one of these drills shall be conducted during sleeping hours. Records of fire drills are available by contacting the VP of Student Affairs. Fire drills were indeed conducted during the 2022 year.

### **Reporting Personnel**

- Record of fire training and education for staff members is maintained by the Shepherds College Human Resources department.
- The Facilities Administrator or his designee conducts fire safety training and seminars.
- Record of all student fire safety instruction and evacuation data is maintained by the Student Life department.
- In the case of student difficulties in the evacuation process, the student's Advisor consults with all contributing personnel to develop a fire safety action plan for that student.

In the event of any fire or smoke emergency, any observed details of the event shall be relayed to the Student Life Supervisor (or the appropriate staff/faculty Supervisor) so corrective action can be initiated.

**Summary:**

All campus buildings including student housing are inspected regularly by local fire officials. The buildings are maintained by facilities staff or contractors as needed. Any updates or additions that need to be made will be added in a reasonable period or as required by local, state, and federal regulations.

We at Shepherds College are dedicated to our students. We continue to discuss and implement practices that will ensure their success and most importantly, their safety.

This annual Campus Security and Fire Safety Report is compiled in compliance with The<sup>3</sup>Clery Act as we strive to provide our students with quality education and safety. Copies of this report are provided to current members of our faculty, staff, and student body; printed copies of this report are also available upon request in the Administrative Offices found in the Findley Center.

**Notes for this report:**

- <sup>1</sup>. All regularly used SC buildings have a fire alarm system that directly dials a local Emergency Call Center.
- <sup>2</sup>. “Field Experiences” (“FE”) are the specialty major internships in which third-year students participate. Beginning with Fall 2021, these are now called “Occupational Experiences” (“OE”).
- <sup>3</sup>. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, amended in 1998
- <sup>4</sup>. Uniform Crime Reporting Definitions: <https://ucrdatatool.gov/offenses.cfm>
- <sup>5</sup>. Information about hate crimes can be found at: <https://www.fbi.gov/services/cjis/ucr/hate-crime>
- <sup>6</sup>. SC Admissions Criteria states that “students must be at least 18 years of age by August 31 of the year they start at Shepherds College”.
- <sup>7</sup>. Census forms are available through the Administrative Office.