



UW-Madison Police Department

Policy: 91.3

SUBJECT: TITLE IX INVESTIGATIONS

EFFECTIVE DATE: 09/30/15 REVISED DATE: 05/30/17; 07/18/18; 09/18/19

REVIEWED DATE:

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POLICY:

The UW-Madison Police Department shall work in conjunction with the Dean of Students Office and the Title IX Coordinator to ensure all reports of sexual harassment are properly reported to the University of Wisconsin-Madison.

DEFINITIONS:

“Sexual harassment” as defined by University of Wisconsin-Madison policy includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational experience or their participation in a University program or activity, (2) submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or program-related decisions affecting such an individual, or (3) creates a hostile environment.

PROCEDURE:

91.3.1 TITLE IX REPORTING PROCEDURES

The following shall define the procedures for reporting non-criminal sexual harassment to the Title IX Coordinator:

- A. Institutional Title IX investigations are the responsibility of the Title IX Coordinator or designee. UW – Madison Police Department personnel shall not dismiss or overlook behavior that may constitute unlawful sexual harassment, even if there is no evidence of a criminal violation. Department personnel are designated Responsible Employees and are required to forward reports of possible Title IX violations to the Title IX Coordinator.
 - 1. When UWPD personnel, sworn or non-sworn, receive information regarding conduct that may constitute unlawful sexual harassment under Title IX, the person receiving the report shall, at minimum, document the incident in an incident report.
 - a. Any non-criminal allegations of sexual harassment against a Department employee shall be documented as a personnel investigation and any relevant information regarding a complaint of sexual harassment against a Department member shall be forwarded to the Title IX Coordinator.
 - 2. Department personnel reviewing the report shall notify the Investigative Services Captain and the Department Deputy Title IX Coordinator or designee.
 - 3. The Department Deputy Title IX Coordinator or designee shall forward a report of the incident to the Campus Title IX Coordinator using the designated campus reporting form.
 - 4. The Department Deputy Title IX Coordinator shall document that the information was forwarded to the Title IX Coordinator.

91.3.2 BIENNIAL TRAINING REQUIRED

- A. Training shall be conducted at initial hire and at a minimum of biennially thereafter for all Department staff.
- B. Training shall consist of the following:
 - 1. How to identify sexual harassment.
 - 2. The University of Wisconsin – Madison Title IX reporting and grievance procedures
 - 3. Any other procedures used by the University of Wisconsin – Madison to investigate reports of sexual violence.

- C. The Department Deputy Title IX Coordinator or designee and the Training Sergeant shall coordinate Title IX training for Department staff.

91.3.3 Title IX Investigations

The following shall define the procedures used for situations in which a Title IX investigation and a criminal investigation occur concurrently:

- A. The UW Madison Police Department shall not cause a Title IX investigation to be delayed pending the outcome of a criminal investigation, except for the collection of evidence.
- B. The University of Wisconsin – Madison Title IX coordinator shall have access to agency investigation notes and findings as necessary for the Title IX investigation, as long as it does not compromise the criminal investigation.
- C. The University of Wisconsin – Madison Office of Legal Affairs along with the Department Captain of Investigative Services and Records Staff shall coordinate with the Dane County District Attorney’s Office to determine the availability of reports and findings to prevent compromise of the criminal investigation.