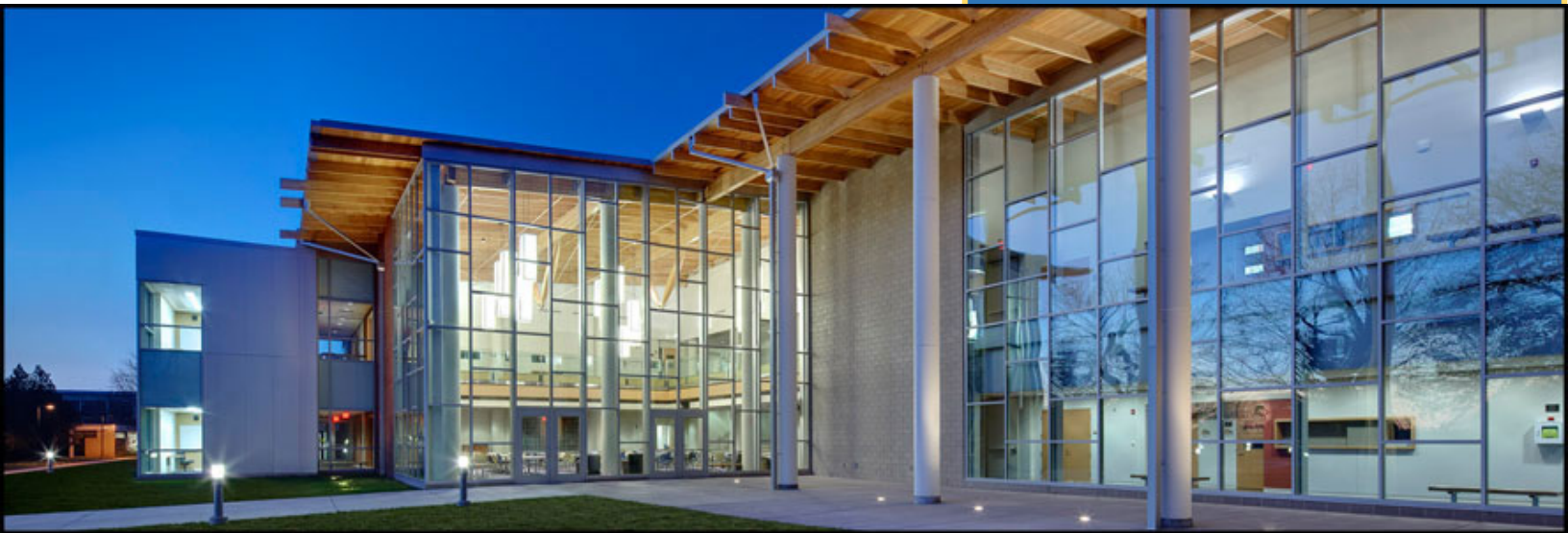


# 2019

## Annual Security and Fire Safety Report Statistics from calendar years 2016, 2017 and 2018



This Annual Security and Fire Safety Report includes information for the following campuses:

- Livonia (Main Campus)
- Southfield Center
- Henry Ford College
- Macomb Community College
- Tianjin Agricultural University
- Haiti Tec

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UNIVERSITY

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## Mission Statement

The mission of Madonna University, a Catholic and Franciscan institution of higher learning, is to instill in its students Christian humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others through a liberal arts education, integrated with career preparation and based on the truths and principles recognized within a Felician Franciscan tradition.

Madonna University's mission receives its spirit from these Franciscan Values:

- Respect for the dignity of each person
- Peace and justice
- Reverence for creation
- Education for truth and service

## Introduction

This Annual Security and Fire Safety Report ("Annual Security Report") is being published in accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act). The Clery Act is a landmark consumer protection legislation enforced by the United States Department of Education. The Clery Act requires that all colleges and universities receiving Title IV financial aid to comply with this Federal Law.

Published October 2019.

Crime statistics included in this report are for calendar years 2016, 2017, and 2018.

The purpose of this Annual Security Report is to provide faculty, staff, students and campus visitors with an overview of Madonna University's security resources, policies and procedures. The policies and procedures described in this Annual Security Report are subject to change at any time and updated versions of the Annual Security Report, if any, will be posted in PDF format on the following Madonna University websites:

- Department of Public Safety <http://www.madonna.edu/resources/public-safety>
- Undergraduate Admissions <https://madonna.edu/admissions/>
- Graduate Admissions <https://madonna.edu/admissions/graduate/>
- Human Resources <https://madonna.edu/resources/human-resources/>

This Annual Security Report is the result of the efforts of many people across campus. In order to publish holistic crime statistics, Madonna University gathers data from the campus community as well as local, state, and federal agencies. Both the University's Director of Public Safety and the Corporate Compliance Officer collaborate by sending letters to police agencies in jurisdictions where Madonna University has non-campus property in order to request Clery Act crime statistics from those locales. No formal police report is required for a crime to be included in Madonna's crime statistics, as Campus Security Authority (CSA) reports are reviewed for inclusion. For statistical purposes, crime statistics reported are recorded in the



calendar year the crime was reported.

In addition to the Main campus (Livonia), Madonna University has identified five separate campuses and has provided safety information along with crime statistics for each. Those campuses include three domestic sites:

- Macomb Community College,
- Henry Ford College, and
- Southfield Center.

In addition, the following international sites are included:

- Tianjin Agricultural University (P. R. China), and
- Haiti Tec (Haiti).

All available safety and security information related to each of these campuses is included in a separate section of this report. None of these campuses reported to own or control residential facilities for students.

All of the statistics are gathered, compiled, and reported to the campus community via this report, entitled “Annual Security and Fire Safety Report” which is published jointly by the Department of Public Safety and the Office of Corporate Compliance. The University submits the annual crime statistics published in this report to the Department of Education, which is then made available to the public on the Department of Education website.

Paper copies of this Annual Security Report are also available at the following main campus locations: Department of Public Safety, the Dean of Students’ Office, Human Resources, and the Office of Corporate Compliance. All current faculty, staff, and students receive an email prior to the publication as notice of availability no later than October 1.

### **Public Safety/Law Enforcement**

The Madonna University Department of Public Safety (Public Safety) provides around the clock protection and services to the university community. Officers are on duty 24 hours a day, 7 days a week, and 365 days a year.

Public Safety is a service-oriented department and has the following primary functions: to provide the campus community with the necessary services and control to watch over the personal safety of the entire university community, prevent crime, and protect university property and the property of the students, faculty/staff and visitors. The jurisdiction for Public Safety includes Madonna University’s main campus. Public Safety officers may be called upon to respond on an as-needed basis to incidents occurring at ABSN Southfield. If an incident occurs at any other location that is owned or controlled by the university the law enforcement and/or public safety units of those other locations will have jurisdiction.

Public Safety personnel are not sworn officers of the law; however, they are uniformed, unarmed safety and security officers who communicate with local police, fire, and emergency medical services. This communication enables officers to initiate and direct necessary emergency responders to the scene. Public Safety coordinates with the Livonia Police Department in the investigation of crimes occurring on campus. However, there is no memorandum of understanding between Madonna University Public Safety and Livonia



Police Department regarding the investigation of crimes. Public Safety personnel do not have authority to make arrests.

Public Safety maintains a working relationship with the law enforcement authorities from the City of Livonia, Wayne County and the State of Michigan.

Public Safety enforces the university policies in regard to all parking and fire lane regulations and vehicular traffic on university property; interviews all injured or sick persons, and when necessary, arranges conveyance of such persons to a medical facility; investigates all reports of theft or lost property; maintains security in and around all campus buildings or other property; reports all hazardous conditions; maintains regular patrols throughout the campus; and performs other duties and makes other recommendations as may appear necessary in accomplishing the mission of the department.

### **Reporting of Crimes and Emergency Situations – Madonna University**

Madonna University encourages everyone to accurately and promptly report a crime to any Campus Security Authority. The University has designated the following areas as preferred receivers of reports:

Public Safety, 127 University Center, West Wing (located next to the Dining Hall)

- Dial (734) 432-5442 or extension 5442 from any on-campus telephone.
- Dial 911 from any on campus telephone.

Dean of Students Office, Administration Building, Suite 1113

- Dial (734) 432-5694

Title IX Coordinator, Administration Building, Suite 1113

- Dial (734) 432-5326

While the university encourages accurate and prompt reporting of all crimes to Public Safety and local police agencies, when a victim of a crime elects or is unable to, make such a report.

**NOTE:** If dialing 911 from a cell phone while on campus, the call will be directed to Livonia Police Department.

Members of the community should immediately report crimes or emergencies to Public Safety. The University's response to emergency calls is as follows: upon receipt of a call, an officer will investigate the complaint, involve additional resources if necessary to appropriately resolve the matter, and produce a formal report. A timely warning or emergency notification may also be issued as described on page 19 of this Annual Security Report.

Reports submitted to Public Safety will be included in the annual statistical disclosure and assessed for issuing a Timely Warning Notice when deemed necessary.



## Alcohol and Drugs

Madonna University complies fully with local, state, and federal regulations regarding the sale, possession, and consumption of alcoholic beverages, including the enforcement of Michigan's laws which prohibit underage drinking. Additionally, the unlawful possession, use, or sale of illegal drugs or controlled substances is strictly prohibited. Through its collaboration with the Livonia Police Department the University enforces both federal and state drug laws, and members of the University community are held responsible for their behavior if they violate University policy or federal or state laws.

The University's Department of Public Safety, as well as Residence Life and other Student Affairs staff, enforces the University's policy on alcohol, drug and weapons. In addition, University personnel discourage the abuse of drugs and the illegal use of alcohol through compliance with the Federal Drug-Free Schools and Communities Act as well as alcohol and drug prevention programs. A description of University policies and procedures concerning drug and alcohol use is contained in the "Student Handbook," which is available to all members of the campus community via the University's Portal.

Madonna University provided a number of educational programs regarding drug or alcohol abuse as required by the Drug-Free Schools and Communities Act of 1989.

Educational programs and events included the following:

**Mario Kart Event.** Student Life Assistants hosted an event in the Take 5 Lounge for all students. Students who wished to participate would play Mario Kart, while wearing goggles that simulated what it would be like to drive while under the influence of alcohol. Information about blood alcohol content was available for students to read.

**Mocktail Party.** As part of Homecoming weekend, Student Senate hosted a Mocktail Party for students in an outdoor tent. A bartender mixed and served specialty mocktails for students, reminding students to "drink responsible". Information on standard drinks, blood alcohol content, effects of alcohol, activities that don't involve alcohol, and tips for safe alcohol consumption were available on every table. Students could play board games, dance, and eat with their friends during the party.

## Emergency Blue Light Phones

"Emergency Blue Light" phones have been strategically placed throughout the campus to further assist the campus community in reporting emergencies. The blue lights are easily seen when activated at the time of emergency use.

When activated, an emergency phone provides a direct, almost instantaneous link to the Department of Public Safety.

Emergency Blue Light phones are not just for emergencies. They are the campus community's direct link to Public Safety, and can be used to report a suspicious person or circumstance. The emergency phones serve as an additional means of communication with the Department of Public Safety. These blue light phones also support the perception of a safe environment, and communicate to potential wrongdoers that their presence is not welcome.

## Daily Crime Log

Madonna University Public Safety maintains a Daily Crime Log for the main campus. The log reflects all crimes and other serious incidents that have occurred on campus by the date reported, date occurred, general location, nature of the incident, and the disposition. This information is available to the public for review at any time on the Public Safety website at <http://www.madonna.edu/resources/public-safety>.

## Confidential Reporting

Anyone who is the victim of a crime and who does not wish to pursue action within the University conduct system, sexual misconduct process, or the criminal justice system may submit a voluntary confidential report. Confidential reports allow the University to keep the identity of the victim and/or witnesses of an alleged crime confidential while taking steps to ensure the safety of the campus community. With the individual's permission, a Public Safety officer can file a report on the details of the incident without revealing the person's identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment).

The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to enhance the future safety of the victim and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; 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 for the institution.

As a victim or witness may also report a crime or incident and request to remain confidential by utilizing any of the resources noted below. In addition, the victim or witness may use Public Safety's Silent Witness form located on the Public Safety website.



However, please be aware that the University's ability to successfully investigate and resolve issues may be adversely affected by respecting this request.

### **Resources for Anonymity**

- Title IX Coordinator (734)-432-5326
- Director of Counseling and Disability Resources (734)-432-5641
- Ulliance 1-(800)-448-8326
- First Step (734)-722-6800

Please be advised, the release of names associated with public safety and police reports are governed by the Family Educational Rights and Privacy Act (FERPA).

### **Campus Security Authority (CSA)**

A Campus Security Authority is an official of Madonna University who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

### **Examples of individuals (outside of a police or security department) who generally meet the criteria for being Campus Security Authorities include:**

- Dean of Students who oversees student housing, a student center or student extracurricular activities;
- Director of athletics, all athletic coaches (including part-time employees and graduate assistants);
- Faculty advisor to a student group;
- Student resident advisor or assistant;
- Student who monitors access to dormitories or buildings that are owned by recognized student organizations;
- Coordinator of Greek Affairs;
- Title IX Coordinator;
- Ombudsperson (including student ombudspersons);
- Director of a campus health or counseling center;
- Victim advocates or others who are responsible for providing victims with advocacy services, such as assisting with housing relocation, disciplinary action or court cases, etc.;
- Members of a Sexual Assault Response Team (SART) or other sexual assault advocates; and
- Officers from local law enforcement who are contracted by the institution to provide campus safety-related services.



## Who is not a Campus Security Authority?

There are two types of individuals who, although they may have significant responsibility for student and campus activities, are not Campus Security Authorities under the Clery Act:

1. A Pastoral Counselor is a person who is:
  - a. associated with a religious order or denomination,
  - b. recognized by that religious order or denomination as someone who provides confidential counseling, and
  - c. functioning within the scope of that recognition as a pastoral counselor.
  
2. A Professional Counselor is a person who:
  - a. Possesses official responsibilities that include providing mental health counseling to members of the University community.
  - b. Functions within the scope of his or her license or certification.

## What are the Responsibilities of a Campus Security Authority

The function of a Campus Security Authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of Clery Act crimes that he or she concludes were made in good faith.

Campus Security Authorities are required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by the University, and public property within or immediately adjacent to the campus.

When in doubt, report it. Incidents reported by Campus Security Authorities may be evaluated for a campus crime alert.

Campus Security Authorities are not responsible for determining whether a crime took place—that is the function of public safety and law enforcement personnel. A Campus Security Authority should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement.

To comply with the Clery Act federal requirements, Campus Security Authorities must report immediately and follow the following steps:

1. Fill out a report form located on the Public Safety website and forward it to Public Safety and or the Title IX Coordinator.
2. Tell the person who discloses the crime that you must share the information.
3. Connect the person to available options and resources within the institution and community.



**Questions:**

If you have any questions about the role, responsibilities or the training of a Campus Security Authority, please contact:

**Director of Public Safety:**           **VACANT**  
(734)-432-5524  
publicsafety@madonna.edu

**Lieutenant, Public Safety:**       **Mike Matich**  
(734)-432-5441  
mmatich@madonna.edu

**Reporting of Crimes and Emergency Situations - Other Campus Locations**

Persons that become aware of crimes that occur at other university sites which are located off Main Campus should notify the appropriate agency in that area first and then notify Public Safety.

**Southfield Center**

Southfield Police Department – Dial 911 (emergency call) or (248) 796-5500.

**Macomb Community College**

Macomb College Police Department - Dial 911 (emergency calls) or (586) 286-2123.  
Macomb County Sheriff's Office - Dial 911 (emergency calls) or (586) 469- 5151.

**Southwest Detroit Women's Educational Empowerment Program (SWEEP)**

Detroit Police Department - Dial 911 (emergency calls) or (313) 596-1300.

**Henry Ford College**

Campus Safety Office - Dial 9630 from a campus phone, or call (313) 845-9630.  
The Dearborn Police Department – 911 (emergency calls) or (313)-943-2240.

**Facilities Management**

In addition to Public Safety, the Facilities Management staff maintains the University buildings and grounds on the Main Campus with a concern for safety and security. Personnel continually inspect Main Campus facilities for potential safety and security hazards. Prompt response is made to repair the identified hazards in an effort to further assist in providing a safe environment.

Main Campus administrative and academic buildings are generally locked between 10:00 p.m. and midnight daily and reopened by 7 a.m. During normal business hours the administrative and academic facilities at Madonna University are open and accessible to students, staff, faculty and visitors.



After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. Public Safety officers conduct routine security and safety patrols of the academic and administrative buildings on the Main Campus to monitor conditions and investigate any unusual circumstances.

### **Residence Hall Access**

Access to the Residence Halls is limited to residential students and their guests who are to abide by Residence Hall policies. Access to the Residence Halls by university employees is on an “as-needed” basis. A security system is in place and requires the use of an access card to gain entry. All residents are issued access cards or key fobs to gain access to the residence halls.

Residents assume full responsibility for the behavior of their guests. Guests must be accompanied by their resident hosts during their stay. Anyone who attempts to gain unauthorized access to any residence hall may be removed and could receive a potential trespass notice.

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

Madonna University prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking, and conducts programs to prevent those crimes from occurring.

Individuals who experience sexual assault are encouraged to seek immediate medical attention. A complainant may wish to request a forensic examination from a Sexual Assault Nurse Examiner (SANE) at an area hospital. Complainants who choose to obtain a forensic examination should take a change of clothing and try not to shower, drink, eat, douche, brush teeth or hair, or change clothes prior to the exam as this may help preserve evidence in the evidence of a criminal complaint.

The University takes seriously the need to respect the privacy of the parties in responding to reports and complaints of sexual misconduct. The University shares information on a limited, “need to know” basis, in accordance with federal and state privacy laws.

In some instances, complainants may request that the University handle their complaints in a confidential manner. The University generally will respect a complainant’s request for confidentiality; however, in some instances, the University may not be able to honor such a request. The University’s Title IX Coordinator reviews requests for confidentiality, taking into account factors including whether the safety of others or the campus is at issue and the number of complaints against a respondent. The complainant will be notified of the determination regarding the request for confidentiality as soon as possible.

A complete copy of Madonna University’s Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy may be obtained:

Online            <http://www.madonna.edu/TitleIX>

In-person        Title IX Coordinator



(734) 432-5326  
 TitleX@madonna.edu  
 1113 Administration Building

## The Violence Against Women Act (VAWA)

**The Violence Against Women Act (VAWA)** which was reauthorized by Congress in 2013, defines those crimes as follows:

- **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.
  - i. The existence of such a relationship shall be 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.
  - ii. For the purposes of this definition—
    - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - B) Dating violence does not include acts covered under the definition of domestic violence.
  
- **Domestic Violence:**
  - i. A felony or misdemeanor crime of violence committed—
    - A) By a current or former spouse or intimate partner of the victim;
    - B) By a person with whom the victim shares a child in common;
    - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    - D) By 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
    - E) By 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 Reporting (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 is defined as 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 is defined as the touching of the private parts of another person for the purposes 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 is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- o Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.
- Stalking:
  - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - A) Fear for the person’s safety or the safety of others; or
    - B) Suffer substantial emotional distress.
  - ii. For the purposes of this definition—
    - A) *Course of conduct* means two or more acts, including, but not limited to, acts 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.
    - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
    - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The state of Michigan definitions are as follows:

- Domestic Violence:

Michigan Compiled Laws (MCL) 600.1060 Definitions. Sec.1060. (b) "Domestic violence offense" means any crime alleged to have been committed by an individual against his or her spouse or former spouse, an individual with whom he or she has a child in common, an individual with whom he or she has had a dating relationship, or an individual who resides or has resided in the same household.

- Dating Violence:

The state of Michigan does not have a definition of dating violence. In Michigan, Dating Violence is defined under Domestic Violence. (See Domestic Violence definition above).

- Sexual Assault

The state of Michigan defines sexual assault as follows:

Michigan Law defines Criminal Sexual Conduct as: (b) "Criminal sexual conduct" means any of the following:

(i) A violation, attempted violation, or solicitation or conspiracy to commit a violation of section 520b, 520c, 520d, 520e, 520f, or 520g of the Michigan penal code, 1931 PA 328, MCL 750.520b, 750.520c, 750.520d, 750.520e, 750.520f, and 750.520g.

(ii) An offense originally charged as an offense described in subparagraph (i) that is subsequently reduced to an offense not included in subparagraph (i).

These are further defined here:

Section 750.520b Criminal sexual conduct in the first degree; circumstances; felony.

Section 750.520c Criminal sexual conduct in the second degree; felony.

Section 750.520d Criminal sexual conduct in the third degree; felony.

Section 750.520e Criminal sexual conduct in the fourth degree; misdemeanor.

- Stalking

The state of Michigan defines stalking as follows: MCL 750.411h - "Stalking" means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

- Consent

The state of Michigan does not have a definition of consent, in relation to sexual activity. Madonna University adopts a definition of consent noted in this report, page 17.

## **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The University engages in comprehensive programming and strategies intended to end dating violence, domestic violence, sexual assault and stalking.

### **New Student Orientation**

All new first-year students are required to attend a new student orientation program offered during the summer months prior to the start of the academic year. The program is designed to inform students how to prevent dating violence, domestic violence, sexual assault, and stalking. The delivery of the program is done in a manner that is comprehensive and intentional with the goal of helping the students learn strategies to end dating violence, domestic violence, sexual assault, and stalking.

### **Adult & Transfer Student Orientation**

All new adult and transfer undergraduate students are required to attend an adult and transfer student orientation program offered during the summer months prior to the start of the academic year. The program is designed to inform students how to prevent dating violence, domestic violence, sexual assault, and stalking. The delivery of the program is done in a manner that is comprehensive and intentional with the goal of helping the students learn strategies to end dating violence, domestic violence, sexual assault, and stalking.

### **International Student Orientation**

All new international students are required to attend an international student orientation program offered during the summer months prior to the start of the academic year. The program is designed to inform students how to prevent dating violence, domestic violence, sexual assault, and stalking. The delivery of the program is done in a manner that is comprehensive and intentional with the goal of helping the students learn strategies to end dating violence, domestic violence, sexual assault, and stalking.

### **Residence Life Students and Staff**

All residence life professional employees as well as student employees participate in annual training designed to inform them how to prevent and respond to incidents involving dating violence, domestic violence, sexual assault, and stalking within the residence halls. The delivery of the program is done in a manner that is comprehensive and intentional with the goal of helping the students learn strategies to end dating violence, domestic violence, sexual assault, and stalking.

### **Athletics Staff**

All professional and student employees in the Athletics department participate in annual training designed to inform them how to prevent and respond to incidents involving dating violence, domestic violence, sexual assault, and stalking within their respective units. The delivery of the program is done in a manner that is comprehensive and intentional with the goal of helping the students learn strategies to end dating violence, domestic violence, sexual assault, and stalking.

### **Center for Personalized Instruction (CPI)/TRIO Staff**



All professional employees as well as student employees in CPI/TRIO participate in annual training designed to inform them how to prevent and respond to incidents involving dating violence, domestic violence, sexual assault, and stalking within their administrative unit. The content also addresses the one-on-one relationships between mentors/tutors and the students they serve. The delivery of the program is done in a manner that is comprehensive and intentional with the goal of helping the students learn strategies to end dating violence, domestic violence, sexual assault, and stalking.

### **Library Staff**

All professional employees within the university library participate in annual training designed to inform them how to prevent and respond to incidents involving dating violence, domestic violence, sexual assault, and stalking within their administrative unit. The content also addresses the one-on-one relationships between mentors/tutors and the students they serve. The delivery of the program is done in a manner that is comprehensive and intentional with the goal of helping the students learn strategies to end dating violence, domestic violence, sexual assault, and stalking.

### **New Faculty and Instructional Staff**

New faculty and instructional staff members participate in training online via the university's learning management system. The content of the material is designed to inform new faculty how to prevent and respond to incidents involving dating violence, domestic violence, sexual assault, and stalking.





## **Safety and Security Awareness Programs**

The University engages in the following programming and strategies intended to inform students and employees about campus security procedures and practices.

### **New Student Orientation**

All new first-year students are required to attend a new student orientation program offered during the summer months prior to the start of the academic year. During the program students are informed about campus safety resources, tips for staying safe on campus. In addition, students are also informed of the policies, procedures and resources for incidents involving matters of sexual misconduct, such as sexual assault, dating violence, domestic violence and stalking.

### **Adult & Transfer Student Orientation**

All new adult and transfer undergraduate students are required to attend an adult and transfer student orientation program offered during the summer months prior to the start of the academic year. During the program students are informed about campus safety resources, tips for staying safe on campus. In addition, students are informed of the policies, procedures and resources for incidents involving matters of sexual misconduct, such as sexual assault, dating violence, domestic violence and stalking.

### **International Student Orientation**

All new international students are required to attend an international student orientation program offered during the summer months prior to the start of the academic year. During the program students are informed about campus safety resources, tips for staying safe on campus. In addition, students are informed of the policies, procedures and resources for incidents involving matters of sexual misconduct, such as sexual assault, dating violence, domestic violence and stalking.

### **Active Shooter Education**

Active Shooter Education workshops are made available to all students and employees on campus. This program is conducted by Public Safety and intended to provide tips and tools for staying safe during an active attacker events should they happen on campus. These are conducted as live and in-person trainings. However, these trainings are also made available to all students and employees via the university's portal.

### **Bystander Intervention Program**

The university demonstrates its commitment to maintaining a safe community by inviting all new first-year students, new adult and transfer student as well as all new international students to participate in bystander intervention training during Welcome Weekend. The Bystander Intervention Program is designed to encourage all participants to actively and safely engage in responding to incidents on campus that may be perceived as a compromise to campus safety.

### **New Faculty and Instructional Staff**

New faculty and instructional staff members participate in training online via the university's learning management system. The content of the program is designed to help new faculty



and other instructional staff learn about campus safety resources, tips for staying safe on campus.

### Madonna University and Community Resources

The following on campus resources are available to students and employees:

Counseling	Counseling and Disability Resources Center (734)-432-5641  Ulliance - Life Advisor Student Assistance Program 1-855-744-4700
Health	St. Mary Mercy Hospital 36475 Five Mile Road (734) 655-4800  Livonia Health Center 20321 Farmington Road (248) 473-4300
Mental health	Counseling and Disability Resources Center (734)-432-5641  Ulliance - Life Advisor Student Assistance Program 1-855-744-4700
Victim advocacy	Office of the Vice President for Student Affairs and Mission Integration (734) 432-5881 Office of Diversity and Inclusion (734) 432-5874 Campus Ministry (734) 432-5839
Visa	International Admissions (734) 432-5791 International Student Coordinator (734) 432-5763
Immigration assistance	International Admissions (734) 432-5791 International Student Coordinator (734) 432-5763
Student financial aid	Financial Aid (734) 432-5663
Other services available to victims	Office of the Vice President for Student Affairs and Mission Integration (734) 432-5881 Campus Ministry (734) 432-5839

The following resources are available to students and employees in the larger Livonia community:

<p>Counseling</p>	<p>Livonia Counseling Center (734) 744-0170</p> <p>First Step - Sexual Assault and Domestic Violence Agency (Wayne County) 1-888-453-5900</p> <p>Haven (Oakland County) 877-922-1274</p> <p>Wayne County Sexual Assault Forensic Examiner's (WC SAFE) Program (313) 964-9701</p>
<p>Health</p>	<p>St. Mary Mercy Hospital 36475 Five Mile Road (734) 655-4800</p> <p>Livonia Health Center 20321 Farmington Road (248) 473-4300</p> <p>Wayne County Sexual Assault Forensic Examiner's (WC SAFE) Program (313) 964-9701</p>
<p>Mental health</p>	<p>Livonia Counseling Center (734) 744-0170</p> <p>St. Mary Mercy Hospital 36475 Five Mile Road (734) 655-4800</p> <p>Branches Counseling, PLLC (734) 888-8724</p> <p>First Step - Sexual Assault and Domestic Violence Agency (Wayne County) 1-888-453-5900</p> <p>Haven (Oakland County) 877-922-1274</p> <p>Wayne County Sexual Assault Forensic Examiner's (WC SAFE) Program (313) 964-9701</p>
<p>Victim advocacy</p>	<p>First-Step Sexual Assault &amp; Domestic Violence Agency 1-(888)-453-5900</p> <p>National Domestic Violence Hotline 1-(800)-799-7233</p> <p>National Sexual Assault Hotline</p>



	1-(800)-656-4673  Crime Victim's Services (517)-373-7373  Wayne County Sexual Assault Forensic Examiner's (WC SAFE) Program (313) 964-9701
Other services available to victims	Poison Control 1-(800) 872-2437

**How To Be An Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help.

Below are some ways to be an active bystander:

- If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Interrupt people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

**Michigan Sexual Offender Registry**

Registered sex offenders employed by or attending the university are required to register with the Michigan State Police. This information may be accessed via the State Police Website at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us) or a link is provided on the Public Safety website.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a Federal Law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The Campus Sex Crimes Prevention Act (CSCPA) of 2000 further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.



## Timely Warning Notifications

Madonna University employs a variety of means to notify the campus community and visitors of potentially dangerous situations or threats to public safety. A Timely Warning Notice (TWN) is reserved for certain crimes as determined necessary by the Director of Public Safety, or designee, which occur within the Clery Act reportable geography, and the crimes were reported to a Campus Security Authority and represent a serious or continuing threat to students, employees, and the University community. The decision to issue a TWN is made on a case-by-case basis.

TWNs will include information regarding the date and time of the reported crime, as well as a description that may aid in the identification of a suspect. Every attempt will be made to distribute a TWN as soon as possible after relevant facts are gathered and will withhold the identity of any victims.

The Director of Public Safety, or their designee, has the ability to write and send a TWN. Updates may be sent out as new or more accurate information becomes available. The University may use one or more methods (text messaging, web posting, mass emails, etc.) to issue timely warnings.

Although the Clery Act does not define “timely” it does require that the University to report Clery Act crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of the warning is to provide the campus community with information necessary to make informed decisions about their safety. Madonna University is responsible for issuing timely warnings in compliance with the Clery Act.

### **The Campus Timely Warning Notice may be disseminated through:**

- Madonna University campus-wide email,
- RAVE Text Mobile Safety System,
- posting on the university web site,
- Madonna Public Safety web site, and
- news media.

## Emergency Notifications and Evacuation Procedures

The University will issue emergency notifications to the campus community (or a segment or segments of the campus community), of each location upon confirmation of a reported significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the University’s campuses, on public property within or immediately adjacent to the campuses.

Emergencies or dangerous situations may include, without limitation, disease outbreaks, severe weather (e.g., tornado, hurricane, etc.), gas leaks, fires, explosions and chemical or hazardous waste spills.

The following Evacuation/Emergency and Tornado Shelter procedures are marked and

posted in all classrooms:

1. Leave by the nearest exit and advise others to do the same.
2. Proceed to a clear area that is at least 500 feet away from the affected building.
3. Assist people with disabilities in exiting the building.  
(Note: People with disabilities should prepare for emergencies by learning the locations of the “Protect in Place” sites and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency.)
4. Do not use elevators during an emergency evacuation.
5. Stay clear of emergency personnel and their vehicles.

“Protect in Place” rooms for persons unable to use the stairs are located in the Academic Building, Rooms 2103, 2444 and in the Franciscan Center, Room S200. In the event that it becomes necessary to evacuate specific buildings to mitigate a life-threatening emergency, Public Safety will coordinate efforts with emergency responders.

In addition, all classroom and laboratory facilities, along with a number of administrative offices and other areas throughout the Main Campus, have an Emergency Preparedness Guide posted in conspicuous locations. The Guide, is an easily recognized ready reference outline of campus emergency procedures.

The university will be testing the RAVE ALERT system twice a year in January and September.

### **Missing Residential Students**

A residential student is defined as a student who resides in on-campus housing under a housing contract and is currently enrolled at the University. The following notification policies and procedures apply specifically to residential students: All residential students shall be provided an option on an annual basis (except as designated below) to identify a contact person(s) to be notified by the University in the event that they are determined to be missing by Public Safety or an appropriate local law enforcement agency. In such cases, the notification shall be made within 24 hours of the determination that the student is missing.

Students' contact information will be registered confidentially with Residence Life. This information will be accessible only to authorized campus officials and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

For students who are under 18 years of age and are not emancipated, their custodial parent or guardian and any other designated contact person (that they have designated) will be notified within 24 hours that the student is missing.

Generally, such notifications to parents, guardians or designated contact persons shall be made by the Dean of Students or designee.

Regardless of whether the student has identified a contact person, is above the age of 18,



or is an emancipated minor, Madonna University will inform the (the local law enforcement with jurisdiction in the area the student went missing) that the student is missing within 24 hours.

## **Responsibilities of Students and Employees**

A safe university environment cannot be achieved solely by Public Safety. The safest environment is achieved with the involvement and cooperation of all members of the campus community. Every member of the campus community, including without limitation faculty, students, and staff and campus visitors must assume responsibility for their own personal safety, and the security of their belongings by taking simple, common sense precautions. The sense of responsibility should also be extended to others. For example, although the campus is well lighted, students should not walk alone after dark and should "buddy up" whenever possible while walking about the campus. Even though you know your neighbor, your room should be locked when left unattended. All members of the campus community with a car should keep all valuables locked in the trunk and doors locked when the vehicle is left unattended.

All members of the campus community should immediately report to Public Safety any unusual circumstance or suspicious looking individual whom they feel does not belong in the residence halls or any campus facility

## **Definition of Crimes**

Each Annual Security & Fire Safety Report includes statistics on the following crimes that have been reported to Public Safety and/or Campus Security Authorities:

*Murder/Non-Negligent Manslaughter:* the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

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

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

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



*Burglary:* The unlawful entry of a structure to commit a felony or a 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. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joyriding)

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

*Domestic Violence:* The term “domestic violence” includes felony or misdemeanor crimes of violence committed:

- A. By a current or former spouse of the victim;
- B. By a person with whom the victim shares a child in common;
- C. By a person who is cohabitating with or has cohabitated with the victim as a spouse;
- D. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or
- E. By 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.

*Dating Violence:* The term “dating violence” means violence committed by a person:

- A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship;
  - b. The type of relationship;
  - c. The frequency of interaction between the persons involved in the relationship.

*Stalking:* The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- A. Fear for his or her safety or the safety of others; or
- B. Suffer substantial emotional distress.
- C. For the purposes of this definition -
  - a. Course of conduct means two or more acts, including, but not limited to, acts 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.
  - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional



treatment or counseling

*Weapon Law Violations:* The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

*Drug Abuse Violations:* Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

*Liquor Law Violations:* The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

## **Sex Offenses**

*Rape:* 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. This definition includes any gender of victim or perpetrator.

*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 youth or because of his/her temporary or permanent mental incapacity.

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

*Statutory Rape:* Non-forcible sexual intercourse with a person who is under the statutory age of consent.

NOTE: As of 2013 crime statistics, The Rape definition is based on the Uniform Crime Reporting Handbook 2004(Summary Reporting Statistics). The other Sex Offenses Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

## **Hate Crimes**

Madonna University is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent



manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

*Larceny:* The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

*Vandalism:* To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

*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.

*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.

NOTE: The above listed crime definitions from the Uniform Crime Reporting Handbook 2004 (Summary Reporting Statistics)

Crime statistics published in the Annual Security and Fire Safety Report are reported from the following geographical locations as defined by the Clery Act:

#### On-Campus

- Any building or property owned or controlled by Madonna University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in the above paragraph that is owned by Madonna University but controlled by another person, frequently used by students, that supports institutional purposes.

#### On-Campus Student Housing (Residence Halls)

- 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.

#### Non-Campus

- Any building or property owned or controlled by a student organization that is officially recognized by Madonna University; or
- Any building or property owned or controlled by Madonna University that is used in direct support of, or in relation to, the University's educational purposes, frequently

used by students and is not within the same reasonably contiguous geographic area of the University.

#### Public Property

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from campus.

While Madonna University recognizes a number of student organizations, none own or control buildings or property. The University does conduct academic classes at a number of off-campus sites considered non-campuses. Crime statistics for these specific locations are identified, gathered and also reported annually as described above.

In 2017, according to the Clery Act, Madonna University had five separate campuses, including two foreign sites. They are Henry Ford College, Macomb Community College, Southwest Detroit Women's Educational Empowerment Project (SWEET), Tianjin Agricultural University (China), and Haiti Tec (Haiti). The university ended the partnership with SWEET in May 31, 2017.



## SEPARATE CAMPUSES

### Southfield Center

Madonna University's Public Safety officers from main campus do not maintain an ongoing presence at the Southfield Center. As a result, they may be called upon to respond on an as-needed basis to incidents occurring at this location. However, if an incident occurs at this location the Southfield Police Department will have jurisdiction. Madonna University relies on Southfield Police Department to investigate criminal offenses; however, the University does not have a memorandum of understanding with the Southfield Police Department.

### Reporting of Crimes and Emergency Situations

Madonna University encourages everyone at the Southfield Center to accurately and promptly report a crime to:

Southfield Police Department – Dial 911 (emergency call) or (248) 796-5500.

### Henry Ford College

#### Office of Campus Safety Mission Statement:

The Office of Campus Safety (OCS) of Henry Ford College (HFC) supports the mission of the College and its commitment to student success by creating and sustaining a safe, secure, customer-focused campus environment that promotes respect, inclusion, and tolerance.

The OCS operates 24 hours a day, 7 days a week. The aim of OCS is to provide a safe and secure environment, to protect all property, and to enforce College policies and regulations for all students, faculty, staff and visitors to the College. Our staff consists of three full-time Campus Safety Administrators and full and part-time Campus Safety Associates along with uniformed contract security staff. HFC Campus Safety Department does not have sworn security personnel but does have an established MOU with the Dearborn Police Department, which has jurisdiction to enforce all state and local laws. Our department services include but are not limited to security response, emergency preparedness, incident investigation, emergency notification, access control, key issuance, parking lot vehicle assistance, and training.

<https://www.hfcc.edu/campus-safety>

#### OCS Accountability and Operations

The HFC Office of Campus Safety (OCS) is responsible for maintaining a safe and secure learning environment, which supports the College's mission of dedication to the education and enrichment of our students and community. The members of the OCS protect and enhance the overall safety of the College community by providing efficient and reliable services on a continuous 24-hour basis.

The staffing of the OCS is made up of full and part-time Campus Safety Associates, administrative personnel, and contract uniformed Security Officers.

The OCS is located in the Learning Technology Center (Building N). The Dispatch Office (telephone and walk-up campus safety service) is open and staffed 24 hours a day. At least one Campus Safety Associate is usually on duty whenever classes are in session. Contract uniformed security officers are on duty 24 hours a day.

The OCS is open for administrative services during normal college business hours, which are Monday - Friday, 8:00 am to 4:30 PM during the Fall and Winter semesters and Monday - Thursday, 8:00 am to 6:30 PM during the Spring and Summer semesters.

When a Call for Service (CFS) is received a Campus Safety Associate and/or Campus Safety personnel will respond to the situation and utilize whatever resources are needed. These additional resources may include assistance from local law enforcement agencies and emergency medical services.

### **Contacting the HFC Campus Safety Office for non-emergencies/general assistance**

1. Dial 9630 from any campus telephone or call [313-845-9630](tel:313-845-9630) to reach the Campus Safety Dispatcher 24 hours a day.
2. Dial 9862 from any campus telephone or call [313-845-9862](tel:313-845-9862) to reach the Secretary for the Campus Safety Office during normal business hours.

### **Local Law Enforcement Agencies**

Members of the HFC OCS maintain professional working relationships with local, county, state, and federal law enforcement agencies, as well as various emergency management agencies.

The Dearborn Police Department has local law enforcement jurisdiction for the HFC Main Campus and the East Campus (Nursing and M-Tec). They can be contacted for emergencies by dialing 911 or [313-943-2240](tel:313-943-2240) for non-emergencies. They are located at: 16099 Michigan Avenue, Dearborn, MI 48126.  
<http://www.cityofdearborn.org/city-departments/police>

### **Crime Statistics**

The OCS is required to keep and provide crime statistics relative to four general categories of crime statistics, which include Criminal Offenses, Hate Crimes, Violence Against Women and Arrest and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws. The statistical report is included in this Annual Security Report (ARS) and is available on the Campus Safety webpage <https://www.hfcc.edu/campus-safety/crime-stats>. A physical copy can be obtained at the OCS in Building N on Main Campus, and at the security desk at the East Campus - Nursing.

### **Crime Log:**

<https://www.hfcc.edu/campus-safety/daily-crime-logs>



## POLICY STATEMENTS

### Reporting of Emergencies or Criminal/Suspicious Activity

For Emergencies, dial 9630 from any campus telephone (connects directly into the HFC Campus Safety Dispatch Office) or call 911 from your cell telephone (connects to Dearborn Police 911 Call Center).

Emergency “One Button” Telephones are in all campus buildings and Campus Emergency Telephone “Blue Light” Towers are on the campus grounds/parking lots. These telephones connect directly into the Campus Safety Dispatch Office.

All classroom telephones and many office telephones have a direct dial button that connects to the Campus Safety Dispatcher.

Emergencies or in-progress crimes on the Main Campus or East Campus can also be reported to the Dearborn Police Department by dialing 911.

Criminal/suspicious activity can also be reported to the Dearborn Police Department by calling their non-emergency numbers:

**Dearborn Police** [313-943-2240](tel:313-943-2240)

When a Call for Service (CFS) for an emergency is received, Safety Associate(s) and/or Security Officer(s) will respond with caution to the location. They will follow safety procedures, determine if an emergency situation does exist provide for emergency care, and determine the appropriate response to the emergency. Depending on the type and severity of the incident, the Safety Associates(s) and/or Security Officers(s) may request response from the appropriate law enforcement, fire or EMS agency.

### Emergency Response

This procedure is to advise how Henry Ford College confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on HFC owned or leased property. It is provided to you to communicate the procedure for an emergency response and or evacuation.

HFC Campus Safety personnel will respond to the scene and determine the kind, severity, and appropriate response to the situation. If it indicates an immediate threat to the health or safety exists, Campus Safety Office will initiate communication with the college community to provide information. Here are those notification steps:

- Determine which community segment(s) will receive the notification
- Determine the content of the notification
- Initiate the notification

All students and employees are entered into the Henry Ford College Emergency Alert system as part of enrollment and/or the gaining employment. Visit HFC website to update

your contact information: [www.hfcc.edu](http://www.hfcc.edu).

In certain situations, like school closings due to severe weather or other emergencies HFC will utilize other forms of media to get the appropriate information to the HFC Community (Television, Radio...Etc.).

## **Emergency Notifications and Timely Warnings**

Emergency Notifications and Timely Warnings are used to alert our campus community to potentially dangerous situations.

If a situation arises either on or off campus that in the judgment of Campus Safety constitutes a serious ongoing or continuing threat to the college community a “Timely Warning” notification will be issued. The intent of the warning regarding a criminal incident is to enable members of the college community to protect themselves.

Safety on our campus is a shared responsibility between the OCS, students, faculty, employees and campus visitors. Everyone is encouraged to take steps to ensure both personal and College property is safe and to contact the OCS whenever they observe behavior or circumstances that may present a threat to our College community.

## **Immediate Notifications Methods**

In the event that an incident exists or upon confirming that there is an emergency or dangerous situation on or near an HFC campus a campus-wide Emergency Notification will be made. Henry Ford College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate, unless issuing a notification will hinder the effort of responding authorities to contain and/or mitigate the emergency. The Office of Campus Safety (OCS) will determine what communication must be distributed to whom and initiate notification.

HFC has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the HFC campus community. These methods of communication include the various methods allowed through the HFC Emergency Alert system (text, phone, e-mail, public address speaker tower system, fire alarms, and mass notification through HFC’s class room phone/ speaker system.) The college may post and provide updates during a critical incident on the college web site.

The Office of Campus Safety has the primary responsibility for activating and utilizing:

1. The Emergency Notification System (ReGroup)- Text, Voice Message, E-Mail
  2. Emergency Siren/Broadcast Warning System - Campus Grounds Information
- Technology Services has the primary responsible for activating and utilizing:
- a. The Telephone Voice Message & Text Message Display Screens Notification System (Syn-Apps)
  - b. Desktop Computer Alerts
  - c. Digital Signage/Monitors in common areas

#### d. HFC Webpage

The Office of Marketing & Communications has the primary responsibility for utilizing:

1. Social Media outlets
2. Local & College electronic and print media

Anyone with information that may warrant an “Emergency Notification” should contact the Campus Safety Office by dialing 9911 from any Campus telephone, [313-845-9630](tel:313-845-9630) from any other telephone, or 911 to reach the Dearborn Police Department.

### **Crime Prevention and Security Awareness Programs**

Students and employees are made aware of campus crime and crime prevention through the following means:

- Annual Security Report
- Distribution of Crime Prevention/Security Awareness Materials
- College Newspapers/Articles
- Regularly Scheduled Lectures and Presentations
- Safe Walk Program
- Biannual Right-to-Know and Drug and Alcohol Awareness Notifications
- Timely Warnings
- Emergency Notifications

### **Office of Campus Safety (OCS) Location**

The Office of Campus Safety (and security) is located in the Learning Technology Center on the east side of the Main Campus. Campus Safety is responsible for maintaining and releasing incident and accident reports, key control, and issuance of employee and maintenance of the access control system, Safe Walk, as well as overall control of all security and safety operations.

The college maintains 24 hours/7-day security, 365 days per year. Safety services include patrol operations, first aid response, vehicle jump starts, incident and accident report writing as well as parking enforcement and Safe Walk services.

**Campus Safety Dispatch [313-845-9630](tel:313-845-9630)**  
**24 hours/7 days**

**Campus Safety Business Office [313-845-9862](tel:313-845-9862)**  
**Mon-Fri 8 AM-4:30 PM (Fall and Winter Semesters)**  
**Mon-Fri 8 AM-6:30 PM (Spring and Summer Semesters)**

### **Education of Members of the College Community**

Staff, faculty and students are educated in campus security procedures during new student orientation, new faculty orientation, welcome week, and other school functions. OCS





participates in these forums at all campuses and typically covers: crime prevention tips and how to contact Campus Safety. Handouts are provided. Training for Staff, Instructors and students on safety, handling difficult people, and other security related topics is held regularly.

### **Security Awareness and Crime Prevention Programs**

During orientation, students and employees are informed of services offered by the OCS. Emergency Procedure pamphlets are posted in all classrooms providing safety tips. Emergency Procedures and Campus Safety Phone numbers are displayed throughout the campus as a way to highlight security awareness and to encourage College community to be aware of their responsibility and surroundings for their own security and the security of others. Information is also presented to students and employees through crime prevention awareness lectures, security alert posters, e-mails, and newsletter articles. Should you become a witness or victim of a crime while on HFC property, contact OCS immediately.



## Potential Legal Consequences for Drug Violations

Violations of laws and ordinances relating to drugs and alcohol may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Fines as determined under local, state, or federal laws;
- Imprisonment, including up to life imprisonment, for possession or trafficking in drugs such as heroin and cocaine;
- Forfeiture of personal and real property;
- Denial of federal benefits such as grants, contracts and student loans;
- Loss of driving privileges;
- Required attendance at substance abuse education or treatment programs.

## State Alcohol Sanction

Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. The following summarizes some of the potential legal consequences for violating state law.

A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings. There also is a provision for possible imprisonment or probation for a second or subsequent offense.

The use of false identification by minors in obtaining alcohol is punishable by a fine, loss of driver's license, probation and community service.

Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. If a student is under 21, there is a "zero tolerance" law in the state of Michigan, and any blood alcohol level of .01 or higher can lead to a minor in possession (MIP) citation as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to suspension of driving privileges in the state of Michigan.

## Michigan Law Governing Medical Marijuana

The Michigan Medical Marijuana Act of 2008 (MMMA) permits qualified patients and their primary caregivers to use, possess and grow limited amounts of marijuana for treatment of certain debilitating medical conditions. However, the MMMA conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. The College receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession or cultivation of marijuana in any form and for any purpose constitutes a violation of the Board of Trustees' Drug and Alcohol Abuse Free College Policy



## Federal Drug Sanctions

A full description of federal sanctions for drug felonies can be found at:  
[www.usdoj.gov/dea/agency/penalties.htm](http://www.usdoj.gov/dea/agency/penalties.htm).

## Additional Information (Web Sites and Phone Numbers)

Office of Campus Safety and Security  
(313) 845-9630 <https://www.hfcc.edu/campus-safety>

Office of Campus Safety and Customer Service Patrol Information  
<https://www.hfcc.edu/campus-safety/safe-walk>

Office of Campus Safety and Security reporting Incidents  
<https://www.hfcc.edu/campus-safety/reporting-incident>

Crime victims and disclosure of disciplinary records  
<https://www.hfcc.edu/about-us/consumer>

Student Outreach Services (313) 845-9629  
<https://www.hfcc.edu/campus-life/sos>

Counseling  
(313) 845-9617 <https://www.hfcc.edu/campus-life/sos/counseling>

National statistics and definitions are available on the U.S. Dept. of Education website: <http://ope.ed.gov/security/>

Michigan State Police Sex Offender Registry  
[www.mipsor.state.mi.us/](http://www.mipsor.state.mi.us/)

Federal Drug Penalties  
[www.usdoj.gov/dea/agency/penalties.htm](http://www.usdoj.gov/dea/agency/penalties.htm)

## Dearborn Police (Contact Information)

Emergency	911
Non-Emergency and General Information	<a href="tel:313-943-2240">313-943-2240</a>
Neighborhood Watch/Suspicious Activity (Anonymous)	<a href="tel:313-943-3030">313-943-3030</a>
Police Desk	<a href="tel:313-943-2241">313-943-2241</a>
Detective Bureau	<a href="tel:313-943-2255">313-943-2255</a>
Domestic Violence Advocate	<a href="tel:313-943-3451">313-943-3451</a>

## REPORTING INCIDENTS

To report a crime or an emergency, activate one of the Blue Light call boxes or pick up one of emergency phones located in the lobbies of most buildings. This phone rings directly to



the Office of Campus Safety Dispatcher. The Office of Campus Safety is also accessible from any campus phone by dialing Extension 9630 or from off campus by dialing [313-845-9630](tel:313-845-9630). The Office of Campus Safety is open 24 hours/7 days per week.

### **What to Report**

- All crimes
- Thefts
- Robberies
- Accidents
- Assaults
- Medical emergencies
- Threats
- Fights
- Vandalism
- Disorderly or disruptive behavior
- Suspicious persons, vehicles or activities
- Alarms
- All suspicious activities
- Any unsafe or dangerous areas or conditions
- Sexual assault (Title IX)

Information for crime victims and for disclosure of disciplinary records:  
<https://www.hfcc.edu/about-us/consumer>

### **Sexual Harassment and Misconduct (Title IX)**

It is HFC's policy that it will not permit and will take strong action against any sexual harassment of its students and employees by anyone and particularly by fellow employees or management.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as unwelcome sexual advances, requests for sexual favors, as well as other verbal and/or physical conduct and/or communication of a sexual nature when either:

Submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's hiring or employment; or

Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

Any student who believes he/she is subject to any type of discrimination or sexual harassment must report such to the attention of the Student Title IX Coordinator. HFC will investigate each complaint thoroughly and confidentially.

### **Student Title IX Coordinator**

**Aura Cazares**

Student Conduct/Compliance and Title IX Officer

Office N227, Campus Safety (Building N)



[313-845-6315](tel:313-845-6315)

[ajcazares@hfcc.edu](mailto:ajcazares@hfcc.edu)

Any HFC employee who believes he/she is subject to any type of discrimination or sexual harassment must report such to their immediate supervisor or bring their complaint to the attention of the Director of Human Resources or any member of the College administration. HFC will investigate each complaint thoroughly and confidentially.

### **Employee Title IX Coordinator**

**Lynn Borczon**

Asst. Director of Human Resources Room 314

ASCC (Building L) [313-845-9664](tel:313-845-9664)

[lynn@hfcc.edu](mailto:lynn@hfcc.edu)

[View the complete Student Sexual Misconduct Complaint Policy.](#)

### **Resources for Victims and Families of Domestic Violence/Rape/Sexual Assault:**

- City of Dearborn [313.943.2000](tel:313.943.2000)
  - National Sexual Assault Hotline 1.800.656.HOPE
  - Not Alone~ Together Against Sexual Assault: <http://www.csswayne.org/>
  - Sexual Assault Services for Holistic Healing and Awareness
  - Domestic Abuse & Sexual Violence (Free or Low Cost)  
Detroit Police Rape Counseling Center  
420 St. Antoine  
Detroit, MI  
[\(313\) 833-1660](tel:313-833-1660) (open 24/7)
- \* Assist victims of rape with medical, mental/emotional, and legal issues
  - \* Must be a victim, survivor of rape and/or domestic violence
  - \* Offers individual, couples, family, and group counseling with no fees
  - \* VOICES (sexual abuse survivors) - Catholic Social Services [\(313\) 883-2100](tel:313-883-2100)

### **Student Sexual Misconduct Complaint Procedure**

Policy Type: Students/Human Resources

Your health, safety and well-being are the College's primary concern. If you, or someone you know, may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week, by dialing 911.

During business hours (8:00 a.m. to 4:30 p.m., Monday through Friday), you are also strongly urged to contact, whether student or employee, one of the following Title IX Coordinators as soon as reasonably possible to report any sexual misconduct you believe may have occurred:

**For complaints against a student, contact the Student Title IX Coordinator:**

**Aura Cazares**

**Student Conduct & Compliance Manager/Title Coordinator**

Office N227, Campus Safety (Building N)

[313-845-6315](tel:313-845-6315)

[ajcazares@hfcc.edu](mailto:ajcazares@hfcc.edu)

Location: Campus Safety Building, Office N227

Phone: [313.845.6315](tel:313.845.6315)

Email: [ajcazares@hfcc.edu](mailto:ajcazares@hfcc.edu)

**For complaints against an employee, contact the Employee Title IX Coordinator:**

Lynn Borczon, Assistant Director of Human Resources Location: Administration Services Building

Phone: [313.845.9664](tel:313.845.9664)

Email: [lynn@hfcc.edu](mailto:lynn@hfcc.edu)

**Resources for Victims and Families of Domestic Violence/Rape/Sexual Assault:**

- City of Dearborn [313.943.2000](tel:313.943.2000)
  - National Sexual Assault Hotline 1.800.656.HOPE
  - Not Alone~ Together Against Sexual Assault: <http://www.csswayne.org/>
  - Sexual Assault Services for Holistic Healing and Awareness
  - Domestic Abuse & Sexual Violence (Free or Low Cost)  
Detroit Police Rape Counseling Center  
420 St. Antoine  
Detroit, MI  
[\(313\) 833-1660](tel:313.833.1660) (open 24/7)
- \* Assist victims of rape with medical, mental/emotional, and legal issues
  - \* Must be a victim, survivor of rape and/or domestic violence
  - \* Offers individual, couples, family, and group counseling with no fees
  - \* VOICES (sexual abuse survivors) - Catholic Social Services [\(313\) 883-2100](tel:313.883.2100)

This process covers complaints of alleged sexual misconduct/harassment by College students in accordance with the College's Prohibited Discrimination and Harassment Policy. A copy of the Policy may be found here: <https://www.hfcc.edu/about-us/title-ix>

If you or someone you know is a victim of sexual misconduct by a member of the College faculty, staff, visitor or guest, you may report such misconduct or file a complaint with the Employee Title IX Coordinator, as indicated above.

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: [800-421-3481](tel:800-421-3481); fax: 202-453-6012; TDD: 877-521-2172; email: [OCR@ed.gov](mailto:OCR@ed.gov); or on the web, at <http://www.ed.gov/ocr>).



## INTRODUCTION

### A. Overview and Purpose.

As a recipient of federal funds, Henry Ford College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities. Sexual misconduct, as defined in this process, is a form of sex discrimination prohibited by Title IX. The College is committed to providing programs, activities and an educational environment free from sex and gender discrimination.

As a public institution, the College also must provide due process to students accused of sexual misconduct. This includes, without limitation, providing the accused student the opportunity to state his or her version of events and present relevant information to the Student Title IX Coordinator or designee. This procedure is designed to provide a fair process for both parties while also ensuring a complainant's protections under Title IX.

Sexual Misconduct, as defined by this process for student sexual misconduct complaints (referred to as the "student process"), describes a broad range of behavior that will not be tolerated in the College's community of trust. For purposes of this process, "sexual misconduct" includes: sexual exploitation, harassment based on sex or gender which causes a hostile environment, non-consensual sexual contact, and non-consensual sexual intercourse, each as more fully defined below. In addition to sexual misconduct, Title IX also includes, but is not limited to, pregnancy/pregnancy-related issues and gender equality in athletics, academic programs and activities.

Sexual misconduct violates College policy and federal civil rights laws and may also be subject to criminal prosecution. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. In addition, the College community is highly encouraged to report any and all potential sex or gender harassment to the Student Title IX Coordinator, so that a proper review of the information can be made. Creating a safe environment is the responsibility of all members of the College community.

Title IX requires that Henry Ford College have a statement of policy and procedure for handling complaints of Sexual Misconduct. 20 U.S.C. 1092(f)(7) and 1681(a). This process constitutes that statement.

The College is also required and committed to upholding the First Amendment of the United States Constitution. Nothing in this process is intended to abridge the rights or freedoms guaranteed by the First Amendment.

### B. Definitions

**"Duty to Report"** means officers who learn of an allegation against a student or other forms of discrimination or harassment are expected to notify the Student Title IX Coordinator. College officers who learn of an allegation of discrimination or harassment against College employees are expected to notify the Employee Title IX Coordinator who learn of an



allegation of gender-based harassment, sexual harassment or sexual assault involving a minor under the age of 17 are required to notify the Employee Title IX Coordinator and the Department of Public Safety. An officer who fails to report may be found to have violated Henry Ford College's policies even though the underlying event does not constitute gender-based misconduct, discrimination or harassment. College officers serving in a privileged professional capacity (counselors, clergy, medical providers, and rape-crisis counselors) are not bound by this expectation, except as required to law.

**"Clery Act"** refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

**"College"** means Henry Ford College.

**"Domestic Violence"** is a pattern of behavior in which one person uses physical, sexual, economic or emotional abuse to control the victim. This behavior specifically includes assaults or an assault and battery of a person's spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household.

**"Dating Violence"** means a pattern of assaultive and/or controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The accused student has intentionally behaved in ways that causes fear, degradation and humiliation to control the victim. Forms of abuse can be physical, sexual, emotional and/or psychological.

In determining whether an individual has engaged in "dating violence," the following must be established: the accused student and the victim have been in a societal relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on a consideration of the following factors: 1.) length of the relationship, 2.) type of the relationship, and 3.) the frequency of interaction between the persons involved in the relationship.

20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46

See "Domestic Violence Awareness" information on the MI State Police webpage at: <http://www.michigan.gov/msp/0,4643,7-123-1589-1711-10257--,00.html> (last visited on 09/17/13).

MCL 750.81(2) considers "domestic violence" a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.

**"Effective Consent"** means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent is absent when the activity in question exceeds the scope of effective consent previously given. Consent is a free and clearly given yes, not the absence of a no, and cannot be received when a person is incapacitated by alcohol or drugs.

**"FERPA"** refers to the Family Educational Rights and Privacy Act.





**"Force"** means physical force, violence, threat, intimidation or coercion.

**"Incapacitation"** means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol [or other drug] is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.

The question is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; e.g., when in doubt, assume that another person is incapacitated and therefore unable to give effective consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Process.

**"Investigators"** refers to the individuals trained and designated by the Student Title IX Coordinator to conduct investigations of alleged sexual misconduct, and to determine whether or not there is a reasonable basis to grant a hearing (as more specifically described in Section 4, below). The Student Title IX Coordinator and the Title IX hearing officers are also trained investigators and may be part of an investigative team at any time when necessary.

**"Non-Consensual Sexual Contact"** means sexual contact that occurs without effective consent.

**"Non-Consensual Sexual Intercourse"** means sexual intercourse that occurs without effective consent.

MCL 750.520d(1)(a) states that a person is guilty of third-degree criminal sexual conduct if the person engages in sexual penetration with another person and that person is at least thirteen but younger than sixteen years old. Accordingly, a thirteen-year-old child cannot legally consent to sexual penetration with another person because sexual penetration of a thirteen-year-old child is automatically third-degree criminal sexual conduct. *People v. Starks*, 473 Mich 227. 20 U.S.C. Section 1232g; 34 CFR Part 99

*Sokolow, Brett A., Lewis, W. Scott, Schuster, Sandra K., NCHERM Institute on Responding to Campus Sexual Misconduct. 2010, p. 49.*

**"Notice"** means the College considers having notice of student-on-student sexual misconduct when a responsible employee (as defined in this document) knew, or in the exercise of reasonable care should have known, about the sexual misconduct. Notice of sexual misconduct can be reported in many different ways. Some examples of notice include: a student may have filed a grievance with or otherwise informed the school's Title IX coordinator; another student, another employee, past faculty member, supervisor, current faculty or associate dean may have witnessed the sexual misconduct.

**"Off Campus Conduct"** means conduct that occurred on any place other than on College-



owned or leased property, at any College sanctioned function, at the permanent or temporary local residence of a College student, faculty member, employee, or visitor, or elsewhere in Michigan, and is reasonably related to a college function or activity.

**"Sexual Contact"** means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate parts. Sexual Assault is any sexual contact without consent.

**"Sexual Exploitation"** means taking sexual advantage of another person without effective consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly and intentionally exposing another person to a significant risk of a sexually transmitted infection.

**"Sexual Harassment"** means unwelcome conduct, based on sex or on gender stereotypes. Gender based harassment may include, but are not limited to: unwelcome sexual advances, requests for sexual favors, stalking, dating and domestic violence. The College strongly encourages individuals to report all unwelcome conduct based on sex to the Title IX Coordinator.

In evaluating any complaint of sexual harassment, the perceived offensiveness of a particular expression, standing alone, is not sufficient by itself to be actionable. The exclusive purpose of this distinction is to protect students (who may be harassed by students) from sex or gender discrimination, consistent with both federal regulatory law and the requirements of the First Amendment to the United States Constitution.

**"Sexual harassment which causes a hostile environment"** means unwelcome conduct based on sex or gender (e.g., sexual orientation, gender stereotypes, sexual preference and/or pregnancy or a pregnancy-related status), which is so severe or pervasive, that it unreasonably interferes with a person's College employment, academic performance or participation in College programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. Types of potential harassment include, but are not limited to, stalking and bullying.

The inclusion of a definition of "sexual harassment" that is separate from the definition of "sexual harassment causing a hostile environment" was adopted based on the language used in the Montana-Missoula OCR Letter.

**"Stalking"** means a pattern of behavior made up of a series of two or more separate non-continuous acts which shares the same purpose and causes a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.



**"Sexual Intercourse"** means penetration (anal, oral or vaginal) by, but not limited to, a penis, tongue, finger, or an inanimate object.

**"Sexual Misconduct"** is a broad term encompassing "Sexual Exploitation," "Sexual Harassment", "Sexual harassment which causes a hostile environment," "Non-Consensual Sexual Contact," and "Non-Consensual Sexual Intercourse," as defined in this process. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship, sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

**"Hearing Officers Cadre"** means the standing group of faculty and/or staff appointed by the VP of Student Affairs (or his or her designee) to specifically hear complaints of alleged sexual misconduct (Article II(B)(4) of the Student Code of Conduct).

**"Responsible Employees"** means all faculty members, staff members, and administrators, of those perceived by a complainant as a person that would address complaint (e.g., teaching assistants, supervisors, coaches, counselors, rape crisis advocates, medical providers, and clergy) are expected to report any disclosures that involve allegations of gender-based misconduct.

**"Student Code of Conduct"** means HFC's Student Code of Conduct, as enforced by the Office of Student Conduct and Compliance.

**"VP"** refers to the Vice President of Student Affairs (and his or her designee). The College has designated the VP's designee as the Student Title IX Coordinator for purposes of this process and in accordance with federal regulations.

**"Vice President's office"** means the Office of the Vice President of Student Affairs, located in the Administration Building, Room number 430.

MCL 750.411h(1)(d). 10 34 CFR Part 106.8(a) requires designation of at least one "responsible employee" who ensures the recipient's compliance for the institution. The Student Title IX Coordinator and Deputy Student Title IX Coordinator are the individuals responsible for sexual misconduct issues in which a "student" is the accused party.

## **JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS**

### **A. Jurisdiction.**

#### 1. Personal Jurisdiction.

Any person may file a complaint of sexual misconduct against a "student" under this process. A "student" means any student who is registered or enrolled at the College at the time of the alleged sexual misconduct (including, but not limited to, sexual misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of the student's continued enrollment at the College). If a student who was currently enrolled at the time of the alleged sexual misconduct subsequently withdraws from all courses, the College shall maintain personal jurisdiction.



## **2. Geographic Jurisdiction.**

This process applies to any allegation of sexual misconduct against a College student, regardless of where the alleged sexual misconduct occurred. Although there is no geographical limitation to invoking this process, sexual misconduct that is alleged to have occurred at a significant distance from the College may be more difficult to investigate. In addition, with respect to any complaint

(a) by a person who is not a member of the College community, and (b) relating to Non-College Conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk or harm to the College community to warrant processing the complaint.

## **3. Timing of Complaints and Availability of Procedures.**

So long as there is personal jurisdiction over the accused student pursuant to Section II.A.1, above, there is no time limit to invoking this process in responding to complaints of alleged sexual misconduct. Nevertheless, students are encouraged to report alleged sexual misconduct immediately in order to maximize the College's ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. HFC recommends taking action within 72 hours of incident as delays in reporting alleged sexual misconduct may result in the loss of relevant evidence and witness testimony, and may impair the College's ability to engage in this process. If the accused student will be graduating, the conferral of a degree may be deferred until proper resolution of any sexual misconduct charges, provided that a hearing opportunity will be scheduled for the earliest practicable date that may reasonably accommodate the parties and their witnesses.

## **4. Retaliation.**

It is a violation of Student Code of Conduct to retaliate against any person making a complaint of sexual misconduct, any person cooperating in the investigation of (including testifying as a witness) of any allegation of sexual misconduct, and supporters of the complainant. For the purposes of this document, retaliation means when a faculty/staff member/employer takes an adverse action against a/an student/employee because she or he has engaged in a protected activity such as filing a complaint of discrimination or harassment. Retaliation may be found even when the underlying charge does not constitute discrimination or harassment in violation of College policies, and all persons who participate in a discrimination or harassment proceeding, not only the complainant, are protected against retaliation.

A retaliatory adverse action is an action taken to deter a reasonable person from opposing a discriminatory or harassing practice, and/or from participating in a discrimination or harassment proceeding or more generally, from pursuing her/his rights. Examples of adverse actions include failing grade, termination, denial of promotion or demotion, and unjustified negative evaluations or references. Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation, snubbing a colleague, or addressing poor class/work performance. Student/Employees who have filed a complaint or expressed opposition to discrimination or harassment are still expected to perform their student/employee responsibilities and follow appropriate classroom/work decorum.



## **B. Other Related Misconduct.**

In accordance with this process, the Hearing Officers Cadre is empowered to hear allegations of, and to impose sanctions for, sexual misconduct and any other violation(s) of the College's Student Code of Conduct directly related to the alleged sexual misconduct. Such related misconduct may include, without limitation, violations of the rules of privacy as articulated herein, violations of the Student Title IX Coordinator's directive(s) discussed in Section III.D, below, and/or violations of other Student Code of Conduct that occurred in the course of the alleged sexual misconduct.

It is not the practice of the College to pursue disciplinary action against a complainant or witness for his or her improper use of alcohol or drugs (e.g., underage drinking), provided that such student is acting in good faith as a complainant or witness to the events of the alleged sexual misconduct.

Students who appear before the Panel, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the College's Student Code of Conduct.

## **C. Effect of Criminal Proceedings.**

Because sexual misconduct may constitute both a violation of College policy and criminal activity, the College encourages students to report alleged sexual misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence within 72 hours of incident. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of the Student Code of Conduct, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this process or the Student Code of Conduct, has occurred. In other words, conduct may constitute sexual misconduct under this process even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. In such cases, the complainant may not initially understand the results of the criminal investigation, the nature of criminal procedure, or the grounds for the law enforcement decision not to prosecute. The complainant in such cases may request that the Student Title IX Coordinator identify an administrator to assist the complainant in seeking and attending a meeting with the local prosecutor to gain an understanding of the decision to decline a prosecution.

The filing of a complaint of sexual misconduct under this process is independent of any criminal investigation or proceeding, and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the complainant and the College community, if necessary, as described in Section III.D, below.



## **THE PROCESS: INITIAL STEPS**

### **A. Intake Meeting with Complainant.**

Upon receipt of notice of any allegation of sexual misconduct, the Student Title IX Coordinator will first schedule an individual intake meeting with the complainant in order to provide to the complainant a general understanding of this process and to identify forms of support or immediate interventions available to the complainant. The intake meeting may also involve a discussion of any interim measures (in accordance with III.D. below) that may be appropriate in light of the known information.

### **B. Complainant Wishes to Pursue Formal or Informal Resolution.**

At the initial intake meeting with the complainant, the Student Title IX Coordinator will gather basic information about the alleged incident and seek to determine how the complainant wishes to proceed, (e.g., whether the complainant wishes to pursue Formal Resolution, Informal Resolution or does not wish to pursue resolution of any kind).

If the complainant wishes to proceed with either Formal or Informal Resolution, the Student Title IX Coordinator will determine the name of the accused student, the date, location, and nature of the alleged sexual misconduct, and will schedule an individual intake meeting with the accused student in order to provide to the accused student with a general understanding of this process and to identify forms of support or immediate interventions available to the accused student.

If the complainant wishes to proceed with Formal Resolution, the Student Title IX Coordinator will promptly prepare and forward a formal complaint to the investigators for investigation, in accordance with Section IV.B, below. The formal complaint will set forth the name of the accused student, and the date, location and nature of the alleged sexual misconduct.

If the complainant wishes to proceed with Informal Resolution, the Student Title IX Coordinator will promptly refer the matter and initiate Informal Resolution proceedings in accordance with Section V, below.

### **C. Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality.**

If the complainant does not wish to pursue Formal or Informal Resolution and/or requests that his or her complaint remain confidential, Title IX nevertheless requires the College to investigate and take reasonable action in response to the complainant's information. The Student Title IX Coordinator will inform the complainant, however, that the College's ability to respond may be limited. The Student Title IX Coordinator may refer the allegation to a designated investigator to conduct a preliminary investigation into the alleged sexual misconduct. The investigator may weigh the complainant's request(s) against the following factors: the seriousness of the alleged sexual misconduct; whether there have been other complaints of sexual misconduct against the same accused student; and the accused student's right to receive information about the allegations if the information is maintained by the College as an "educational record" under FERPA. The Student Title IX Coordinator



will inform the complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the accused student because the complainant insists on confidentiality or that the complaint not be resolved, the Student Title IX Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no-contact" order, and take other reasonably necessary measures, including the interim measures described in Section III.D, below. inquiry, issue a "no-contact" order, and take other reasonably necessary measures, including the interim measures described in Section III.D, below.

#### **D. Interim Measures.**

In all complaints of alleged sexual misconduct, regardless of whether the complainant wishes to pursue Formal Resolution, Informal Resolution or no resolution of any kind, the College will undertake an appropriate inquiry and take such prompt and effective action that is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any.

Accordingly, at or after the intake meeting, the Student Title IX Coordinator may impose a "no- contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Student Title IX Coordinator, also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, directing appropriate College officials to alter the students' academic and/or College employment arrangements and/or issuing an interim suspension. When taking steps to separate the complainant and the accused student, the Student Title IX Coordinator will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, that every reasonable effort will be made to allow the complainant to continue in his or her academic and/or College employment arrangements. Violation(s) of the Student Title IX Coordinator's directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

### **FORMAL RESOLUTION**

A complainant may elect to pursue a formal resolution, which involves a hearing before the Panel, as more particularly described in this section. Such a hearing is also referred to as "Formal Resolution." Formal resolution shall be completed within a reasonable timeframe (which is usually 60 days) unless extended for good cause by the Student Title IX Coordinator.

#### **A. The Hearing Officer Cadre.**

Formal Resolution involves a hearing before a trained Hearing Officers (the "Cadre") made up of two College administrators. Each hearing will be led by a Chair (Chair). The Cadre is a standing group composed administrators approved by the VP of Student Affairs. The Student Title IX Coordinator will ensure that all Panel members receive annual training.



## **B. Investigation.**

When the complainant indicates a desire to pursue Formal Resolution, the Student Title IX Coordinator will forward the complaint to an appointed investigative team. The Student Title IX Coordinator and the Deputy Student Title IX Coordinator may serve as investigators on any investigation, if necessary. The investigation will be conducted in an adequate, reliable and impartial manner. The investigative team will receive annual training that draws on process, procedures, and professional resources.

Investigators are neutral fact-finders, who, during the course of the investigation, typically conduct interviews with the complainant, the accused student, and each third-party witness (including expert witnesses, where applicable); visit and take photographs at each relevant site (if necessary); and, where applicable, coordinate with law enforcement agencies to collect and preserve relevant evidence. The completed investigative report (the "investigative report") includes, among other things, summaries of interviews with the complainant, the accused student and each witness; summaries of interviews with expert witnesses (where applicable); photographs of the relevant site(s) and related logs; other photographic, electronic and forensic evidence; and a detailed written analysis of the events in question.

A typical investigation should be completed within 15 (fifteen) days, if not sooner, but may be delayed with good cause, as determined by the Student Title IX Coordinator. If a hearing is granted by the investigative team, the Hearing Chair and the Panel will be provided with a copy of the investigative report. In addition, at least one member of the investigative team shall be present at the Panel hearing to answer any questions the Panel or the parties may have with regards to the investigative report.

The investigative team shall keep the complaint and investigation confidential to the extent possible or as required by law.

## **C. Granting/Denying a Hearing.**

The investigative team will determine whether or not there is enough information available to grant a hearing. If the investigative team determines that a hearing should be granted, notice of that determination will be delivered, concurrently, to both parties and to the Student Title IX

Coordinator. If a hearing is denied, a notification summarizing the investigative report will be distributed concurrently, to the parties and to the Student Title IX Coordinator.

The investigative team may specify which alleged violations of the Student Code of Conduct, which type or types of sexual misconduct and, if applicable, which other, related alleged misconduct (as described in Section I.B above or the current Student Code of Conduct) will be reviewed by the Panel during the hearing. Concurrently with the delivery of the investigators' notice of a determination, the investigative team may, where the alleged sexual misconduct is sufficiently serious in their reasonable discretion, suggest to the Student Title IX Coordinator that interim measures be taken and may suggest what those interim measures should be, if not already in place.





If the accused student has been placed on an interim suspension (in accordance with Article IV(C) of the Student Code of Conduct), the Panel will use all information that is provided to the administration (in lieu of an investigative report) in addition to any subsequent information received, as the basis for any sexual misconduct allegation.

A complainant whose request for a hearing is denied, and an accused student whose records have been placed on hold, may appeal that decision to the Vice President of Student Affairs, whose decision will be final.

If the case involves a reluctant complainant and the investigative team has granted a hearing, the investigative team will present information to the Panel in place of the complainant. The team may have the option to pursue an informal resolution (see Article V below) with the approval of the Student Title IX Coordinator.

#### **D. Complainant Changes Election to Informal Resolution; Accused Student Elects to Accept Responsibility.**

Upon receipt of the investigative report, the complainant may decide to elect Informal Resolution instead of Formal Resolution, by submitting a written request to the Student Title IX Coordinator prior to the hearing date. At any time prior to the hearing, the accused student may elect to acknowledge his or her actions and take responsibility for the alleged sexual misconduct. In such cases, the Panel Chair will propose a resolution to the complainant and a sanction. If both the complainant and the accused student agree to such proposed sanction, the complaint is resolved without a hearing and both parties will waive their rights an appeal. If either the complainant or the accused student objects to the proposed sanction, a hearing before the Panel will be convened for the exclusive purpose of determining a sanction, which determination is subject to appeal pursuant to Section IV.G.13 below. For purposes of this sanction hearing, all of the other provisions of this process relating to the imposition of a sanction for sexual misconduct shall apply (including, for example, the provision for an Impact Statement (see Section IV.G.10), and the provisions governing the effective date of the sanction).

#### **E. Notice of Hearing; Challenges to Panel; Delivery of Notice.**

If a hearing is granted by the investigators or occurs as a result of an interim suspension, or is granted by the Vice President of Student Affairs on appeal (as stated in IV(C) above), the Panel Chair will commence the Formal Resolution process by providing written notice to both parties (the "Notice of Hearing") stating: (1) the date, time, and place of the pre-hearing meeting at which preliminary matters will be discussed, as more fully addressed in Section IV.G.2, below; and (2) the names of the Panel members selected to serve as the Panel. A party wishing to challenge the participation of any Panel member must notify the Panel Chair, in writing, within five (5) business days of the scheduled hearing date stating the specific reason(s) for the objection. Failure to do so will constitute a waiver of any objection to the composition of the Panel. If a party wishes to challenge the participation of any panel member, and notifies the Panel Chair in writing within the allotted timeframe, the Chair will determine whether the challenge has merit and reserves discretion to make changes in the Panel composition at any time. The Notice of Hearing will be delivered, at



the Panel Chair's discretion, by email or in person, and will be considered effective immediately upon receipt. The parties are expected to cooperate in the scheduling of the hearing. If either party fails to appear at the scheduled hearing, the Panel Chair may postpone the proceedings or direct that the Panel proceed and determine the complaint on the basis of the investigative report and any other available information, provided the absent party was given appropriate notification of the scheduled hearing date, as outlined in this section.

## **F. Advisors to the Parties.**

Both the complainant and the accused student may request an advisor be present to support and assist them during the pre-hearing, hearing, and appeal stages of the Formal Resolution process. Outside legal counsel may be allowed at the discretion of the Panel Chair, however, their role is limited. (see Section IV.G.4, below, for a description of the role outside counsel may play during a hearing). The Panel Chair may disallow a particular advisor in cases where such adviser might be a witness or where such advisor's presence, in the Panel Chair's sole determination, would be obstructive to the process or for other good cause. An advisor may not direct questions to the Panel of witnesses at the hearing, but may consult with the student that he or she is assisting. The Panel Chair will not allow an advisor's presence to inhibit the parties' sharing of information or the conduct of the hearing.

## **G. Hearing Procedures**

1.Pre-Hearing Submissions. The parties will provide the Panel Chair with a list of witnesses they propose to call, copies of documents, and a description of any other information they propose to present at the hearing, on or before a date set by the Chair. Evidence of the complainant's past sexual history will not be permitted at the hearing unless it is relevant to the complaint. The Chair will provide each party with a copy of the list of witnesses, and identification of copies of documents or other information submitted by each party. In the absence of good cause, as determined by the Chair in his or her sole discretion, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided to the Chair by this deadline. The parties are also responsible for the attendance of their witnesses at the hearing.

2.Pre-Hearing Meeting and Determination of Complaint and Witnesses. The Chair will schedule a pre-hearing meeting prior to the hearing date. At the meeting, the Chair will review hearing procedures with the parties, separately or jointly, at the discretion of the Chair. The Chair will also review the complaint of alleged sexual misconduct (and related misconduct, if applicable), and review the parties' respective lists of proposed witnesses to assist them in eliminating redundant information. The College reserves the right, through the Chair, (a) to add to or modify the alleged violations specified by the investigators, pursuant to Section IV.C, above, at the pre-hearing meeting, and (b) to add witnesses to the witness lists at the pre-hearing meeting and/or at the hearing.

3.Pre-Hearing Discussion. Once a Panel member has been named to a Panel, he or she may not publicly or privately discuss the merits of the complaint with anyone not involved in the proceedings, with the parties themselves, or with anyone acting on the behalf of the



parties. The Chair will provide the panelists with a copy of the Notice of Hearing, the investigative report, and the list of witnesses submitted by the parties with an instruction to avoid any public or private discussion of the merits of the complaint.

4. Legal Counsel. Legal counsel may be present (at the expense of the individual parties) at the hearing on behalf of either party. Such counsel may privately consult with and advise the parties during the proceeding, but may not question witnesses, address the Panel or otherwise directly participate in the hearing.

5. Conduct of the Hearing. The hearing will not follow a courtroom model, and formal rules of evidence will not be observed. Accordingly, for example, the parties may elect to rely upon the statements of witnesses contained in the investigative report if such witnesses are unavailable to attend the hearing. The Chair will determine the order of the witnesses (if any) and resolve any questions of procedure arising during the hearing, if any. The parties are responsible for ensuring that their proposed witnesses are present. Members of the Panel will review in advance of the hearing all the written materials provided to them by the Chair in accordance with Section IV.G.1, above. The parties will have received or been provided the opportunity to review all available materials during earlier stages of the pre-hearing process. The parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the investigative report or in other written materials. Only the Chair and the Panel may question the individual parties and any witnesses, unless permission is granted by the Chair to modify the questioning process provided the modification does not result in an adversarial tone. Both parties and their advisers may ask the Chair to pose additional questions or inquire further into specific matters by submitting these requests in writing, at the discretion of the Chair. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such requests. The Chair is empowered to disallow or reframe any questions that are irrelevant or redundant. After all witnesses have been questioned, each party may make a closing statement and request a short recess to prepare it. If the Panel determines that unresolved issues exist that would be clarified by the presentation of additional information, the Chair may suspend the hearing and reconvene it in a timely manner to receive such additional information. A delay may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been presented at the pre-hearing meeting. A Student IX Coordinator or Deputy Student Title IX Coordinator may attend any Provision 4 Hearing at any time to observe the hearing. If the Student Title IX Coordinator or the Deputy Student Title IX Coordinator did not directly participate in the investigation, then their presence in the hearing shall be for the purpose of observation only.

6. Testimony or Participation by the Accused. The accused student has the option not to testify; however, the exercise of that option will not preclude the Panel from proceeding and determining the complaint on the basis of the investigative report and other available information.

In addition, as indicated in Section IV.E, above, if the accused student fails to appear at the hearing, after being duly notified of its place and time, the Panel will proceed with the scheduled hearing and make a determination on the basis of the investigative report and any other available information.



7. Testimony via Electronic Technology. Upon timely request by a party or witness, the College may be able to make arrangements (in appropriate circumstances) where parties or witnesses are otherwise unable to participate in the hearing via electronic means. The availability of testimony via electronic technology will be at the sole discretion of the Chair.

8. Recording. The hearing will be digitally recorded and is the sole official verbatim record of the hearing for the purposes of FERPA.

9. Standard of Proof. The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged sexual misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this process. A preponderance of the evidence means that the information shows that it is "more likely than not" that the accused student violated College policy. In the context of a hearing, the accused student will be found to be responsible for the alleged sexual misconduct if the Panel concludes that such sexual misconduct more likely than not occurred based upon careful review of all information presented. In making its determination, the Panel shall carefully consider all of the information presented and follow the procedures stated in this process in order to ensure as fair a hearing as possible for all parties.

10. Impact Statement. If the Panel determines that the accused student is responsible for sexual misconduct, e.g., that the sexual misconduct "more likely than not" occurred, both the complainant and the responsible student may present the Panel with a statement recommending a sanction (the "impact statement") for consideration by the Panel. The Panel is not bound by these statements in determining a sanction. Witnesses other than the parties may be allowed to provide a written character statement to the Panel during the Sanction Phase of the hearing. The Chair may determine, in his or her sole discretion whether portions of any written impact statement should be redacted because of the inflammatory or inappropriate nature of those statements.

11. Sanction. The Panel is required to consider suspending, dismissing, or expelling any student found responsible for sexual misconduct; however, the Panel may impose any sanction that it finds to be fair and proportionate to the violation. In determining an appropriate sanction, the Panel may consider any record of past violations of the Student Code of Conduct, as well as the nature and severity of such past violation(s). The Panel will also consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the College community. The sanction decision will be made by the Panel by majority vote. Any sanction imposed will be explained or supported in the written decision of the Panel.

12. Decision. The decision of the Panel, including the sanction, if applicable, will be announced to both parties, concurrently, by the Chair at the conclusion of the hearing. In addition, the Chair will provide a copy of the Panel's decision described in Section IV.G.15, below, to both parties, concurrently, and to the Student Title IX Coordinator, within five (5) calendar days following the conclusion of the hearing (or longer if the Chair determines there is good cause).



13. Appeals. Either party may appeal the Panel's decision by notifying the Chair of the Panel in writing within five (5) calendar days of the date of the Panel's decision. All appeals are not automatically approved. The Vice President of Student Affairs will determine if any of the following criteria is present before granting an appeal.

- a. substantial evidence not previously considered;
- b. evidence of bias by the administrator who conducted the disciplinary hearing;
- c. significant errors in procedures by the administrator who conducted the disciplinary hearing;
- d. significant finding of inequity in disciplinary actions related to findings.

14. Effective Date of Sanction. Sanctions imposed by the Panel become effective immediately until the resolution of any timely appeal of the Panel's decision. The Vice President of Student Affairs (or his or her designee) may suspend the determination pending exhaustion of any appeals by the accused student pursuant to Section IV.G.13, above, or may allow the accused student to attend classes or to engage in other activity on a supervised or monitored basis, or may make such other modifications to the determination as may be advisable in the sole discretion of the Vice President of Student Affairs (or his or her designee). The Vice President of Student Affairs (or his or her designee) decision may not be appealed.

15. Privacy of the Hearing Process; Final Outcome Letter. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the investigative report, the Notice of Hearing, and the pre-hearing submissions referenced in Section IV.G.1, above), written statements, testimony, or other information introduced at the hearing, and any transcript of the hearing itself, may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

In addition to complying with Title IX and FERPA, the College is required to comply with the Clery Act. Under the Clery Act, both the complainant and the accused student must be informed of the hearing outcome, and the College may not impose any limitations on the re-disclosure of this information. Accordingly, following the hearing, the Panel will issue a written decision letter (the "Final Decision Letter"), concurrently to both the accused student and the complainant. The Final Decision Letter will set forth, as required by the Clery Act, the name of the accused student; the violation(s) of the Student Code of Conduct for which the accused student was found responsible, if any; any essential findings supporting the Panel's decision on the issue of responsibility; and the sanction imposed, if any. College policy neither encourages nor discourages the further disclosure of the Final Decision Letter by either the complainant or the accused student. The College acknowledges that sharing the Final Decision Letter with others, including family, friends, legal counsel, mental health professionals, and sexual assault advocates or victims, may be a critically important part of a student's healing process.



## **INFORMAL RESOLUTION**

A complainant who wishes to file a formal complaint with the Student Title IX Coordinator but who does not wish to pursue Formal Resolution, or an investigative team (in place of a reluctant victim) may request a less formal process, known as "Informal Resolution," as more particularly described in this section.

Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process; it is not mediation. The accused student is expected to attend the Informal Resolution proceeding, but is not required to participate.

### **A. Purpose of Informal Resolution.**

Informal Resolution provides an opportunity for the complainant to confront the accused student, in the presence of, and facilitated by, a presiding officer, as described in Section V.B, below, and to communicate his or her feelings and perceptions regarding the incident, the impact of the incident, and his or her wishes and expectations regarding protection in the future. The accused student will have an opportunity to respond.

### **B. Advisors.**

The complainant and the accused student each may bring an advisor to the Informal Resolution. Advisors are assigned and subject to the same restrictions set forth for advisors in Formal Resolution, outlined above. The Panel Chair or a designee of the Chair will preside over the Informal Resolution, and may elect to be assisted by another member of the Panel or senior staff representative of the Vice President of Student Affairs.

### **C. Informal Resolution Where Accused Student Acknowledges Responsibility.**

If, during the course of the Informal Resolution, the accused student elects to acknowledge his or her actions and take responsibility for the alleged sexual misconduct, the Informal Resolution will be concluded and the Panel Chair will propose a sanction. If both the complainant and the accused student agree to such proposed sanction, the complaint will be resolved without any further rights of appeal by either party. If either the complainant or the accused student objects to such proposed sanction, a hearing before the Panel will be convened for the exclusive purpose of determining a sanction, which determination is subject to appeal pursuant to Section IV.G.14.

For purposes of this sanction hearing, all of the other provisions of this process relating to the imposition of a sanction for sexual misconduct shall apply (including, for example, the provision for an impact statement, and the provisions governing the effective date of the sanction).

### **D. Informal Resolution Where Accused Student Contests Responsibility.**

If the accused student contests the complaint of alleged sexual misconduct, the Vice President of Student Affairs, his or her designee or the Student Title IX Coordinator may nevertheless impose a protective order agreed upon by the parties, or (with or without such agreement) based on information derived from the Informal Resolution proceedings, taken



together with any other relevant information known to the College at the time of the Informal Resolution.

### **E. Election of Formal Resolution.**

The College or the complainant may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

### **F. Privacy of Informal Resolution.**

In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

## **AMENDMENTS**

This Policy may be amended, in writing, by the Student Title IX Coordinator at any time. The College will maintain the most updated process on the web at all times.

Adopted Date:

Tuesday, January 20, 2015 Revised Date:

Monday, June 22, 2015 Private:

Public

## **Guidelines for Assistance**

Sexual assault is a very traumatic and invasive crime and many victims may be too embarrassed or ashamed to report the offense to police. Fear of investigative, medical, and prosecutorial procedures add to a victim's reluctance to make a report. A victim's distress may also create an unwillingness or inability to assist in the investigation. Therefore, it is our procedure to provide victims of sexual assault with compassion and consideration and with the necessary information and assistance to make their interaction with the criminal justice system easier.

If You Are Raped or Sexually Assaulted on Campus:

- Get to a safe place as soon as you can
- Try to preserve all evidence
- Get medical attention
- Contact either the Office of Campus Safety and Security or Dearborn Police

**When Preserving Evidence:**

- Do not change your clothing. If you must change, place your old clothes in a



PAPER bag

- Do not wash or clean your clothing
- Do not take a shower, bathe, or clean up
- Do not apply medication or cosmetics

## **BIENNIAL RIGHT TO KNOW INFORMATION & DRUG AND ALCOHOL PREVENTION PROGRAM**

As a condition for receiving federal funds or any other form of federal financial assistance, all institutions of higher education must provide timely notifications that inform students of the following policies and consequences to prevent the abuse of alcohol and/or distribution of illicit drugs. A specific description of our Drug and Alcohol Education and Prevention program is detailed in this document and in the [Student Consumer Information webpage](#).



**Student Consumer Information: Your Right to Know**

To receive a complete description of the policies, below click on [Student Consumer Information](#) or use URL address <https://www.hfcc.edu/about-us/consumer>.

General Information	Health and Safety	Policies and Procedures
<ul style="list-style-type: none"> <li>· About HFC</li> <li>· Academic Programs</li> <li>· Assisted Learning Services</li> <li>· Campus Map, Parking, Directions</li> <li>· Career and Job Placement Services</li> <li>· College Calendar</li> <li>· Faculty and Instructional Personnel</li> <li>· HFC Instructional Facilities</li> <li>· HFC Mission</li> <li>· Intercollegiate Athletic Program Participation Rates &amp; Financial Support Data</li> <li>· School and Program Accreditations</li> <li>· Student Activities</li> <li>· Student Profile</li> <li>· Textbook Information</li> <li>· Training Programs</li> <li>· Transfer of Credit Policies and Articulation Agreements</li> <li>· Transfer-in Agreements</li> <li>· Veterans Services</li> <li>· Voter Registration</li> </ul>	<ul style="list-style-type: none"> <li>· Behavioral Incident Team (BIT) Report Form: Threat Reporting</li> <li>· Campus Safety Annual Report</li> <li>· Daily Crime and Fire Safety Log</li> <li>· Emergency Quick Reference Guide</li> <li>· Information for Crime Victims about Disciplinary Proceedings</li> <li>· Office of Campus Safety Vaccination Policies</li> <li>· Emergency Response &amp; Evacuation</li> <li>· Timely Warnings</li> </ul>	<ul style="list-style-type: none"> <li>· Academic Dishonesty/ Student Conduct</li> <li>· Computer Acceptable Use Policy</li> <li>· Copy right Infringement Policies and Sanctions</li> <li>· Drug and Alcohol Abuse Prevention Program</li> <li>· Missing Person Notification Process</li> <li>· Privacy of Student Records: Family Educational Rights &amp; Privacy Act (FERPA)</li> <li>· Refund Policy</li> <li>· Requirements for Withdrawal</li> <li>· Student Complaint Procedure</li> <li>· <a href="#">Title IX-Sexual Harassment</a></li> <li>· Information for Crime Victims about Disciplinary Proceedings</li> </ul>

**Student Consumer Information: Your Right to Know**

To receive a complete description of the policies below, click on [Student Consumer Information](#) or use URL address <https://www.hfcc.edu/about-us/consumer>.

**Student Financial Assistance**

- Student Financial Aid Information
- 2016-17 Financial Aid Facts Book



- Contact Information for Assistance in Obtaining Institutional or Financial Aid
- HFC Financial Aid Web Page
- Notice of Availability of Institutional and Financial Aid Information
- Assistance Available from Federal, State, Local and Institutional Programs
- Net Price Calculator
- National Student Loan Data System(NSLDS)
- Notice of Federal Student Financial Aid Penalties for Drug Law Violations
- Federal Student Aid Drug Conviction Information
- Federal Student Aid 2016- 17 Drug Eligibility Worksheet
- HFC Financial Aid Information
- Price of Attendance
- Return of Federal Financial Aid
- Brochure
- Policy
- Scholarships
- State Grant Assistance
- Student Loan Information
- 2016-17 Financial Aid Facts Book
- HFC College Loan Code of Conduct
- U.S. Department of Education Student Loan Information
- Entrance Counseling for Student Loan Borrowers
- Exit Counseling for Student Borrowers
- 2016-17 Financial Aid Facts Book
- [www.StudentLoans.gov](http://www.StudentLoans.gov)

**Student Outcomes**

- Gainful Employment
- Graduation and Transfer-Out Rates
- Graduation Rates for Students Receiving Athletically Related Student Aid
- Placement in Employment
- Retention Rate
- Sample of Job Title and Employer of Recent Graduates
- Student Outcomes
- Transfer-Out Rates for Students Receiving Athletically- Related Student Aid
- Intercollegiate Athletic Program Participation Rates and Financial Support Data

**Intercollegiate Sports**

HFC is a member of the Michigan Community College Athletic Association (MCCAA)– Eastern Collegiate Conference and the National Junior College Athletic Association (NJCAA). HFC’s nickname is the Hawks. Varsity teams participate in the following sports at the conference, state, regional and national levels:

**Men**

Baseball  
Basketball  
Golf

**Women**

Volleyball  
Softball  
Golf



Try-outs for all sports are in the early fall.

## Club Sports

HFC provides a number of club sports teams based on the interest of the student body. Club sports provide an opportunity for students to compete in a fun and challenging environment against other HFC students or club sport teams at nearby colleges.

For more information call [313-317-4138](tel:313-317-4138) or visit <https://athletics.hfcc.edu/>

## Drug and Alcohol Education and Prevention

As a condition for receiving federal funds or any other form of federal financial assistance, all institutions of higher education must implement a drug and alcohol policy that complies with applicable federal, state and local drug and alcohol laws. The law requires institutions to implement a program that will prevent the unlawful manufacturing, dispensing, possession, use or distribution of illicit drugs and alcohol by students and employees.

Any violation of these policies or of local, state or federal laws regarding illicit drugs or alcohol will result in appropriate disciplinary action. In addition to college disciplinary sanctions, students, faculty and staff involved with illegal use, possession, or distribution of controlled substances may face criminal penalties and the College will cooperate fully with law enforcement agencies as appropriate. If a student has concerns about alcohol, drug addiction or the impact on their lives, they should meet with a counselor in the Counseling division. The phone number is [313-845-9611](tel:313-845-9611).

If an employee has concerns about drug or alcohol use – their own or that of others – they may want to consult with the College’s Employee Assistance Program (EAP). The phone number is [800-847-7240](tel:800-847-7240).

As members of an academic community, students and employees can expect an atmosphere that supports personal growth and learning. The College requires that its students and employees

comply with legal standards and student conduct standards as they apply to alcohol and illicit/illegal drug use and possession.

## The Law (Alcohol)

- The minimum age in Michigan for the purchase, consumption or possession of alcoholic beverages is 21-years-old.
- It is illegal to furnish or serve alcoholic beverages to any person under the age of 21.
- The law prohibits carrying or consuming alcoholic beverages in open containers outdoors on public property, regardless of a person’s age.
- It is illegal to possess, use false identification or to misrepresent one’s age for the purpose of obtaining or consuming alcoholic beverages.
- No group which is not licensed by the Liquor Control Board (LCB) may sell

alcoholic beverages. The use of chits, chips, tickets or other means of exchange in place of cash violates LCB regulations.

- It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property or annoy persons in your vicinity.
- A person under the age of 21 is prohibited from operating a motor vehicle with ANY alcohol in his/ her system.
- Driving under the influence of alcohol (blood alcohol level of 0.08% or greater) is illegal.

## **STUDENT CODE OF CONDUCT**

Students at HFC are expected to show respect for order, law, the personal rights of others and the educational mission of the College, as well as maintain standards of personal integrity.

Behavior or situations that violate these standards include, but are not limited to:

- A. Students at HFC are expected to comply with state, federal and local laws and ordinances, to show respect for the personal rights of others and the educational mission of the College and to maintain standards of personal integrity.
- B. The following are examples of behavior or situations that violate these standards. This list is illustrative and is not exhaustive. It is not to be read as a limitation of the College's right to discipline for infractions which are not listed:
  1. Interference with normal College or College-sponsored activities including, but not limited to: interference with teaching, College administration and College Board meetings.
  2. Failure to comply with Campus Safety and other College personnel.
  3. Violation of legal standards of decency.
  4. Discriminating against or harassing an individual or group in any College-related activity, opportunity or organization on the basis of race, color, ethnicity, gender, religion, sexual orientation, creed, national origin, ancestry, age, disability, height, weight and/or marital status and/or retaliating against any such individual(s) or group(s) for having complained about such behavior.
  5. Disrupting a class, a class-related activity, or a College-sponsored or related event.
  6. Physical assault.
  7. Stalking.
  8. Threats of injury or harm.
  9. Arson.
  10. Theft.
  11. Gambling.
  12. Damage to College, student, faculty or employee property.
  13. Computer or technology abuse or tampering.
  14. Possession of firearms or dangerous weapons by persons who are not sworn federal, state, or local law enforcement officers who are required to carry weapons during the course of their employment. Such individuals are required to notify Campus Safety of this requirement prior to bringing such weapons on campus.
  15. Falsifying, altering or providing false, inaccurate or incomplete information on any

College application, form or document; or providing false, inaccurate or incomplete verbal information which is to be used with regard to any College application, form, document or transaction.

16. Possession, use, manufacture, sale of, or being under the influence of alcohol or any controlled substance, without a physician's prescription, or possessing drug paraphernalia while on campus.
17. Any other actions deemed unsuitable for a College campus.

The complete text of this policy is available in the Office of the Vice President of Student Affairs, 430A Administrative Services and Conference Center (ASCC, Building L on the main campus) or online under the Student Rights and Responsibilities section of the Student Services drop-down menu.

## **Alcoholic Beverages and Illegal Drugs**

As a public institution, HFC operates under the guidelines of Federal Public Act 101-226, entitled Drug Free Schools and Campuses, which was passed in 1990. This law states that students must be informed of the College's rules and sanctions relative to drugs and must be informed of health risks related to the use of drugs and of counseling assistance available at the College.

### **College Rules**

Use, possession, or distribution of alcoholic beverages and drugs is forbidden on campus. Persons appearing on campus while under the influence of alcoholic beverages, narcotics and other dangerous drugs, except as expressly permitted by law, will be subject to disciplinary and/or legal action.

Possession, consumption, sale, or purchase of any controlled substance which is illegal under state or federal law is prohibited on the campus of HFC.

### **College Sanctions**

Employees found in violation of College, employee performance, conduct policies, state or federal laws are subject to due process action which may include required treatment, education, and training, restriction of privileges, a warning, suspension or dismissal.

Students found in violation of College conduct policies or state or federal laws are subject to disciplinary action and may consist of payment of fines, verbal reprimand, restitution of damages, restriction of privileges, disciplinary probation, suspension, dismissal and/or notation on the student's record of dismissal or suspension.

Brochures are available in the Counseling Office located in the Learning Resources Center. Anyone with questions should call [313-845-9611](tel:313-845-9611) or [313-845-9612](tel:313-845-9612).

### **Alcohol Health Effects**

Alcohol, the shortened term for ethyl alcohol, is a central nervous system depressant that is absorbed into the blood stream and transmitted to all parts of the body. Moderate doses



reduce physical coordination and mental alertness while larger doses of alcohol drastically impair an individual's ability to function, sometimes rendering them unconscious. Long-term drinking can increase the risk of developing liver and heart disease, circulatory and stomach problems, various forms of cancer and causes irreversible brain damage.

## Legal Issues and Sanctions

### Legal Age

- Persons under 21 caught with alcohol in their car can be charged with a misdemeanor regardless of whether they are driving at the time or parked. That charge can result in a license suspension. The only time a person under 21 may transport alcoholic beverages in a vehicle is if a person over the age of 21 is present.

### Legal Limit

- For people of the legal drinking age, the blood alcohol concentration level considered above the limit is anything .08 or higher. For persons under 21, that limit is .02. Michigan has a zero tolerance policy for those under the age of 21 who are caught driving while intoxicated. People between the ages 16 to 20 are the least experienced behind the wheel. Statistics show that inexperience combined with alcohol makes males 16 to 20- years-old 18 times more likely to be killed in a car accident than a sober driver of the same age and females 16 to 20-years-old 54 times more likely to be killed.

### Zero Tolerance

- For persons under the age of 21 caught purchasing, consuming or possessing alcohol, the first offense is a \$100 fine; the second offense is a \$200 fine and 30-day license suspension; the third offense is a \$500 fine, 60-day license suspension and 305-day restricted license.
- For persons under the age of 21 caught driving while intoxicated, the first offense is up to a \$250 fine, the possibility of up to 350 hours of community service, 30- day license suspension, four points off of their driving record and a \$500 driver responsibility fee for two years. If a person is caught in a second underage driving under the influence (DUI) incident within seven years, the fines double and he or she could face up to 93 days in jail.
- Students who violate the law are immediately subject to disciplinary action but also may be accountable to the local police department.

Read more: Penalties for Underage Drinking DUI in Michigan:

[http://www.ehow.com/about\\_6631168\\_dui-vs\\_-driving-impaired-michigan.html](http://www.ehow.com/about_6631168_dui-vs_-driving-impaired-michigan.html).

## Illicit/Illegal Drugs

### Health Risks

Illicit Drugs are controlled substances that possess a high potential for abuse, have no currently accepted medical use in the United States (U.S.) and demonstrate a lack of accepted safety for use under medical supervision. Controlled substances so defined fall under seven headings: marijuana (marijuana, hashish); stimulants (amphetamines, cocaine); depressants (barbiturates, tranquilizers, hypnotics); hallucinogens (LSD, PCP); opiates or narcotics (heroin, morphine, opium, codeine); inhalants (sprays, solvents, glue); and designer drugs (synthetic drugs similar in effect to stimulants, hallucinogens and narcotics). To be used legally and safely, some of the drugs above must be prescribed by a physician. This list is not comprehensive; there may be substances omitted that are also illegal and fall under the designation of controlled substances.

All drugs, including alcohol, can have side effects. Their influences can affect the safety and well-being of users and their friends. Illicit drugs can interfere with important brain activities including coordination, memory and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat and irregular breathing. Convulsions, coma and death are also possible. Combining drugs can be fatal.

### Federal Law: Sanctions

Federal law prohibits the trafficking of illegal possession of controlled substances as outlined in 21 United States Code, Section 811 and 844. Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years in prison and a fine of \$250,000 to life imprisonment and a fine of \$4 million. Again, depending on the amount, first offense maximum penalties for trafficking class I and II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years to life imprisonment and maximum fines ranging from \$2-\$4 million. First offense penalties and sanctions for the illegal possession of a controlled substance ranges from up to one year in prison and a fine of at least \$1,000 but not more than \$250,000 or both.

### Financial Aid: Sanctions

Pursuant to 484(r) of the Higher Education Act, a student who has been convicted of any offense under Federal or State law involving the possession or sale of a controlled substance may be determined to be ineligible to receive any Title IV grant, loan or work assistance. The period of ineligibility is determined by the type of conviction as well as whether or not the student was receiving federal student aid at the time of the offense. More information is available at <https://studentaid.ed.gov/eligibility/criminal-convictions>.

## Review of 2014-16 Activities (Biennial Assessment)

The College has few incidents of alcohol and drug use reported or observed annually. During the 2014-16 academic years, only three cases were reported involving alcohol/drug use, possession or suspected sale.

The College has a very effective response and referral process, and an annual educational activity. There is no need at this time to modify activities, although additional referral agencies and support resources are always sought to benefit students and employees.

The above document is sent to employees and students at mid-point of each fall and winter semester. Students can register for 15-week, 12-week, or eight-week classes. Sending the email out mid-semester ensures all students receive the email.

The College's Behavioral Intervention Counselor oversees education and support provided to students who are found in non-compliance with laws or policies, or who are suffering from addiction. This counselor specializes in additions and behavioral modification.

To encourage additional students to seek assistance if they or a family member or friend are grappling with substance abuse or addiction, the Behavioral Intervention Counselor conducts an annual program held during Welcome Back Days. This activity is held openly in the Student & Culinary Arts Center (Building M on the main campus) during the first weeks of fall and winter classes. Students receive information about legal and health issues, risks, campus and community resources and support systems. College counselors provide individual counseling upon referral throughout the year.

### Drug/Alcohol Abuse Education Programs Emergency Assistance/Campus Contacts:

On-campus call 9-911  
 Off-campus call 911  
 Campus Safety [313-845-9630](tel:313-845-9630)  
 Human Resources [313-845-9820](tel:313-845-9820)  
 Student Affairs [313-845-9610](tel:313-845-9610)

Report behavior where suspicion of alcohol or drug use is present:  
<https://publicdocs.maxient.com/incidentreport.php?HenryFordCC>

### Assistance, Treatment, Support and Community Resources

On Campus Counseling: HFC employs full-time and part-time licensed professional counselors who provide individual counseling, workshops and group sessions to students experiencing personal issues, including those impacted by drug and/or alcohol abuse or addiction. Three counselors have specialized education and training in addiction and alcohol and drug education. Counseling Department: [313-845-9611](tel:313-845-9611) or [313-845-9612](tel:313-845-9612).

### Off Campus Substance Abuse Resources:

- Alcoholic Anonymous 24-hour helpline: [248-332-3521](tel:248-332-3521)
- Eastwood Clinic (affiliated with St John's Health)





- Downriver Community Alliance Central: [800-686-6543](tel:800-686-6543)
- Family Services (Detroit, Southfield, Dearborn, Canton)
- Narcotics Anonymous 24-hour helpline: [248-543-7200](tel:248-543-7200)
- Oakdale Recovery Center: [734-397-3088](tel:734-397-3088)
- Psychiatric Intervention Center: [734-721-2000](tel:734-721-2000)
- Apex Behavioral Health: [313-271-8710](tel:313-271-8710)
- Employee EAP- HR Benefits Office: [800-847-7240](tel:800-847-7240)

## **Macomb Community College**

### **Police Mission Statement and Purpose**

The College Police Department is charged with the responsibilities of providing police, fire, and security services within the confines of the Macomb Community College Campuses. Purpose:

1. The College Police will provide police services that will include prevention, control, assistance, apprehension, and prosecution.
2. The College Police will provide fire security services that will include prevention, detection, record-keeping, and extinguishing within the capabilities of the Department.
3. The College Police will provide security services for all campus buildings, lands, and property therein
4. The College Police will participate in activities designed to improve its overall effectiveness and compatibility with the campus community at large and with other criminal justice agencies.
5. The College Police will act in every instance in accordance with the policies and regulations of the College

### **Macomb Community College Police Authority and Jurisdiction**

The Macomb Community College Police Department is a professional, full-service law enforcement agency with responsibility to provide police services to all areas of our campus community. Its sworn officers include a captain, lieutenants, sergeants, uniformed police officers, and public service officers. Civilian support personnel consist of public service officers who provide security, fire protection and some dispatch support. Additional personnel are administrative assistants and communications/ dispatch operators

Certified officers of the Macomb Community College Police Department have complete police authority to apprehend and arrest anyone involved in illegal acts on campus. All criminal offenses, as well as violations of College rules and regulations that are committed by College students, are reported to the Dean of Students for possible disciplinary action or sanctions.

All criminal offenses are investigated by the College Police Department assistance may be requested from outside police agencies, as needed. Officers within the police department have received additional training and have been certified as evidence technicians. Evidence collected is turned over to the Michigan State Police crime laboratory for analysis.



Upon completion of a criminal investigation, warrant requests are submitted to the Macomb County Prosecutor's Office for review.

The Macomb Community College Police work closely with local, state, and federal police agencies and have direct radio communications with surrounding police departments. By mutual agreement with state and federal agencies, the Macomb Community College Police maintain LEIN (Law Enforcement Information Network) terminals at each College Police station. Through this system, police personnel can access the National Crime Information Computer and retrieve database information from the Michigan State Police and Michigan Secretary of State.

College Police officials maintain a close working relationship with all surrounding police agencies and will be advised of student criminal activity that may cause a safety concern on campus. This information will also be turned over to the Dean of Students for review and possible disciplinary action.

### **Reporting of Crimes and Emergency Situations**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the Macomb Community College Police Department in a timely manner. Crimes should be reported to the Macomb Community College Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. All crime reports will be investigated.

Macomb Community College does not have procedures for voluntary, confidential reporting of crimes. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the Dean of Students for review. When a potentially dangerous threat to the College community arises, timely reports or warnings will be issued through established methods of communication.

Members of the College Police command staff attend monthly county-wide investigator's meetings as well as a monthly police chiefs' meeting to exchange ideas and discuss issues which may be of concern to the Macomb Community College community.

To report a crime, emergency situation, or suspicious activity:

Contact the Macomb Community College Police at:

**Center Campus**, I Building, 103, 586 286 2123

**South Campus**, K Building, 340, 586 445 7135

### **911 from any College phone for emergencies**

Exterior phones that are designated by blue lights are located adjacent to parking areas at all campuses. Persons calling 911 from cell phones will be connected to a local off-campus police agency that will coordinate police response. Any suspicious activity or person seen in the parking lots, or loitering around vehicles or buildings, should be reported to the Macomb Community College Police Department. According to the Clery Act, the College has designated campus security authorities throughout the institution.



The following is an example where Campus Security Authorities may be found to facilitate reporting of crimes and can be contacted at the numbers and locations listed below:

Counseling and Academic Advising Manager Center Campus, H	586 226 4993
Associate Dean of Health & Human Services Center Campus, E-219	586.286.2097
Dean of Student Success Center Campus, H-114	586.445.7408
Director of the Public Service Institute East Campus, 163-5	586.498.4066
Dean of University Relations University Center, 1-201	586.263.6266
Manager, Sports & Expo Center South Campus, P-149	586.445.7538
Director of Enrollment Services South Campus, G-301	586.286.2187
Director, Workforce and Continuing Education M-TECSM, B-104	586.498.4108

### **Crime Prevention Information**

#### **General Crime Prevention:**

The Macomb Community College Police Department is continually involved in researching methods to improve all aspects of police work. These include utilization of digital video cameras, electronic door alarms, emergency telephones, public awareness crime prevention seminars, and distribution of related brochures.

Dissemination of current crime trends, incidents, and statistics are brought to the campus communities' attention by printing them in student publications, including the Schedule of Classes. Composite drawings of suspects involved in campus crime incidents, with accompanying articles, are published in the local newspapers, posted on bulletin boards, and entered into the College electronic mail system if the seriousness of the incident warrants.

Each semester, the Macomb Community College Police Department makes available crime prevention literature and safety information in the form of pamphlets and video display. Seminars or presentations can be requested by student or staff groups and can be tailored to cover specific information related to crime prevention. This may include prevention of



assault, robbery, sex crime, date rape, stalking, carjacking, vehicle theft, identity theft, active shooter, weather emergencies, and general crime prevention.

In addition to crime prevention, other services such as lost and found procedures, handicap parking information, after-hour building access, and procedures concerning emergency weather and fire are provided. Direction for help in obtaining alcohol- drug abuse assistance, spouse or child abuse, and emergency shelter information is available. Assistance will also be provided in locating towing companies for vehicle service.

The most common mistakes people make regarding personal safety and property loss are:

1. Walking alone to an unlocked vehicle, entering, and then looking for car keys, leaving oneself vulnerable to danger.
2. Leaving books and personal property in plain view inside vehicles which are many times unlocked.
3. Overindulging in alcoholic beverages and becoming vulnerable to date rape or other dangers
4. Driving intoxicated, endangering your life and the lives of others.
5. Leaving purses, book bags, and laptop computers unattended in classrooms, restrooms, and library tables or study cubicles
6. Leaving lockers and desks unlocked.
7. Leaving driver's license and credit cards in library, bookstore, or at ATMs.

Crime Tips:

- Do not walk alone at night, and do not work or study in deserted areas or empty classrooms or alone in your car
- Use the "buddy" system or call Macomb Community College Police for escorts.
- Keep purses, wallets, and other property with you at all times.
- Mark your books with your name and a hidden code number on a specific page for identification in case of loss or theft.
- Look for College Police Officers on marked police bikes or marked patrol vehicles for help or to report any suspicious situations.

### Issuing Timely Warnings

In the event that a situation arises, whether on or off campus that, in the judgment of the Director of the College Police or his/her designee, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. Depending on the particular circumstances of the incident, especially in all situations that could pose an immediate threat to the College community and individuals, the Director of College Police or his/her designee may also post an "emergency notification." The timely warning or emergency notification will be posted by one or all of the following methods:

- ✓ Posting on Public Bulletin Boards
- ✓ Website ([www.macomb.edu](http://www.macomb.edu))
- ✓ Informacast Phone System
- ✓ Emergency Messenger System
- ✓ The College-Wide Email System
- ✓ Social Media

- ✓ Local News Media

## **Emergency Evacuation Procedure**

Announcements of the need to evacuate a building are made over the College Emergency Alert Phone System.

Unless instructions are given e elevators, persons with disabilities should use the elevators to reach the floor. Able-bodied persons capable of using stairs should avoid the elevators, making the elevators more available to persons with disabilities. In the event elevators cannot be used, persons with disabilities should go the stairway landings and wait for emergency and rescue personnel. If a student has a personal attendant, they should discuss emergency evacuation plans with their attendant in advance. Emergency personnel responding to the building will be checking the stairway landings upon their arrival for persons with disabilities.

Stay together as a group Faculty should be prepared to account for their students and notify College Police (dial 911 from a College phone) of any persons with disabilities requiring assistance. If possible, have someone stay behind with persons with disabilities until emergency personnel arrive.

Remain calm and walk—do not run.

Once outside the building, keep at least 100 feet from the building and any emergency vehicles. Move toward the outer-edge of the campus (i.e. South Campus—move outward to 12 Mile, Hayes, Bunert or Martin; Center Campus—move toward Garfield, Hall Road, condos or hospital; East Campus—move toward Dunham; MTEC—move toward 11 Mile or Van Dyke).

Stay outside the building until police or fire personnel have given an “All-Clear” announcement.

## **Total Campus Evacuation**

Announcements of a total campus evacuation will be made over the College Emergency Alert Phone System.

Remain calm and walk—do not run.

Unless instructions are given not to use elevators, persons with disabilities should use the building elevators to reach the ground floor. Able-bodied persons capable of using stairs should avoid the elevators, making the elevators more available to persons with disabilities.

In the event elevators cannot be used, persons with disabilities should go to the stairway landings and wait for emergency rescue personnel. If a student has a personal attendant, they should discuss emergency evacuation plans with their attendant in advance. Emergency personnel responding to the building will be checking the stairway landings upon their arrival for persons with disabilities.

Faculty—be prepared to account for all students and notify College Police (dial 911 from a College phone) of any persons with disabilities requiring assistance. If possible, have someone stay behind with persons with disabilities until emergency personnel arrive.

Exit the building and go to your vehicle. Exercise patience when leaving parking areas. Follow evacuation route instructions given by police or fire personnel.

**Michigan Sex Offender Registration Law and Information**

The “Campus Sex Crimes Prevention Act” is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

In the state of Michigan, convicted sex offenders are required to contact the police agency where they reside. The Macomb Community College Police do not provide registration or verification services to registered sex offenders.

Updated sex offender information can be found on the Michigan Public Sex Offender Registry at [http://www.michigan.gov/msp/0,4643,7-123-1878\\_24961---,00.html](http://www.michigan.gov/msp/0,4643,7-123-1878_24961---,00.html)

**Security and Access to the Campus Facilities**

The Macomb Community College Police are on duty 24 hours a day, 365 days a year. Ingress and egress of campus buildings and property are monitored by College Police through patrols, digital video cameras and electronic alarms. After-hours access requires authorization and sign-in with College Police. Macomb

Community College has no residential facilities. Security considerations such as lighting and sidewalks on campus are monitored by the College Police and the Plant Operations department. Issues affecting security are reported to the proper department, and repairs are made by College staff.

**College and Community Resources**

**Macomb Community College Counseling and Advising Office**

Center Campus	586 445 7999*	H-103
South Campus	586 445-7999*	J-160

\*Menu, Press 5

**Macomb County Health Department**

Mt Clemens	586 469 5235
St. Clair Shores	586 466 6800
Warren	586 465 8090
Macomb County Crisis Center	586 307 9100



(M–F: 8:30am–9pm; S–S: 8:30am–9pm)  
800 273 8255 (24 HRS: 800.273.8255)

Macomb County Office of Substance Abuse	586 948 0222
Macomb County Youth Interim Care Facility—24 Hour	586 465 1212
Macomb County Prosecutor	586 469 5350

**Outside Agencies**

Child Protective services—24-Hour	855 444 3911
Vulnerable Adults’ Hotline	
Salvation Army MATTSS—24 Hour	586 755 5191
Salvation Army Warren	586.754.7400
Salvation Army Mt. Clemens	586.469.6712
Poison Control Center	1 800 222 1222
Turning Point	586 463 6900
Michigan HIV/STD	1 800 872 2437

**Crime Victims’ Compensation**

If you have experienced financial loss due to personal injury as a result of being a victim of crime, you may apply for Crime Victims’ Compensation.

For further information on benefits that may be available to you contact:

**Crime Victim Services Commission**  
320 South Walnut Lansing, MI 48913  
517 373 7373

or contact the Crime Victims’ Rights Unit at 586.469.5675.

**Domestic Violence**

If you have been a victim of domestic violence and would like information about emergency shelter, counseling and support services, you may contact:

**Turning Point, Inc.—Domestic Violence Shelter**  
586.463.6990 (24-hour crisis line)

**Sexual Assault**

If you have been a victim of sexual assault and would like information about medical assistance, counseling and support services, you may contact:

**Turning Point’s Sexual Assault Program**  
586 463 6990

**Sexual Assault Nurse Examiner**



586 463 6990

## Personal Protection Orders

Your legal rights include the right to go to court and file a petition requesting a Personal Protection Order to protect you and other members of your household from domestic abuse. The Order would restrain or enjoin an individual from one or more of the following:

1. Entering onto the premises.
2. Assaulting, attacking, beating, molesting or wounding you.
3. Threatening to kill or physically injure you.
4. Removing minor children from you, except as otherwise authorized by a custody or visitation order issued by a court of competent jurisdiction.
5. Purchasing or possessing a firearm.
6. Interfering with your efforts to remove your children or personal property from premises that are solely owned or leased by the individual to be restrained.
7. Interfering with you at your place of employment or engaging in conduct that impairs your employment relationship or environment.
8. Engaging in any other specific act or conduct that imposes upon or interferes with your personal liberty or that causes a reasonable apprehension of violence.

You do not need an attorney to obtain a Personal Protection Order. Forms are available at the Macomb County Clerk's Office. If you would like assistance, you may contact:

P.P.O. Office  
 586 469 7494  
 Macomb County Court Building 40 N. Main, 1st Floor  
 Mt Clemens, MI 48043

## College Police Service—24 Hours a Day

- Campus Patrol
- Emergency Assistance, Weather, Fire, Hazardous Materials
- Crime Reporting and Investigation
- Accident Reporting
- Emergency First Aid, CPR and Automated External Defibrillator
- Safety and Crime Prevention Presentations
- Distribution of Crime Prevention Materials
- Escort to Vehicle
- Lost and Found
- Assistance with Vehicle Lock Outs

## Macomb Community College Police Department

Center Campus	586 286 2123	I-103
South Campus	586 445 7135	K-340

## College Policy on Weapons





No person, other than law enforcement personnel or a person authorized by the Director of the Macomb Community College Police Department, or his or her designee, shall possess a weapon on property owned, leased, or otherwise in the possession of Macomb Community College.

As used in this policy, the term “weapon” shall mean:

- (1) firearms, including tasers and stun-guns;
- (2) explosives or explosive devices including, but not limited to, fireworks, firecrackers, or firearm ammunition;
- (3) knife, stabbing instrument, brass knuckles, blackjack, club; (4) other object specifically designed or customarily possessed for use as a weapon; (5) an object or substance, not normally considered a weapon, that is used in a threatening or harmful manner likely to cause bodily injury or death.

## **Substance Abuse Policy**

### **Campus Rules and Regulations**

Possession or use of alcohol or drugs on Macomb Community College’s campuses or at any College function is prohibited. The following excerpts from the Macomb Community College Handbook on Rights and Responsibilities explain the College’s regulations regarding alcohol and drugs:

#### **Article I—Alcoholic Beverages**

Section a: No person shall be under the influence of, or in possession of, alcoholic beverages while on College grounds, except as noted in section c.

Section b: Possession shall consist of having an open or unopened container of alcoholic beverage on the person, or in the vehicle of occupancy, immediately before challenge by an enforcing official.

Section c: Exception to the consumption of alcoholic beverages on campus is permitted only by special authorization granted through the Office of the Vice President for Community and Professional Education.

#### **Article V—Drugs**

No person shall use, possess, distribute or sell drugs except as expressly permitted by law.

Violations of any rule or regulation regarding drugs or alcohol may be reported to the College Department of Public Safety seven days a week, 24 hours a day. Call South Campus Public Safety at 586.445.7135 or Center Campus Public Safety at 586.286.2123.

### **Drugs and Alcohol: Know the Risks**

It’s said, you are what you eat. Well, you are what you inhale, inject, and drink, too. Drug and alcohol abuse are hazards to your physical and emotional health. Specific effects differ from person to person depending on the drug used, the amount and the conditions under which the drug is used, but every time you inhale, inject, or raise a glass you put your body and mind at risk.



- Chronic use of drugs and alcohol can lead to physical and psychological dependency.
- Use of cocaine or crack can result in irregular heartbeat, radical and violent changes in behavior, and death
- If drugs are injected, the user risks AIDS, hepatitis, and other infections.
- Long-term abuse can lead to organic damage, such as cirrhosis of the liver seen in alcohol abuse, or lung and mouth cancer as a result of marijuana use.
- Hallucinogenic drugs, such as LSD, cause delusions, mental distortions, and can result in violent reactions and death.

Additionally, since illicit drugs vary in form, purity, and strength, the drug user constantly risks an overdose, which can cause psychosis, convulsions, coma or death. But abusers don't just endanger their own lives. They jeopardize the health and lives of everyone around them when their drug and alcohol use results in accidents in the workplace and on the road.

### **Disciplinary Sanctions**

Disciplinary action will be taken by the College for violations of these rules. Depending upon the nature of the violation, it may take the form of arrest and referral for prosecution, dismissal from the College, probation, temporary or permanent suspension from a class or program, denial of honors, certificate, or degree, restitution, or restrictions on activities or privileges.

### **Legal Sanctions**

In addition to these College regulations, all applicable township, city, county, state, and federal laws, statutes, and regulations regarding drug and alcohol use shall apply on all College property and at all College-sponsored events. According to the laws of the State of Michigan, distribution, sale, or use of an illicit drug is punishable by fines, probation, and/or imprisonment.

It is also unlawful for any person under 21 years of age to purchase, consume or possess alcoholic liquor. Violators of this law are subject to fines and/or participation in substance abuse prevention programs.

Any person operating a vehicle while impaired or intoxicated is subject to restriction or denial of driver's license, and/or fines, and/or imprisonment.

### **Where to Get Help**

Macomb Community College recognizes that alcoholism and drug abuse can directly affect student success inside and outside the classroom. If you, or someone you know, needs help or information regarding alcohol and drug abuse, here are some resources available to you on campus and throughout the county. Most information is free and many treatment and counseling centers operate on an ability-to-pay basis.

### **College Resources**

Counseling Office Center Campus H-103 586 286 2228  
South Campus H-316 586 445 7211



Referral for drug and alcohol problems.

Special Populations

(Single Parent Homemaker/Displaced Homemaker Program)

South Campus H-311-6 586 445 7003

General information and referral for drug and alcohol problems.

**Selected County Substance Abuse Services**

MCOSA

22550 Hall Rd., Clinton Twp. 586 469 5278

Macomb County clearinghouse for information, assessment and referrals for individuals and/or families with drug and alcohol problems.

Eastwood Clinic

35455 Garfield, Clinton Twp. 586 792 5335

Eastwood Clinic

20811 Kelly #103, Eastpointe 586 445 2210

Mental health and all substance abuse. Group and individual therapy. Wide range of insurances accepted. Covered by (MCOSA).

Evergreen Counseling Center

33200 Dequindre #200, Sterling Heights 586 268 6550

Alcohol and drug abuse and mental health

Alcoholics Anonymous Metropolitan Office

380 Hilton, Ferndale 248 541 6565

Peer recovery program for alcoholics. [www.aa.org](http://www.aa.org)

Henry Ford Behavioral Health

42633 Garfield, Ste. 314, Clinton Twp. 1 800 436 7936

Outpatient alcohol and drug abuse treatment. Individual, family and group counseling.

Clinton Counseling Center

Two Crocker Boulevard, Mt. Clemens 586 468 2266

Outpatient alcohol and drug abuse treatment. Individual, family and group counseling.

Macomb Family Services

36975 Utica Rd., Ste. 104, Clinton Twp. 586 226 3440

124 W Gates, Romeo 586 752 9696

43200 Dequindre, Ste. 105, Sterling Hts. 586 254 5660

35000 Division, Richmond 586 727 5529

Providing services for mental health, substance abuse, gambling, domestic violence, senior services, and parent education.



Millennium Treatment Services  
1400 E. 12 Mile, Madison Hts. 248 547 2223

Drug free and Methadone Program (funded). Death therapists. Works with dual diagnosis clients and communicable diseases. HIV testing site.

Narcotics Anonymous  
726 Livernois Rd., Ferndale 248 544 2010

Peer recovery program for drug addicts.

A complete directory to Macomb County substance abuse services is available by calling the Macomb County Office of Substance Abuse, 586.469.5278.

Publication and distribution of this information is in compliance with the requirements of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.

## **Title IX—Sexual Harassment, Sexual Misconduct and Prevention Policies and Procedures for Responding to Reports of Sexual Harassment and Sexual Misconduct**

### 1.0 Introduction.

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. All public and private colleges and universities receiving any federal financial assistance must comply with Title IX. Under Title IX, federally funded colleges and universities must ensure that students of all ages are not denied or limited in their ability to participate in or benefit from the school’s educational programs or activities on the basis of sex. Sexual misconduct as defined in Section 6.0 of this Policy is a form sex discrimination prohibited by Title IX and this Policy.

Macomb Community College (“College”) is firmly committed to maintaining a campus environment free from sexual discrimination. As used in this Policy, the phrase “sexual discrimination” includes, but is not limited to, sexual misconduct which is defined as sexual assault (including rape and acquaintance rape), domestic/dating violence, stalking and sexual harassment. Sexual discrimination of any kind will not be tolerated by the College and is expressly prohibited. The College has jurisdiction to investigate and take certain actions with respect to reports of sexual discrimination and retaliation covered by this Policy. Persons covered by this Policy who engage in sexual discrimination and/ or retaliation may be subject to discipline. In addition, the College may take steps to prevent the recurrence of any sexual discrimination and remedy the discriminatory effects on the Complainant and others, if appropriate.

This Policy also expresses the College's commitment to provide information and educational programs designed to raise awareness of sexual discrimination and prevent the college community from falling victim to sexual discrimination.

2.0 Policy Coverage. This policy covers sexual discrimination and retaliation in connection with reports of possible sexual discrimination made under this Policy Sexual discrimination encompasses disparate treatment on the basis of sex or gender and a range of behaviors that can create a hostile educational environment, including sexual assault and sexual harassment

This policy applies to sexual discrimination or retaliation committed by a College student, employee\*, or a third party if that sexual discrimination or retaliation occurs:

- A. On campus, or
- B. Off campus, if:
  - 1 In connection with a College or College-recognized program or activity; or
  - 2 In a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile educational environment for, any member(s) of the College community

This policy and related processes may also, at the College's discretion, apply to a Respondent's reported violations of other College policies if, in the College's judgment, those other allegations are directly related to the reported sexual discrimination.

**\*Sexual misconduct reportedly committed by a College employee, including by student-employees in the context of their employment, will continue to be investigated by the Human Resources Department in accordance with the procedure outlined in the College's Unlawful Harassment Policy.**

3.0 Reporting Sexual Discrimination or Retaliation. The reporting of sexual discrimination or retaliation is voluntary. A person who believes they have experienced sexual discrimination or retaliation has the right to refuse to report it. Nevertheless, the College strongly encourages the prompt reporting of sexual discrimination and retaliation.

3.1 Who May Report Sexual Discrimination or Retaliation. A report of sexual discrimination or retaliation may be made by:

- A person who believes they experienced sexual discrimination (a "Complainant"); or
- A person who has information that sexual discrimination may have been committed by a College student or employee, or by a third party (a "Reporter").

3.2 Persons Receiving Reports of Sexual Discrimination or Retaliation. Reports of sexual discrimination or retaliation should be made to:

- Title IX Coordinator, Dr. Casandra Ulbrich, Vice President College Advancement and Community Relations, 14500 E. Twelve Mile Road, Warren, Michigan 48088, 586.445.7244, 586.445.7998 (fax), ulbrichc@macomb.edu Reports may also be submitted to the Title IX Coordinator from the College website using an electronic report form.
- College Police Department  
South Campus  
14500 E. 12 Mile Rd. – K340

Warren, MI 48088  
 Phone: 586 445 7135 Fax: 586 445 7128  
 policesouth@macomb.edu  
 Center Campus  
 44575 Garfield Rd. - I103 Clinton Township, MI 48038  
 Phone: 586 286 2123 Fax: 586 286 2298  
 policecenter@macomb.edu

- “Responsible Employees” of the College, if the assault occurred on campus. For the purposes of this Policy, “Responsible Employees” means the President, Vice Presidents, Provost, Deans, Associate Deans, Administrators and teachers, and persons designated “Campus Security Authorities” by the College as required by the Jeanne Clery Act.

Reports made to the College Police Department or to a Responsible Employee shall be forwarded to the Title IX Coordinator for review and investigation, if appropriate. In addition, upon being notified of an alleged sexual assault or other form of sexual misconduct that may constitute a crime, the Title IX Coordinator will notify the College Police Department to ensure appropriate distribution of College-wide warnings, if needed, and maintenance of accurate crime statistics, and to assist in the investigation as may be required under the circumstances.

Sexual misconduct that occurs off campus should be reported to the law enforcement agency for the city, township or county in which the misconduct took place.

**3.3 Importance of Timely Reporting.** To promote timely and effective investigation and review, the College strongly encourages Reporters and Complainants to make reports of possible sexual discrimination as soon as possible following the occurrence of the behavior giving rise to the concern. Although the Title IX Coordinator may pursue a report made later, the lapse of time may make it more difficult or impossible to gather relevant and reliable information.

**3.4 Preservation of Evidence.** If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option. The victim of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a victim has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the victim is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime. Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

**4.0 College Response Procedure.**



4.1 Services. Victims of sexual misconduct or retaliation will be offered appropriate confidential support and other resources. The Dean of Student Success office will coordinate the provision of any services provided by various College offices.

4.2 Interim Interventions. The College will take appropriate steps to prevent and/or address any retaliatory conduct against the Complainant/victim that may be connected to a report. In addition, the College may take other action to protect the Complainant/ victim and College community as may be reasonable and appropriate under the circumstances. Such interim interventions may include separation of the Complainant/ victim and Respondent in the academic setting or other interventions outlined in Section

4.8, "Sanctions." Interim interventions may be kept in place until the end of any review or appeal process.

4.3 Decision to Proceed with Investigation. The Title IX Coordinator is not required to assign an Investigator or otherwise investigate any report alleging facts that, if true, would not constitute a violation of this Policy. In all cases, the final decision on whether, how, and to what extent the College will conduct an investigation, and whether other measures will be taken in connection with any allegation of sexual discrimination or retaliation, rests solely with the Title IX Coordinator.

4.4 Requests for Confidentiality. If the Complainant requests that his or her name not be disclosed to the alleged perpetrator, or asks that the report of sexual misconduct not be pursued, the Title IX Coordinator shall inform the student that honoring the request may limit the College's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. If the Complainant insists that his or her name not be disclosed to the alleged perpetrator or that the College not investigate or seek action against the alleged perpetrator, the Title IX Coordinator shall determine whether the College can honor the Complainant's request while still providing a safe and nondiscriminatory environment for all students, including the Complainant. In considering a Complainant's request for confidentiality that could preclude a meaningful investigation or potential discipline of the alleged perpetrator, the Title IX Coordinator should consider all relevant factors. If consideration of such factors results in a determination that the report must be investigated in order to provide a safe and nondiscriminatory environment for all students, the College may conduct an investigation and pursue disciplinary action, if appropriate, in a manner that discloses the student's identity to the alleged perpetrator.

4.5 Investigation. If the Title IX Coordinator decides upon review to investigate a report of sexual discrimination or retaliation, she will generally forward a report to a Deputy Title IX Coordinator for assignment to an Investigator(s). Upon assignment of a complaint to an Investigator, the Title IX Coordinator, the Deputy Title IX Coordinator and the Investigator shall confer with respect to the investigation. The Investigator shall regularly report the progress of the investigation and review the information collected with the Title IX Coordinator and the Deputy Title IX Coordinator

For complaints against students, the Deputy Title IX Coordinator is Dr. Susan Boyd, Dean of Student Success, 14500 E. Twelve Mile Road, Warren, Michigan 48088, CH 114, 586.445.7408, 586.445.7160, (fax), boyds@macomb.edu



For complaints against employees or others, the Deputy Title IX Coordinator is Ms. Denise Williams, Vice President of Human Resources, 14500 E. Twelve Mile Road, Warren, Michigan 48088, CS 312, 586 445 7897, 586 445 7874 (fax), williamsdl@macomb.edu

The Investigator(s) will conduct an adequate, reliable, impartial and prompt investigation of those reports assigned by the Title IX Coordinator. In most cases, the Investigator(s) will meet separately with the Complainant (if participating), Respondent, Reporter (if applicable), and interview any witnesses identified by Complainant, Respondent or the College. A digital audio recording may be made of any interview if appropriate under the circumstances. The Investigator(s) will also review other relevant information gathered during the investigation, including any police investigatory documents and student or personnel records that may be available. Occasionally, a different or less formal response to the report may be warranted depending upon the nature of the report and the circumstances involved.

At any time during the course of an investigation, the Complainant, Respondent, or any witnesses may provide a written statement, other supporting materials, or identify other potential witnesses, regarding the matter under review. The Complainant and Respondent may have an advisor with them at any meeting related to the investigation of the reported discrimination.

Investigations shall be conducted by College employees that receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation in a manner that protects the safety of victims, promotes accountability, and assures adequate due process for victims and Respondents.

4.6 Standard of Proof. The Investigator's findings will be made using the preponderance of the evidence standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in sexual discrimination or retaliation unless a preponderance of the evidence supports a finding that sexual discrimination or retaliation occurred.

4.7 Investigation Findings and Outcome Notification. In most cases, the Investigator will report his/her findings in writing to the Deputy Title IX Coordinator at the conclusion of an investigation. The Investigator's written findings will generally include:

- 1 A summary of the investigation;
- 2 The Investigator's findings; and
- 3 A summary of the Investigator's rationale in support of the findings.

The Deputy Title IX Coordinator shall review the Investigator's findings and forward them to the Title IX Coordinator.

Upon receipt of the Investigator(s) written findings, the Title IX Coordinator shall, in writing, simultaneously notify Complainant and Respondent of: the Investigator(s)' findings; the





sanctions imposed on Respondent, if any; the steps, if any, the College will take to remedy the effects and prevent recurrence of the discrimination, and notice of appeal rights.

If a Complainant has expressed a desire, in writing, not to be notified of the outcome, the College will honor that decision. In such cases, the College will not send the notification itself to the Complainant, but may proceed with any necessary follow-up, including as described below, and may need to provide notification of that follow-up if appropriate.

4.8 Sanctions. If the Respondent is found responsible for sexual discrimination or retaliation, the College may initiate a process designed to eliminate the discrimination, prevent its recurrence, and remedy its effects, while supporting the College's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter students from similar future behavior. Some behavior is so harmful to the Respondent and/or the College community, or so deleterious to the educational process, that it may require more serious sanctions or interventions including, but not limited to, removal from specific courses or activities, suspension from the College, or expulsion. Sanctions other than interim measures previously imposed shall be effective after the expiration of the appeal period set forth in Section 4.9 or the decision of the College Disciplinary Panel, whichever is later.

4.9 Appeal. Complainant or Respondent may appeal the decision of the Title IX Coordinator to the College Disciplinary Panel. Written Notice of an Appeal shall be filed with the Title IX Coordinator within ten (10) days of the date of the Title IX Coordinator's decision. The Notice of Appeal shall state with specificity why the Title IX Coordinator's decision should not stand.

Complainant or Respondent may seek review only on the following grounds:

- A material deviation from the procedures affected the outcome of the case;
- There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation that could reasonably affect the investigation findings;
- The sanctions, interventions and/ or remedies are inappropriate or disproportionate to the determined violation(s); or
- A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s).

Upon receipt of a timely filed Notice of Appeal, the Title IX Coordinator shall inform the College Disciplinary Panel of the appeal and notify the Complainant (if participating) and Respondent of the date by which the appeal will be decided. The date by which the appeal will be decided may be adjourned for good cause.

The College Disciplinary Panel shall be composed of a Vice President designated by the President or the Vice President's designee, an academic dean or the Dean's designee, and a faculty member appointed by the Macomb Community College Faculty Senate.



The Disciplinary Panel's decision should be made within ten (10) days of the date Notice of Appeal is filed with the Title IX Coordinator. These timelines are intended as guidelines and may be extended by the Disciplinary Panel if the circumstances of the case justify an extension.

The College Disciplinary Panel will review the matter based on the issues identified in the request for appeal. The College Disciplinary Panel may affirm, modify or reverse the decision of the Title IX Coordinator, or remand the appeal to the Title IX Coordinator for additional investigation. The College Disciplinary Panel will issue its final and unreviewable decision and make it available to the Complainant (if participating), Respondent (if participating), Title IX Coordinator and Deputy Title IX Coordinator in writing, simultaneously.

4.10 Timelines. The College will strive to complete its investigation and the sanction/remedy process, if applicable, and simultaneously share the results of that review with Complainant and Respondent within sixty (60) calendar days after the Title IX Coordinator receives a report of sexual discrimination. There are, however, factors beyond the control of the College that may affect the time needed to conduct a fair, reliable, impartial and prompt investigation of a report of sexual discrimination or retaliation including, but not limited to:

- Availability and cooperation of Complainant (if participating), Respondent (if participating) and/ or witnesses
- Illness, injury or extended absence of College employees conducting or participating in the investigation of the report or appeal
- Weather or other Acts of God that result in the College being closed

The Title IX Coordinator may extend the time for completing the investigation for good cause. Any such extension shall not exceed thirty (30) calendar days.

If Complainant or Respondent appeals the Title IX Coordinator's decision to the College Disciplinary Panel, the timelines are extended to accommodate the time necessary for appeal provided in Section 4.9.

5.0 Student Expectations and Rights. Certain student protections and expectations pertain to the process for resolving student sexual discrimination and retaliation allegations. Complainants and Respondents participating in this process may expect the following:

5.1 Respect for Privacy. Information regarding sexual discrimination and retaliation reports, and any investigation or review of those reports, including any sanction determinations, may be shared with College employees with a legitimate educational interest or with external individuals or entities on a need-to-know basis and only as permitted under College policy and applicable law.

5.2 Notice of Rights. Any student or employee who reports an incident of sexual discrimination, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

5.3 Participation in Process. Complainants, Respondents, Reporters or witnesses may choose to participate or decline to participate in the investigation. However, even if a



Complainant or Respondent declines to participate the College may continue to investigate the matter and issue findings based on available information.

5.4 Protection from Retaliation and Assurance of Fair Treatment. The College will take appropriate steps to ensure that a person who in good faith reports, complains about, or participates in a sexual discrimination investigation will not be subjected to retaliation by the Respondent or by others with knowledge of the underlying report. Anyone who believes they are experiencing retaliation is strongly encouraged to report that concern using the same procedure for reporting possible sexual discrimination under this policy. A retaliation concern will be reviewed as a separate offense under this policy; that is, a person can be found responsible for retaliation even if not found to be responsible for the underlying reported sexual discrimination.

The College also will take appropriate steps to ensure that a Respondent accused of sexual discrimination or retaliation is treated fairly throughout the College's review.

5.5 Coordination with Legal Proceedings. Students may simultaneously engage criminal prosecution procedures and/or civil litigation in connection with the same behavior that forms the basis of a sexual misconduct report under this policy. In such cases, the College is committed to appropriate coordination with the College Police Department and local law enforcement and may, if requested and appropriate, share information with those agencies. The College will fulfill its obligation to take immediate and appropriate action to investigate possible sexual misconduct even if there are other external processes or procedures pending in connection with that same sexual misconduct report. Similarly, if the College finds sexual misconduct has occurred, the College will take effective steps to end it, prevent its recurrence, and address its effects, and sanction the Respondent regardless of what external proceedings may also be pending.

Standards for criminal investigations are different than the standards for a violation of this Policy, and therefore the College will not base its decisions under this policy solely on law enforcement reports and/or actions. Accordingly, the College will not normally wait for the conclusion of a criminal investigation or other proceedings before implementing its review of reported sexual misconduct under this policy.

5.6 Protection Orders. The College is committed to ensuring that orders of protection issued by courts are fully enforced on College property. Therefore, if a student or employee obtains a Personal Protection Order or Restraining Order, he or she should promptly inform the College Police Department and provide the College Police Department with a copy of that order, so that the College can enforce it. The College is also committed to protecting victims from any further harm, and if the College Police Department determines that an individual's presence on campus poses a danger to one or more members of the College community, it can issue an institutional No Trespass letter barring that individual from College property.

6.0 Definitions. For purposes of this policy, the following terms have the definitions provided below.



**Complainant:** An individual who reportedly experienced sexual discrimination, regardless of whether that individual participates in the disclosure or review of that report by the College at any point.

**Investigator:** An appropriately trained individual, who may be a College employee, who reviews and investigates reports of sexual discrimination under this policy.

**Reporter:** An individual who reports to the College a concern regarding possible sexual discrimination. A Reporter need not be a Complainant

**Respondent:** A College student or participant in a College Program who is reported to have engaged in sexual discrimination. This term also includes individuals whose identities are unknown if (a) there is reason to believe that individual may be a College student or participant in a College Program or (b) the Complainant or Reporter is a student.

**Sexual Misconduct:** Sexual assault (including rape and acquaintance rape), domestic/dating violence, stalking and sexual harassment, if that conduct is sufficiently serious to limit or deny a student's ability to participate in or benefit from the College's educational program, i.e. creates a hostile environment. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with a Complainant's or Reporter's allegations under this policy. Sexual misconduct includes the following:

**Sexual Assault:** Criminal Sexual Conduct as defined in the Michigan Penal Code. Criminal Sexual Conduct includes sexual penetration or sexual contact by the actor with another person by force or coercion or under circumstances where the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

**Sexual penetration:** Sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required.

**Sexual contact:** The intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for revenge, to inflict humiliation, or out of anger.

**Mentally disabled:** A person that has a mental illness, is intellectually disabled, or has a developmental disability.

**Mentally incapable:** A person that suffers from a mental disease or defect that renders that person temporarily or permanently incapable of appraising the nature of his or her conduct

**Mentally incapacitated:** A person rendered temporarily incapable of appraising or controlling his or her conduct due to the influence of a narcotic, anesthetic, or other



substance administered to that person without his or her consent, or due to any other act committed upon that person without his or her consent.

Physically helpless: A person that is unconscious, asleep, or for any other reason is physically unable to communicate unwillingness to an act.

Force or coercion: Includes but is not limited to:

- When the actor overcomes the victim through the actual application of physical force or physical violence
- When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute these threats
- When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute this threat As used in this subdivision, “to retaliate” includes threats of physical punishment, kidnapping, or extortion.
- When the actor engages in the medical treatment or examination of the victim in a manner or for purposes that are medically recognized as unethical or unacceptable
- When the actor, through concealment or by the element of surprise, is able to overcome the victim.

Consent: A willing, non-coerced act of sexual contact or sexual penetration between persons of sufficient age who are not mentally incapable, mentally incapacitated, nor physically helpless

Acquaintance Rape: Sexual assault on a person by an actor known to the person assaulted

Domestic/Dating Violence: An assault or assault and battery upon a spouse or former spouse, an individual with whom a person has or has had a dating relationship, an individual with whom a person has had a child in common, or a resident or former resident of a person’s household.

Assault: An attempted battery or an unlawful act which places another in reasonable apprehension of receiving an immediate battery.

Battery: An intentional, unconsented and harmful or offensive touching of the person of another

Dating relationship: Frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between two (2) individuals in a business or social context

Stalking: A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

**Victim:** An individual who is the target of a willful course of conduct involving repeated or continuing harassment.

**Course of conduct:** A pattern of conduct composed of a series of 2 or more separate noncontinuous acts evidencing a continuity of purpose

**Harassment:** Conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

**Emotional distress:** Significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling

**Un-consented contact:** Any contact with another individual that is initiated or continued without that individual's consent or in disregard of that individual's expressed desire that the contact be avoided or discontinued.

Unconsented contact includes, but is not limited to, any of the following:

- Following or appearing within the sight of that individual.
- Approaching or confronting that individual in a public place or on private property
- Appearing at that individual's workplace or residence.
- Entering onto or remaining on property owned, leased, or occupied by that individual
- Contacting that individual by telephone
- Sending mail or electronic communications to that individual
- Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual

### **Sexual Harassment: Unlawful Harassment as defined in the College's Unlawful Harassment Policy**

**Advisor:** An individual chosen by a Complainant or Respondent to provide advice at in-person meetings with College employees reviewing a report of possible sexual discrimination under this policy. The person chosen as Advisor shall not be the Complainant, Respondent, a witness, or Reporter with respect to the report under review, and shall not speak on behalf of the person they are advising.

**Title IX:** Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106) (as amended) is a federal law that prohibits sex-based discrimination, including but not limited to sexual harassment, sexual assault, and retaliation in education programs that receive federal financial assistance.

**Title IX Coordinator:** The College official charged with ensuring the College's overall compliance with Title IX and related College policy.

**College Program:** A College-sponsored activity that primarily includes elementary, secondary, or postsecondary student participants.



7.0 Awareness and Prevention Programs. The College provides primary prevention and awareness programs for students registering for classes for the first time and for all new employees in order to promote the prevention and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. The College also offers ongoing prevention and awareness campaigns for students and College employees.

8.0 Resources:

**Macomb County Turning Point, Inc.**

586 463 4430

586.463.1771 (fax)

**Macomb County Crisis Center**

586 307 9100

**Oakland County HAVEN**

248 334 1274

877.922.1274 (toll free)

**Common Ground Sanctuary**

24-hour crisis hotline 248 456 0909

800 231 1127

**YWCA Interim House**

313 861 5300

**National Domestic Violence Helpline**

800.799.SAFE (800.799.7233) (toll free)

800.787.3224 TTY (toll free)

**National Sexual Assault Hotline**

800.656.HOPE (4673)

**Child Abuse/Neglect (24-hours MI)**

Macomb: 855.444.3911 (toll free)

Oakland: 855.444.3911 (toll free)

Wayne: 855 444 3911

**Vulnerable Adult Abuse/Neglect**

Macomb: 877.412.6109 (toll free)

Oakland: 866.975.5010 (toll free)

Wayne: 800 716 2234



A person who believes a violation has occurred may also file a complaint with the Michigan Department of Civil Rights, 110 West Michigan Avenue, Suite 800, Lansing, Michigan 48913, or with the Office of Civil Rights, U.S. Department of Education, 600 Superior Avenue East, Cleveland, Ohio 44114.

Approved by President's Council August 20, 2014  
Revised October 14, 2015

### **Safety Tips**

- Preventing Acquaintance Rape
- It is never okay to force or coerce any individual to engage in sexual activity.
- Be aware that "force" can be emotional coercion, verbal pressure and intimidation as well as physical force.
- Trust your instincts, stand up for yourself, and be willing to "make a scene."
- Support your friends. Intervene if you see them making decisions that are harmful to others or to self.
- Consent requires sober, verbal permission for each and every sexual activity.
- Consent cannot be legally given if one or both parties are intoxicated by alcohol or other drugs.

Stalking is a crime. Stalking is defined as any unwanted contact between a stalker and their victim which directly or indirectly communicates a threat or places the victim in fear. Stalking behaviors may include following a person, repeated and unwanted phone calls or email contact, and leaving gifts for their victims. Stalking is not flattery; it is a stalker's attempt to control and exert power over their victims.

### **Haiti Tec – Port au Prince, Haiti**

Students attending Haiti Tec are encouraged to accurately and promptly report all crimes to the appropriate police agencies, when the victim of such crime elects or is unable to make such a report.

To report a crime, emergency situation, or suspicious activity at Haiti Tec, please contact the **Haitian National Police [Police Nationale d'Haiti (PNH)]**.

- Dial (509) 3831-1111 or
- Dial (509) 3838-1111

### **In case of an emergency (police, fire, medical):**

- **Dial 122**

The Haitian National Police may be contacted using the following information for their respective locations:

4, rue Legitime, Champs de Mars, Port-au-Prince  
509 3831-1111  
509 3842-1111





Place Saint-Pierre, Petion-Ville  
509 3838-1111  
509 3830-1111

Rue Oscar, Pacot, Port-au-Prince  
509 3834-1111

Croix-des-Bouquet, Port-au-Prince  
509 3826-1111

Carrefour  
509 3842-1111

Delmas  
509 3824-1111

Acul-du-Nord  
Police Station 509 3648-8730

Commissariat Barrier Bottle / Direction Départementale North of PNH, Cap-Haïtien  
509 3804-2222

Grande-Rivière-du-Nord (PNH)  
Police Station, Grande-Rivière-du-Nord 3877-4191

Jacmel Police Station, rue de la Comedie, Jacmel  
509 3805-7777  
509 3806-7777

Mirebalais Commissariat  
509 3804-6666

Commissariat of Port-Margot  
509 3604-0981

Office of Port-Salut  
509 3696-2817  
509 3633-5849

The Department of Public Safety at Madonna University's main campus may also be contacted via the following:

- Dial (734) 432-5442

Students are also encouraged to contact the following staff members to report crimes or other issues of safety and security:

Yvon Baptiste  
Haiti Tec Staff Contact  
[vondy1998@yahoo.fr](mailto:vondy1998@yahoo.fr)

Members of the community should immediately report crimes or emergencies to Public Safety. The University's response to emergency calls is as follows: upon receipt of a call, an officer will investigate the complaint, involve additional resources if necessary to appropriately resolve the matter, and produce a formal report. A timely warning or emergency notification may also be issued as described on page 57 of this Annual Security Report.

Reports submitted to Public Safety will be included in the annual statistical disclosure and assessed for issuing a Timely Warning Notice when deemed necessary.

Haiti Tec does not own or control property considered to be residential facilities for students.

### **Tianjin Agricultural University (P. R. China)**

Students attending Haiti Tec are encouraged to accurately and promptly report all crimes to the appropriate police agencies, when the victim of such crime elects or is unable to make such a report.

To report a crime, emergency situation, or suspicious activity at Haiti Tec, please contact police by using the following:

Police – dial 110

Fire – dial 119

Municipal First Aid Center – dial 120

Students are also encouraged to contact the following staff members to report crimes or other issues of safety and security:

Xing Kezhi  
Tianjin Agricultural University  
22 Jinjing Road  
Xiqing District  
Tianjin, P. R. China 300384  
[xyj\\_2001\\_xyj@126.com](mailto:xyj_2001_xyj@126.com)

The Department of Public Safety at Madonna University's main campus may also be contacted via the following:

- Dial (734) 432-5442



Members of the community should immediately report crimes or emergencies to Public Safety. The University's response to emergency calls is as follows: upon receipt of a call, an officer will investigate the complaint, involve additional resources if necessary to appropriately resolve the matter, and produce a formal report. A timely warning or emergency notification may also be issued as described on page 57 of this Annual Security Report.

Reports submitted to Public Safety will be included in the annual statistical disclosure and assessed for issuing a Timely Warning Notice when deemed necessary.

Tianjin Agricultural University does not own or control property considered to be residential facilities for students.



## MADONNA UNIVERSITY - MAIN CAMPUS CRIME STATISTICS

Offense	On Campus			Residential Facilities (a subcategory of On-Campus)			Non-Campus Property			Public Property		
	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	1	0	0	0	0	0	0	0	0	0
Fondling	0	1	0	0	1	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	1	0	0	0	0	0	0	0	0
Burglary	1	5	3	1	5	3	0	0	0	0	0	0
Motor Vehicle Theft	0	0	2	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	3	2	0	2	1	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	2	*1	0	0	0	0	0	0	0	0	0
<b>Arrests</b>												
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	2	0	0	2	0	0	0	0	0	0	0
Weapons law violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary referrals</b>												
Liquor law violations	2	1	1	2	1	0	0	0	0	0	0	0
Drug law violations	4	2	2	1	2	0	0	0	0	0	0	0
Weapons law violations	0	0	0	0	0	0	0	0	0	0	0	0

\*This statistic was discovered then added as a result of the review of the crimes for 2017. It was discovered that the incident was first reported to a CSA in 2016 and continued into 2017. Additionally, the 2017 Annual Security and Fire Safety Report was corrected to reflect this change.

\*\*In September 2019 it was discovered that unfounded crimes were not included in the 2017 main campus crime statistics. Unfounded crimes were added to the 2017 calendar year. The 2018 Annual Security and Fire Safety Report was corrected to reflect this change.

\*\*\*In September 2019 it was discovered that unfounded crimes were not included in the 2016 main campus crime statistics. Unfounded crimes were also added to the 2016 calendar year. The 2017 Annual Security and Fire Safety Report was corrected to reflect this change.

### Hate Crimes:

2018: No hate crimes reported.

2017: No hate crimes reported.

2016: No hate crimes reported.

### Unfounded Crimes

2018: No unfounded crimes.

\*\*2017: No unfounded crimes.

\*\*\*2016: No unfounded crimes.



Southfield Center Crime Statistics									
Offense	On Campus			Non-Campus Property			Public Property		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Murder/Non-negligent Manslaughter	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Manslaughter by Negligence	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Rape	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Fondling	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Statutory rape	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Incest	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Robbery	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Aggravated Assault	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Burglary	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Motor Vehicle Theft	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Arson	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Domestic Violence	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Dating Violence	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Stalking	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
<b>Arrests</b>									
Liquor law violations	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Drug law violations	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Weapons law violations	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
<b>Disciplinary referrals</b>									
Liquor law violations	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Drug law violations	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
Weapons law violations	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A

N/A: This campus did not open until August 14, 2018.

### Hate Crimes

2018: No hate crimes reported.

2017: N/A

2016: N/A

### Unfounded Crimes

2018: No unfounded crimes.

2017: N/A

2016: N/A

Macomb College Campus Crime Statistics									
Offense	On Campus			Non-Campus Property			Public Property		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
Liquor law violations	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0
Weapons law violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary referrals</b>									
Liquor law violations	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0
Weapons law violations	0	0	0	0	0	0	0	0	0

### Hate Crimes

2018: No hate crimes reported.

2017: No hate crimes reported.

2016: No hate crimes reported.

### Unfounded Crimes

2018: No unfounded crimes.

2017: No unfounded crimes.

2016: No unfounded crimes.

Henry Ford College Campus Crime Statistics									
Offense	On Campus			Non-Campus Property			Public Property		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
Liquor law violations	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0
Weapons law violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary referrals</b>									
Liquor law violations	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0
Weapons law violations	0	0	0	0	0	0	0	0	0

Hate Crimes

2018: No hate crimes reported.

2017: No hate crimes reported.

2016: No hate crimes reported.



<b>*Southwest Detroit Women's Educational Empowerment Program Crime Statistics</b>									
	<b>On Campus</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
<b>Offense</b>	2018	2017	2016	2018	2017	2016	2018	2017	2016
Murder/Non-negligent Manslaughter	N/A	0	0	N/A	0	0	N/A	0	0
Manslaughter by Negligence	N/A	0	0	N/A	0	0	N/A	0	0
Rape	N/A	0	0	N/A	0	0	N/A	0	0
Fondling	N/A	0	0	N/A	0	0	N/A	0	0
Statutory rape	N/A	0	0	N/A	0	0	N/A	0	0
Incest	N/A	0	0	N/A	0	0	N/A	0	0
Robbery	N/A	0	0	N/A	0	0	N/A	0	0
Aggravated Assault	N/A	0	0	N/A	0	0	N/A	0	0
Burglary	N/A	0	0	N/A	0	0	N/A	0	0
Motor Vehicle	N/A	0	0	N/A	0	0	N/A	0	0
Arson	N/A	0	0	N/A	0	0	N/A	0	0
Domestic Violence	N/A	0	0	N/A	0	0	N/A	0	0
Dating Violence	N/A	0	0	N/A	0	0	N/A	0	0
Stalking	N/A	0	0	N/A	0	0	N/A	0	0
<b>Arrests</b>									
Liquor law violations	N/A	0	0	N/A	0	0	N/A	0	0
Drug law violations	N/A	0	0	N/A	0	0	N/A	0	0
Weapons law violations	N/A	0	0	N/A	0	0	N/A	0	0
<b>Disciplinary referrals</b>									
Liquor law violations	N/A	0	0	N/A	0	0	N/A	0	0
Drug law violations	N/A	0	0	N/A	0	0	N/A	0	0
Weapons law violations	N/A	0	0	N/A	0	0	N/A	0	0

N/A: The partnership between Madonna University and the Southwest Detroit Women's Educational Empowerment Program (SWEET) ended May 31, 2017.

\*In September 2019 it was discovered that unfounded crimes were not included in the 2017 main campus crime statistics. Unfounded crimes were added to the 2017 calendar year. The 2018 Annual Security and Fire Safety Report was corrected to reflect this change.

\*\*In September 2019 it was discovered that unfounded crimes were not included in the 2016 main campus crime statistics. Unfounded crimes were also added to the 2016 calendar year. The 2017 Annual Security and Fire Safety Report was corrected to reflect this change.

#### Hate Crimes

2018: N/A

2017: No hate crimes reported.

2016: No hate crimes reported.

#### Unfounded Crimes

2018: N/A

\*2017: No unfounded crimes.

\*\*2016: No unfounded crimes.



Tianjin Agricultural University (Tianjin, P. R. China)									
Offense	On Campus			Non-Campus Property			Public Property		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
Liquor law violations	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0
Weapons law violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary referrals</b>									
Liquor law violations	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0
Weapons law violations	0	0	0	0	0	0	0	0	0

\*In September 2019 it was discovered that unfounded crimes were not included in the 2017 main campus crime statistics. Unfounded crimes were added to the 2017 calendar year. The 2018 Annual Security and Fire Safety Report was corrected to reflect this change.

\*\*In September 2019 it was discovered that unfounded crimes were not included in the 2016 main campus crime statistics. Unfounded crimes were also added to the 2016 calendar year. The 2017 Annual Security and Fire Safety Report was corrected to reflect this change.

#### Hate Crimes

2018: No hate crimes reported.

2017: No hate crimes reported.

2016: No hate crimes reported.

#### Unfounded Crimes

2018: No unfounded crimes.

\*2017: No unfounded crimes.

\*\*2016: No unfounded crimes.



Haiti Tec Port au Prince, Haiti									
Offense	On Campus			Non-Campus Property			Public Property		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Murder/Non-negligent Manslaughter	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Manslaughter by Negligence	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Rape	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Fondling	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Statutory rape	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Incest	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Robbery	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Aggravated Assault	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Burglary	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Motor Vehicle	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Arson	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Domestic Violence	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Dating Violence	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Stalking	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
<b>Arrests</b>									
Liquor law violations	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Drug law violations	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Weapons law	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
<b>Disciplinary referrals</b>									
Liquor law violations	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Drug law violations	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0
Weapons law violations	N/A	*N/A	0	N/A	*N/A	0	N/A	*N/A	0

N/A: The partnership between Madonna University and Haiti Tec ended January 5, 2016.

\*: It was discovered in September 2019 that the partnership between Madonna University and Haiti Tec actually ended January 5, 2016. The statistics previously reported for 2017 were changed to accurately reflect the ending of the partnership. Additionally, the 2018 Annual Security and Fire Safety Report was corrected to reflect this change.

\*\*In September 2019 it was discovered that unfounded crimes were not included in the 2016 main campus crime statistics. Unfounded crimes were also added to the 2016 calendar year. The 2017 Annual Security and Fire Safety Report was corrected to reflect this change.

#### Hate Crimes

2018: N/A

2017: \*N/A

2016: No hate crimes reported.

#### Unfounded Crimes

2018: N/A

2017: \*N/A

\*\*2016: No unfounded crimes.

## FIRE SAFETY REPORT

The following definitions apply to Madonna University's Annual Fire Safety Report, per the requirements of the Higher Education Opportunity Act.

*Fire:* Any instance of open flame 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.

*Unintentional Fire:* A fire that does not involve an intentional human act to ignite or spread into an area where the fire should not be.

*Intentional Fire:* A fire that is ignited, or that results from the deliberate action, in circumstances where the person knows there should not be a fire.

*Undetermined Fire:* A fire in which the cause cannot be determined

*Fire-related Injury:* Any instance in which a person is injured as a 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, employees, visitors, firefighters, or any other individuals.

*Fire-related Death:* Any instance in which a person— (1) Is killed as a 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 (2) Dies within one year of injuries sustained as a result of the fire.

*Fire Safety System:* Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a 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. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

### Fire Reporting

The reporting of any fire in progress should be made to the Department of Public Safety by dialing 911 or extension 5442 from a campus phone or (734) 432-5442 from a cell phone. Activation of any fire detection and/or notification systems in a building that is continuously monitored will be reported directly to Public Safety. Public Safety will advise the appropriate

fire response.

Additional reporting as required by Michigan Public Act 207 of 1941 and Administrative rules for New and Existing School, College and University Fire Safety, Rule 9 which states, "After the occurrence of a fire that results in loss of life or property or in personal injury, the administrative authority of the facility shall immediately notify the local fire department of all details of the fire."

If assistance is required from the Livonia Police Department or the Livonia Fire Department, Public Safety will contact the appropriate department. All crimes should be reported to Public Safety to aid in providing timely warning notices to the campus community, when appropriate. All crimes reported to Public Safety will be included in the annual disclosure of crime statistics.

### **Safety Steps During Fire Emergencies**

1. Call Public Safety by dialing extension 5442 or 911 from a campus phone, or
2. Dial (734)-432-5442 or 911 from a cell phone.
3. Sound any available fire alarm.
4. Calmly evacuate the building.

### **Residence Halls**

Madonna University has three residence halls that have an automatic fire alarm system. Additionally, the Living Learning Community Center and the Apartment Living Center have fire sprinkler systems. A licensed contractor tests the system on a yearly basis.

### **Fire Drills**

The Residence Halls held four fire drills during the 2018 calendar year.

- Two held in the Living Learning Community Center (LLC).
- One held in the Apartment Living Center (ALC).
- One held in the University Center.

## Fire Safety Regulations

The following are room regulations every resident must follow.

Smoke detectors are located in all residence hall rooms as a source of early warning in case of fire. To ensure it is working properly, test your smoke detector monthly. Smoke detectors can be tested by pushing the test button on the bottom of the detector. If the detector fails to sound an alarm or if it emits a short beep intermittently, the battery needs to be replaced. Contact the Director of Residence Life if this should occur.

Electrical Appliances must be U/L approved and good judgment should always accompany its use. Extension cords must be three pronged and well maintained, with no breaks in the insulation. No microwaves are allowed in residence hall rooms. The use of irons is not permitted in student rooms and may be used only in the laundry room.

Room decorating should be limited to non-flammable materials. Candles and incense are prohibited.

### General Fire Safety Guidelines for the University

1. Do not prop open or obstruct doors.
2. Do not lock or close a fire door to prevent exiting.
3. Remove all obstruction from emergency exits.
4. Report blocked or locked fire exits to Public Safety.
5. Do not obstruct fire alarm pull boxes, fire extinguishers, fire sprinkler heads, smoke detectors or any other fire protection device.

### Electrical Appliances

1. Do not allow electrical appliances to be near common combustible materials.
2. Observe good housekeeping practices.
3. Do not allow clutter and/or combustible materials to collect.
4. When a fire alarm sounds, exit the building immediately.

### Open Flame Burning

Open flame burning of any kind (e.g., candles, burners, incense, etc.) is prohibited. Any exceptions must be approved by the Director of Public Safety. Should the origin of any fire be traced to a resident ignoring this policy, the resident may be subject to disciplinary action. Residence Hall rooms may be inspected by university officials to ensure a safe, healthy living environment.

### Smoking

Smoking is not permitted in any university building.

### Emergency Evacuation Instructions

Emergency Evacuation Instructions are located in every room. Contact the Director of Public Safety at 734-432-5441 for additional information.



## Procedures for Evacuation in the Case of Fire

When an emergency fire alarm is sounded in any University building, including student housing, all persons will immediately leave the building in an orderly manner by means of the nearest exit. The use of elevators is prohibited during an emergency evacuation and all persons are to remain at least 100 feet away from an evacuated building to enable rescue/responding vehicles and personnel clear access. Under no circumstances are any employees or students to remain in, or return to, an evacuated building, unless they first secure the permission of Public Safety personnel, local police or fire officials, and/or an "ALL CLEAR" is issued by Public Safety.

## Fire Safety Training

Fire extinguisher training is available to the university community. Contact the Director of Public Safety for information.

## Fire Statistics

In 2008 the Higher Education Opportunity Act (HEOA) expanded and reauthorized the Higher Education Act (HEA) of 1965. The resulting amendments include mandatory annual reporting of fire statistics. Those statistics have been compiled and are included as part of a separate section in the attached table of crime statistics. Data will continue to be collected and reported annually in this manner in accordance with the provisions of the HEOA.

Residence Hall Fire Statistics 2018									
Building name	Street address	Total fires in each building	Fire number	Date	Time	Cause of fire	Number of injuries that required treatment at a medical facility	Number of deaths related to a fire	Value of property damage caused by fire
University Center (Residence Hall)	14221 Levan Road	0					0	0	0
Living Learning Community Center (Residence Hall)	14221 Levan Road	0					0	0	0
The Apartment Living Center (Residence Hall)	14221 Levan Road	0					0	0	0

Residence Hall Fire Statistics 2017									
Building name	Street address	Total fires in each building	Fire number	Date	Time	Cause of fire	Number of injuries that required treatment at a medical facility	Number of deaths related to a fire	Value of property damage caused by fire
University Center (Residence Hall)	14221 Levan Road	0					0	0	0
*Living Learning Community Center (Residence Hall)	14221 Levan Road	0					0	0	0
**The Apartment Living Center (Residence Hall)	14221 Levan Road	N/A					N/A	N/A	N/A

\*The Living Learning Community Center opened and occupied on October 2, 2017.

\*\*The Apartment Living Center contains N/A because the building was built; however, it was not occupied until 2018.

Residence Hall Fire Statistics 2016									
Building name	Street address	Total fires in each building	Fire number	Date	Time	Cause of fire	Number of injuries that required treatment at a medical facility	Number of deaths related to a fire	Value of property damage caused by fire
University Center (Residence Hall)	14221 Levan Road	0					0	0	0

