

# CAMPUS SAFETY

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## CAMPUS SECURITY

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Providing a safe and secure campus is a key element in assisting the college in accomplishing its mission. The college is committed to providing a safe campus, and in addition to institutional procedures, students and staff are encouraged to be personally responsible for their own security as well as others.

Campus Security is the direct responsibility of the vice president of student and information services, while the chief of security is responsible for day-to-day operations. The security staff is comprised of individuals with extensive law enforcement/security experience and knowledge, and possesses an excellent working relationship with local law enforcement agencies, including the Monroe County Sheriff's Department and the Michigan State Police. Criminal acts are investigated by local area law enforcement authorities. There are currently no memorandums of understanding between Campus Security and local law enforcement.

Campus Security provides a safe and secure campus environment for students, staff, faculty and visitors. Both foot and vehicle security/safety patrols are conducted in order to minimize and deter the occurrence of crime, protect the peace and serve the interests of the College.

## AWARENESS AND PREVENTION PROGRAMS

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MCCC is committed to increasing the awareness and prevention of violence. MCCC continues the effort to provide students and employees with educational programming and strategies intended to prevent domestic violence, dating violence, sexual assault and stalking. The purpose of these programs is to help students, staff and visitors feel empowered to act by giving them specific processes and resources to intervene in a safe, early and effective manner. At New Employee Orientation, all new employees receive orientation on Title IX, sexual harassment, sexual assault, domestic violence, dating violence and stalking through the Office of Human Resources.

## ANNUAL CAMPUS SAFETY AND CRIME AWARENESS REPORT

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### Description of Campus Security Policies

Providing a safe and secure campus is a key element in assisting the college in accomplishing its mission of offering instructional programs and student and community activities.

The college's Board of Trustees and administration is committed to providing a safe campus. In addition to various measures that have been taken by the Board and administration to create a safe campus, students and staff are encouraged to be responsible for their own security and the security of others.

Following are various policies and procedures that the college has adopted to prevent and deal with security issues on college premises.

### Incident Reporting - Other than Emergencies

The college asks that all criminal actions, suspected criminal actions, accidents or unusual incidents be reported immediately. If you are a student, this can be done through your instructor. If you are an employee, this can be done through your supervisor. Both students and employees may also report directly to the switchboard receptionist—the receptionist will contact Campus Security—or the Office of the Vice President of Student and Information Services to complete an incident report. Monroe County Community College does not have a confidential reporting program, and all victims are encouraged to report crimes and emergencies to Campus Security. Effective crime prevention begins with personal involvement and responsibility. By taking a few moments to think before acting, we can all make ourselves less likely to become a victim or a statistic.

Crime prevention is everyone's job. With some effort and forethought we can maintain a safe campus environment.

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## **Crime Statistics Monroe County Community College 2015 Annual Security Report (Data includes 2012, 2013, 2014)**

For the period of January 1, 2014 and ending December 31, 2014, there have been no crimes reported to the college's campus security authorities or to the local law enforcement agencies that are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act.

This act requires institutions to disclose three general categories of crime statistics:

- **Criminal Offenses**—Criminal homicide, including: a) murder and non-negligent manslaughter, and b) negligent manslaughter; sex offenses including: a) forcible, and b) non-forcible; robbery; aggravated assault; burglary; motor vehicle theft; and arson.
- **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/ Damage/Vandalism of property<sup>1</sup> that were motivated by bias; and

The 2008 HEOA regulations expanded the list of hate crime statistics to be included in Clery Act statistical disclosures.

- **Arrests and Referrals for Disciplinary Action for Weapons:** carrying, possessing, etc., drug abuse violations and liquor law violations.

In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics and the Campus SaVE acts, Monroe County Community College commits to providing all current and prospective students and employees with access to annual campus security reports for both of our campuses by October 1 of each year.

This federal law requires institutions to publish an annual report including crime statistics for the prior three years, policy statements regarding safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses. The Clery Act also requires universities to keep an up-to-date crime log (<http://www.monroecc.edu/security/index.htm>) to issue timely warnings in the event of a crime threatening the safety of students or employees, and to keep accurate crime statistics.

MCCC publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures to assist them in making informed decisions relative to their safety. A notice is sent to all students and employees with a direct link to this report every Fall and Winter semester. These crime statistics reflect incidents that occurred on MCCC property, on public property adjacent to the college or at sites owned or leased by the college during the previous three years. Monroe County Community College does not provide residential dormitories or facilities for on campus student housing. The vice president of student and information services has primary responsibility for categorizing, disseminating and publishing crime statistics collected on-campus and includes statistics obtained from various local law enforcement entities.

For the purpose of this policy, the term "controlled substance" refers to drugs and chemical substances listed in Schedules I through V of the Federal Controlled Substances Act (21 USC 812) and related regulations, such as, but not limited to, marijuana, cocaine, crack cocaine, heroin, peyote, mescaline, LSD, etc. Substances prohibited under this policy are prohibited in any form, including but not limited to pills, inhalants and beverages. Any individual whose test for controlled substances or their metabolites is confirmed positive will be deemed to be in violation of this policy. A blood alcohol content (BAC) test will be deemed positive, and therefore the individual will be deemed to be in violation of this policy, if the BAC level is of legal limit or above.

### **Additional Requirements**

A particular college-sponsored or related program or event, such as the Study Abroad Program, may have additional or different requirements or conditions which are applicable to employees or students involved with that particular program or event. Anyone involved with or participating in such programs or events is required to adhere to and comply with this policy as well any additional requirements of the particular program or event. However, to the extent that alcoholic beverages are consumed while participating in a Study Abroad Program, such use may be permitted if consistent with the Study Abroad Program policy and with the terms of the particular program in which a person is participating.

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## Violations by Employees

The college will impose disciplinary action up to and including the immediate termination of employment for violation of this drug and alcohol policy. Violations or suspected violations of this policy may also result in a referral to a law enforcement agency. Suspected violations by employees are to be reported to the Office of Human Resources as soon as possible.

## Violations by Students

Students whom the college determines have violated this drug and alcohol policy will be placed on disciplinary status up to and including dismissal or suspension from the college. These students also may be subject to losing financial aid. Violations or suspected violations of this policy may also result in a referral to a law enforcement agency. Suspected violations by students are to be reported to the Office of the Vice President of Student and Information Services as soon as possible. (See MCCC Policy 3.10, Due Process with Regard to Discipline other than Academic.)

## Notice of Drug-Related Convictions

Any employee, student or student assistant convicted under any drug or alcohol statute for a violation occurring while working for the college, while on campus, while in any vehicle used for college business, or under any other circumstances which constitute a violation of this policy must notify the college's Office of Human Resources immediately after such a conviction. A conviction includes any finding of guilt, any guilty plea or plea of no contest and/or imposition of a fine, jail sentence or other penalty. The college will determine if college policies have been violated and what, if any, disciplinary action will be administered.

Any student with a conviction for any offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student is receiving Title IV Higher Education Act (HEA) program funds will result in the loss of eligibility for any Title IV, HEA grant, loan or work study assistance.

## Resources

MCCC is interested in the continued good health and personal well-being of the employees and students and we recognize that employees and students suffering from alcohol or drug dependence can be treated. Employees and students may contact the director of human resources at 734.384.4245 or designee for a referral service. Any such contact will be kept in strict confidence except insofar as may be required by law. Employees may also contact the college's Employee Assistance Program directly by calling 734.240.1760. Local assistance may also be available through Promedica Monroe Regional Family Center. In addition, employees may be entitled to apply for a leave of absence so that they may address a substance abuse problem prior to it impacting their ability to do their job. We encourage any employee or student to seek professional care and counseling prior to any violation of this policy. Violations of this policy will not be tolerated. For more information and additional resources, please see the Drug and Alcohol Resource Guidelines brochure found in the Admissions and Guidance Office or on the College's website, [www.monroecc.edu](http://www.monroecc.edu).

## Publication

A copy of this policy is available to the students and public on the college website or by request.

## Biennial Review and Records

*The college will biennially review this policy as required by federal law. The college will also retain records regarding the implementation of this policy for at least three years, as required by federal law.*

## **CAMPUS SaVE ACT: POLICY CONCERNING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING**

(Including Prevention, statistics and response)

MCCC is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act), MCCC has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all members of the MCCC community (students, faculty and staff) as well as contractors and visitors. Every member of the MCCC community should be aware that such behavior is prohibited by law and college policy.

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Monroe County Community College does not tolerate stalking, dating violence, domestic violence or sexual assault in any form, including acquaintance rape, attempts to obtain sexual favors through coercion, including but not limited to, threats to embarrass or intimidate the victim (even when this does not include threat of force). Individuals who the college determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from MCCC.

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

Monroe County Community College encourages victims of sexual assault, domestic violence, dating violence, and stalking to report the incident immediately in order to ensure that victims receive the services they need. Reports should be made immediately to Campus Security, and/or to the local or state police authorities. Promedica Monroe Regional Hospital Rape Crisis Center 734.240.4508 – 24 hour hotline at 734.240.8800 also provides immediate advice and assistance to victims. A report should also be made as soon as possible to the vice president of student and information services if the assault occurred on campus.

For complete reporting instructions, please visit the MCCC Annual Campus Crime Report by visiting [www.monroecc.edu/security](http://www.monroecc.edu/security).

## **YOUR ROLE IN PREVENTING DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING:**

Please visit one or both of these valuable resources:

- <https://www.rainn.org/get-information/sexual-assault-prevention/bystanders-can-help>
- <http://stepupprogram.org/topics/sexual-assault/>

## **SEXUAL OFFENDER INFORMATION**

In an effort to provide the best service for the MCCC campus community, we have provided a link to the Michigan Public Sex Offender Registry (PSOR): [http://www.communitynotification.com/cap\\_main.php?office=55242/](http://www.communitynotification.com/cap_main.php?office=55242/).

The link will take you to a disclaimer, which you must first agree to before viewing the site.

Ohio's ESCORN site can be found at [http://www.theoffenderlist.com/Ohio\\_Sex\\_Offender\\_List\\_\\_Ohi.php](http://www.theoffenderlist.com/Ohio_Sex_Offender_List__Ohi.php).

This site provides links to databases of sexual offenders for all 88 Ohio counties.

## **CAMPUS EMERGENCIES**

MCCC has established procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors occurring on campus. These procedures provide for rapid notice to local law enforcement and senior administration to evaluate and confirm an emergency or dangerous situation and if confirmed, for same persons to determine the appropriate content of the notification.

In cases of emergency, the college's switchboard operator (-0- from any campus phone) should be contacted immediately. The switchboard operator will directly contact Campus Security. If the switchboard is closed, assistance can be requested by dialing 911 from a pay phone. No money is needed.

MCCC will, without delay, and taking into account the safety of the community, determine the content of emergency/dangerous situation notifications and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The warnings will be communicated with the college community regarding the procedure for an emergency response and/or evacuation. The warning may be issued in the following manner:

- Emergency Notification System
- Email to currently enrolled students at their MCCC student email account
- Email to all MCCC campus email users, including faculty, staff and administrators
- Notices placed on entry/exit doors in all buildings
- Public address system
- Campus television network
- Local media
- MCCC main webpage – <http://www.monroecc.edu/>

Depending on the particular circumstances, especially in all situations that could pose an immediate threat to the community and individuals, MCCC will notify the Monroe County Sheriff's Department and the Michigan State Police.

To view the MCCC Campus Emergency Response Plan, go to: [http://www.monroecc.edu/security/Emergency\\_Response\\_Plan\\_2-13.pdf](http://www.monroecc.edu/security/Emergency_Response_Plan_2-13.pdf).

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## Timely Warnings and Campus Emergencies

- Timely Notifications –  
<http://www.monroeccc.edu/security/timely-warning.htm>

A timely warning will be issued by the vice president of student and information services when a situation arises that constitutes an ongoing or continuing threat to the health or safety of students or employees occurring on MCCC owned or leased property.

Depending on the nature and/or severity, the warning may be issued by the following methods:

- Emergency Notification System
- Email to currently enrolled students at their MCCC student email account
- Email to all MCCC campus email users, including faculty, staff, administrators
- Notices placed on entry/exit doors in all buildings
- Public address system
- Campus television network
- Local media
- MCCC main web page –  
<http://www.monroeccc.edu/>

A timely warning will include any information that would promote safety. Anyone with information that may justify a timely warning should contact the vice president of student and information services at 734.384.4224 or contact the switchboard by dialing “0” from a campus phone or by dialing 734.457.6007. Every attempt will be made to distribute the alert within 48 hours of the filed report or incident.